



Upper New York Conference

The United Methodist Church

To live the Gospel of Jesus Christ and to be God's love with our neighbors in all places.

Meeting Room Request Guidelines

- Send or give Meeting Room Request form to your conference staff liaison. [Click here](#) for list of conference staff and email addresses.
- Send questions about the room or food arrangements, to _____ at _____ above email address or call her at 315-898-2000.
- Reserve early! Meeting rooms are reserved on a first come, first served basis.
- If your meeting/event occurs after hours or on a weekend, be sure to request a door fob and make arrangements with your conference staff liaison to get it and return it along with instructions for its use.

Conference Office, 7481 Henry Clay Blvd., Liverpool, NY 13088

(315) 898-2000 • Toll-free (855) 424-7878 • Fax (315) 424-0975 • www.unyumc.org