

HOW TO RENT A FACILITY ONLINE

ucplib.recdesk.com

1 LOGIN

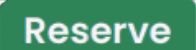
Go to the upper right hand corner, click the Login button. Sign in, or create a profile if needed.

You must be logged in to rent a facility.

2 VIEW OUR FACILITIES

View our available facilities by clicking the facility tab or at

ucplib.recdesk.com/community/facility

Find the room or space you would like to rent and click the green  button.

3 SELECT YOUR RENTAL DATE

- Select your rental date
- Name your event
- Enter attendance
- Add* hours** of the event to your cart
- Add any add-ons needed (Kitchen use, linens, A/V, etc.)

*click the hours desired, then the green + button to add to cart

**hours are sorted by number of hours, then available times



4

WAVIERS AND AGREEMENTS

Acknowledge our standard waiver and complete and sign the Facility Rental Form

5

CHECK OUT

Continue through the checkout process. You will receive an email notification confirming your application was submitted.



APPROVAL PROCESS

Once we receive your application we will review and determine availability. You may receive an email/phone communication regarding your rental. This process can take up to 10 business days.

IF YOUR RENTAL IS APPROVED:

You will receive email confirmation (please make sure to check spam folder). You will have 5 business days after your application is approved to:

- Pay your invoice in full. We take cash or check for rentals.
- Submit any required insurance/licenses

For accommodations or questions: call (765) 458-5355 or email samanthaucpl@gmail.com



2026 FACILITY RENTAL FEES

Facility	Resident Hourly Rate	Non-Resident Hourly Rate	Non-profit Hourly Rate
Community Center (Capacity: ~150 people with tables and chairs)	\$100	\$125	<i>Please contact us for more information.</i>
Carnegie Room (Capacity: ~40 people with tables and chairs)	\$25	\$30	<i>Please contact us for more information.</i>
Glass Walled Meeting Rooms	\$0	\$0	\$0

Optional add-ons when booking your reservation.

Facility Add- Ons	Add-On Price	Non-profit Add-On Price
Kitchen Use	\$50	<i>Please contact us for more information.</i>
Linens (White Round 90" Table Cloths. Limit 15.)	\$2/per table cloth	<i>Please contact us for more information.</i>
Audio/Visual Set Up	\$0	\$0

For additional accommodations or questions: call (765) 458-5355 or email samanthaucpl@gmail.com