

**FIRST UNITED METHODIST CHURCH**  
**P. O. Box 304**  
**Princeton, WV 24740**

**Dawna Watkins, DCE**  
**Office: 304-425-0064**  
**Cell: 304-888-9494**  
**Fax: 304-487-6469**

**Application for Use of Family Ministries Center Facilities**

Today's Date \_\_\_\_\_  
Date of Event \_\_\_\_\_  
Group \_\_\_\_\_  
Size of Group \_\_\_\_\_  
Purpose of Event \_\_\_\_\_  
Time in \_\_\_\_\_  
Time out (9:00pm latest) \_\_\_\_\_  
Responsible Person \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Signature \_\_\_\_\_

**Space(s) requested:**  
Library   
Conference Room   
Room 2   
Room 3   
Kitchen   
Schell Hall   
Gymnasium   
Stage

**Equipment (mark as needed):**  
Refrigerator/freezer   
Stove   
Dishwasher   
Ice machine   
Ice tea maker   
Coffee maker   
Food warmer   
Steam table   
Mixer   
Microwave   
Dishes/silverware   
Non-catered event   
Catered event

Caterer's Name \_\_\_\_\_

Caterer's Phone Number \_\_\_\_\_

**If you sign this document you do so with the understanding that your group will follow the policies of First Church as follows:**

1. First Church organizations and functions shall receive first priority in scheduling. The authorized leadership of First Church has discretion to ask for a change of date to accommodate this priority.
2. Requests for use of the facility for individuals/groups outside of First Church cannot be made more than three (3) months in advance.
3. The authorized leadership of First Church reserves the right to ask any organization or group using the building and failing to comply with the present rules and policies to leave the grounds immediately.
4. Groups using the Family Ministries Center for meetings or other accepted functions must use only the area/equipment they have requested to use. No group shall use any other area/equipment unless a special request is approved by the authorized leadership of First Church.
5. Fees and Janitorial Charges shall be submitted to the church office at least two (2) weeks in advance of the event. Checks are to be made payable to First United Methodist Church, Princeton, and be referenced to the event.
6. The fee schedule for the facilities of the Family Ministries Center can be found on the guidelines for use of each area.

Janitor available (Church use only)