

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

G. Randall Adkins, Pastor
Rebecca Schaffer, DCE
425-2283 425-0064
Fax: 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 they have requested to use. No group shall use any other area 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)