

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

G. Randall Adkins, Pastor
Rebecca Schaeffer, DCE

GUIDELINES FOR USE OF SCHELL HALL

Size = 50' X 30' For groups of 125 or less.

The Family Ministries Center of First United Methodist Church is purposed for sharing God's goodness and grace with its members and the community. We welcome all who come through our doors and hope that you will find our facilities to be accommodating to your needs. These guidelines are to insure our facilities are kept in good condition for all who will use them. The fees are based on operating and maintenance costs necessary to safeguard the condition of the structure and equipment.

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. **The authorized leadership of First Church reserves the right to ask any group failing to comply with these guidelines to leave the premises immediately.**
3. Due to the amount of use of our buildings, request for scheduling must be submitted at least **30 days** prior to the function.
4. **All groups using the facilities shall register a responsible person** (named in the application for use). The responsible person shall provide a name, address, and day and night phone numbers.
5. Application shall include the specific purpose and function of the group and the reason for use of the facilities.
6. **Groups using the facilities must use only the area they have requested.** Use of other areas shall be approved by the authorized leadership of First Church.
7. **Adult supervision shall be provided with any group of children or youth.** There should be one adult for every 7 children, one adult for every 10 youth. Outside doors shall remain closed at all times.
8. **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. **The janitorial charge will be returned if, in the opinion of First Church, the area is left clean and all equipment is returned as originally found.**
9. **The responsible person for the group shall make sure the building is used with care.** Upon leaving, this person shall insure all lights, electrical appliances and water have been turned off, and all doors are closed and locked.
10. **All groups using the facilities shall be responsible for damages to the facility and equipment.** The responsible person shall arrange payment for all damages. Cost of repairs will be based on professional estimates obtained by First Church. In using the facilities, the responsible person agrees to pay the cost of repairs established by the estimate.
11. **The use of tobacco products, alcohol, or profanity is strictly forbidden on our property.** Any violation of this policy by the group or any group member will result in immediate termination of the use of the facility.

FEES FOR SCHELL HALL

General Use = \$100 Janitorial Charge = \$50

Any reduction of the required fees may be made on a case by case basis at the discretion of the authorized leadership of First Church Family Ministries Center.

For scheduling, changes, payments, questions contact:

Rebecca Schaeffer, Director of Christian Education
First United Methodist Church - P.O. Box 304 - Princeton, WV 24740
Phone (304)425-0064 Fax (304)487-6469
Email: rdschaeffer@frontiernet.net