

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

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APPLICATION FOR USE OF FAMILY MINISTRIES CENTER FACILITIES
CHURCH EVENT [] NON-CHURCH EVENT [] SPECIAL EVENT []

Today's Date _____

Date of Event _____ Circle Day(s): S M T W T F S

Group _____

Size of Group _____

Number of Supervising Adults _____

Time Event Begins and Ends _____

Time In _____

Time Out _____

Purpose of Event _____

Responsible Person _____

Mailing Address _____

Home Phone _____

Work Phone _____

E-Mail _____

Signature _____

(Responsible Person Listed Above)

Signature _____

(Organizational Officer: group president, church pastor, etc.)

Space(s) requested:

- Conference Room []
- 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 []
- Other (specify) []

- Catered Event []
- Non-Catered Event []

Caterer's Name _____

Caterer's Phone _____

Audio Visual Equipment Needed: []

Signature _____
(AV Tech)

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. 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.
3. 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.
4. Fees and Housekeeper 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 housekeeper charge will be returned if, in the opinion of First Church, the area is left clean and all equipment is returned as originally found.
5. The fee schedule for the facilities of the Family Ministries Center is attached.

(Church Use Only) Housekeeper Available []