

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(s) of Event

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 submit 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 are found in the Guidelines.

*(Church Use Only)* Housekeeper Available