

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

Tom McDowell, Pastor
Sugaree Houghtaling, Church Administrator

GENERAL GUIDELINES FOR USE OF FAMILY MINISTRIES CENTER

(Classrooms, Conference Room, Etc.)

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. To allow planning of activities by First Church, requests will not be accepted more than 90 days in advance. Reoccurring events must resubmit requests every three (3) months.
4. Groups will not be scheduled or approved to share an area of the facility. It may be necessary to cancel a reoccurring activity to allow an activity by another group.
5. **All groups using the facilities shall register a responsible person and an organizational officer** (named in the application for use). The responsible person shall provide a name, address, and day and night phone numbers.
6. Application shall include the specific purpose and function of the group and the reason for use of the facilities.
7. **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.
8. **Adult supervision shall be provided with any group of children or youth.** There will be two adults (25 years and older) present at all times. In addition, there will be an adult to child ratio of one adult for every 7 children and an adult to youth ratio of one adult for every 11 youth. Outside doors shall remain closed at all times.
9. **Activities that may result in damage to the facility shall not be allowed.**
10. **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.
11. **The responsible person for the group shall make sure the building is used with care.** Upon leaving, the responsible person shall insure that the building is left clean, all lights, water and appliances have been turned off, and all doors are closed and locked.
12. **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.
13. **Prior to any activity, the responsible person shall ensure that all persons have been provided an orientation concerning the guidelines for use and the prohibition of any act that may cause damage to the facility. Any specific restrictions for use by the group shall be communicated during the orientation.**

14. **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.
15. All injuries to persons (physical and/or suspected/reported abuse) shall be reported on an Incident Report Form regardless of how minor the injury appears to be at the time of occurrence. (Further guidelines for reporting suspected/reported abuse appear in the Safe Sanctuary Policy and on the Incident Report Form and must be followed.) Copies of the Incident Report Form are readily available in the Family Ministries Center.
16. All damages to property of FUMC, Princeton shall be reported on the Incident Report Form as soon as the damage occurs. (Further guidelines for reporting damages to property appear on the Incident Report Form.)

FEES FOR CLASSROOMS, CONFERENCE ROOM, ETC.

Fees are Negotiable

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:

Sugaree Houghtaling, Church Administrator

First United Methodist Church - P.O. Box 304 - Princeton, WV 24740

Office (304)425-2283

Email: fumcprinceton@gmail.com

By signing below, you acknowledge that you have read and understand the Guidelines for Use.

Responsible Person

Organizational Officer

Title: _____
(group president, church pastor, etc.)