

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

**Tom McDowell, Pastor
Sugaree Houghtaling, Church Administrator**

GUIDELINES FOR USE OF KITCHEN

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. Requests for any use of First Church's kitchen equipment must be listed on the application.
7. Limited use shall be defined as follows: The use of the kitchen area including ice maker, coffee/ice tea makers and refrigerator/freezer. Full use shall be defined as follows: Any use beyond that defined as limited use. Respective fees are listed at the bottom of the guidelines.
8. **Groups using the facilities must use only the areas they have requested.** Use of other areas shall be approved by the authorized leadership of First Church.
9. **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 10 youth. Mixed male/female groups will have mixed male/female adult supervision. Outside doors shall remain closed at all times.
10. **During events in which children and/or youth are working in the kitchen there shall be adult supervision at all times at the following stations:** dishwasher, stoves and steam table.
11. **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.
12. **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.

