SONRISE CHURCH OF GOD
PROCEDURES MANUAL
BUILDING USE AND CARE SECTION

1. **ALL GROUPS WHO RENT OR USE SONRISE CHURCH BUILDINGS AND EQUIPMENT ARE RESPONSIBLE FOR THE FOLLOWING:**
   a) The use of candles is not permitted in the carpeted areas.
   b) Food and drinks are to be served only in NON-carpeted areas. Food and drinks are not to be taken into the carpeted areas.
   c) All equipment and furniture is to be put away or returned to its proper location. (Including tables, chairs, podiums, microphones, cables, etc.)
   d) All children are to be supervised and not allowed to damage property or equipment.
   e) Thermostats are to be adjusted by adults only, and MUST BE returned to their original settings before leaving.
   f) All doors and windows must be closed and properly locked.
   g) The alarm must be properly set when leaving.
   h) Damage/Spills/Breakage or problems must be reported on the day it happens.

2. **ADDITIONAL COST**
   Those renting or using Sonrise buildings or equipment assume the following financial responsibility.
   A) They will pay for the repair or replacement of the building or equipment damaged while in their use.
   B) They will pay for all excessive cleaning as determined by the Sonrise Leadership Team.
   C) Serving food or drinks or the use of candles in a carpeted area may result in additional cost or the termination of this agreement.

I have read the above building use and agree to the terms herein described.

Signed _____ for _____

This agreement may be terminated or modified in writing at anytime by the Sonrise Leadership Team.

_____ _____
Initials Date