

## GUIDELINES

**Please read and sign the following guidelines and responsibilities in regard to the usage of our facility. Additional fee will be assessed to the responsible party should the guidelines outlined below is breached. Furthermore, privilege for future use of the facility might be revoked.**

1. Simpson representative will be made available to open and close to accommodate the hours noted from above.
2. If feasible, lock the doors when last person has arrived (day and night).
3. Use only parking space specified. Street parking is also available as noted per the information stipulated on the street signs. Designated parking area must be kept in good orderly condition and shall not be used for garage or as storage area after the hours requested.
4. The area in use and its contents will be made available with the understanding that everything will be returned to the original position and condition where found.
5. Food or drinks are **NOT** allowed in the worship areas.
6. Cooking is only allowed in the area designated as the "kitchen"
7. All appliances need to be turned off before leaving the facility.
8. Disposition must be made to SUMC contact person regarding any unused food and perishable either to be given to the church or to be stored for later pick-up.
9. Vacuum, mop, or sweep all used areas. Clean all used table tops, counters, shelves, chairs, etc.
10. Cleaning articles to be returned where found. Mop bucket water to be emptied and mops cleaned and hung to dry.
11. Hanging signs, posters and decoration can be done with the use of removable adhesive. Nails or any other hanging devices that will mar the surface is not allowed.
12. All trash generated during the stay must be disposed in the proper dumpster located on the SUMC property.
13. Any missing, broken or unusable items should be reported to the Trustees Contact person ASAP.
14. Any damaged or broken items requiring replacement or repair will be billed to the responsible party at cost.
15. The responsible party will ensure all lights, sound system, etc. have been turned off and the doors to each room closed and secured.
16. Respect others using the building and keep aisle and stairways cleared, keep noise and conversation to an acceptable level and no rough housing. Restrict movement to the areas specified by this agreement.
17. Alcohol, drugs, illegal substance, tobacco and weapons of any sort are not permitted on the premises.

**Continued**

18. SUMC will not be responsible for any accidents or third party injuries.
19. In the event legal proceedings are brought by either party regarding this contract, the losing party shall pay all cost and expenses, including all reasonable attorneys' fee incurred by the winning party.

**By signing this form, I am hereby stating that I have read and understand the policies set forth by the Simpson UMC and agree to the guidelines stated herein:**

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Responsible Party's Signature

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Date