

**ADDENDUM ONE TO THE COMMUNITY CHURCH OF MONTEREY PENINSULA PREMISES USE
POLICY GUIDELINES**

The following summary of the "Guidelines" have been established by the Board of Governors of the Monterey Peninsula to ensure the proper care of our facilities which result in maximum enjoyment and benefit to our users.

These "Guidelines" are to be observed at all times. Failure to do so will result in immediate termination of building use, privileges and forfeit of cleaning deposit. Each sponsor shall acknowledge receipt of the "Guidelines."

1. No smoking in the buildings is allowed at any time.
2. Alcoholic beverages are not allowed on church property.
3. No food or beverages are allowed in the sanctuary or chapel, except elements of communion.
4. Users are responsible for cleaning the areas used and arranging furniture in the way it was before the meeting/event.
5. Users are responsible for turning off the lights and heat, in addition to any other energy using equipment they have used. Doors should be kept closed when the heat is on to conserve energy. Our reasons for this are both environmental and economical. Higher energy costs result in higher building use fees. Thermostat is not to be set above 68 degrees.
6. When applicable, users are responsible for making arrangements to pick up and return the key. The key deposit will be returned only after the key has been returned (\$10 key deposit).
7. Users are responsible for closing and locking all windows and doors.
8. Unless otherwise arranged, users are not to occupy building prior to scheduled use.
9. All fees and deposits (\$75 cleaning) must be paid in advance no later than one week before scheduled use.

Date

Sponsor Signature

Typed or Printed Name