



TERMS of AGREEMENT:

SonBridge cannot guarantee the unlimited use of the facilities. Use is subject to change. Any contracts for ongoing use will be evaluated and renewed quarterly. **SonBridge** reserves the right to relocate space as necessary. **SonBridge** requires that the facility be left clean and properly arranged after use.

Rules for Use:

Thank you very much for choosing SonBridge. In order to be ready for next group, we have the following items to request:

1. Please return the tables and chairs back to the way you found them.
2. Wash, dry and put kitchen items away where you found them.
3. Return the thermostats back to the original setting.
4. Turn off the lights when you leave.
5. After office hours, be sure outside door is LOCKED.
6. For our records, please record your attendance on the goldenrod form on the wall across from admin office & put in box, or send an email to: Admin@sonbridge.org
7. For meetings after regular office house, please pick up key from our receptionist M-Thurs, 9:00 to 5:00. Return door key by putting in box on the wall across from admin office.

Thank you,

SonBridge Administration