

Office Use Agreement

I, _____, Clinical Associate at Family Guidance Centers, agree to adhere to the following regarding my physical office space.

1. No permanent improvements, alterations or changes of any nature (including paint, permanent fixtures, flooring, or otherwise), shall be made to the office premises or the exterior of the building without first obtaining the consent of Dr. Charles McGee in writing. Hanging of wall art, degrees, photos, or other wall decor is acceptable utilizing nails, screws, or Command Strip tape.
2. Signage or decoration on the outside of your office door is not permitted, except your door name plate, and special exceptions made in writing by Dr. Charles McGee or Emily McGee Griggs.
3. The use of candles, incense, diffusers, or other scented items is **not** permitted in the office or on the business premises.
4. The use of aquariums/fish tanks and play equipment **is** permitted with the following stipulations:
 - a. **Damage To Premises:** In the event damage to the premises or the furniture provided by FGC within the premises occurs from the use of an aquarium (including but not limited to water leakage or chemical spillage), or play equipment (including but not limited to paint spillage, marker or pen marks, stains, etc), the therapist will be responsible for the cost to repair or replace. This cost should be reimbursed to us upon receipt of an invoice, or it can be deducted from your pay.
5. Dogs, cats, or other pets are **not** permitted in the office except in the case of service or emotional support animals. Please refer to our Service + Emotional Support Animal Policy.
6. Normal wear and tear of your office space is understood and will not be penalized.

Signature

Date