



Event Policies and Procedures

We are honored and esteemed that you have considered Mount Pleasant as the setting for your event. The use of our beautifully historic Atlanta sanctuary, Rena's chapel, banquet facility, and gymnasium will make for a wonderful setting for your event.

Reservations

Reservations should be made at least ninety (90) days in advance. Request made in a shorter period of time, every effort will be made to accommodate the request. Please make your reservation request through our church office by completing the Use of Facility form provided for this purpose. The date will be confirmed when the form has been approved and deposit received. A confirmation copy of approve request will be email and or mailed to requestor. Please do not announce any event, until the schedule is confirm on the church calendar. Events that conflict with church services or other activities will not be scheduled.

Member Status

An active member must be a financial contributor to Mount Pleasant for six (6) months prior to their event. At the Pastor's discretion this requirement may be waived. Reservations may be requested one year prior to the date of the event. As a member, certain fees will not pertain.

Refer to Use of Facility Fee's.

Security Deposit

A \$400.00 refundable security deposit is required with the application. Full cost of any necessary repairs and/or replacement of equipment will be the financial responsibility of the signer.

Reservation Deposit & Balance

One half of the total fees must be paid sixty (60) days prior to the event. The balance is due thirty (30) days prior to the event.

Cancellation of Reservation

The following fees will be applied if reservation is canceled:

- 90 days prior – full refund
- 60 days prior – 2/3 fee's refunded
- 30 days prior – 1/3 fee's refunded
- 29 days or less – No Refund

Decorations

In order to maintain the beauty of the Sanctuary, Banquet Hall, Chapel and Gymnasium, it is important that you follow policies and the Use of Facility Guidelines.

Statement of Responsibility

We agree to the Event Policies and Procedures and will abide by the same. Additionally, we will ensure that our guest(s) do likewise, if we are permitted use of these facilities.

Signature:

Date: