



**MOUNT PLEASANT**  
baptist church

## A.C.O. FACILITY EXPENSE GUIDELINES

**NOTE:** All expenses should be requested on the ACO request form during the church's upcoming fiscal year preparation.

**Social events** – A social event is an occasion that convenes at a given place and time involving a public performance or entertainment. A social event is not dedicated to ministry work and/or outreach related projects. Examples of social related events:

***Balls • Galas • Concerts • Softball Games***

❖ **Expenses compensated by the appropriate ministry:**

- Security
- Custodial Fee
- Refreshments
- Paper Products (plates, utensils, napkins, cups, etc.)
- Printed needs
- Guest Speaker/Entertainment Fees

**Ministry Events** – Ministry is seen as worship to God and service to those person who believe on His name. Ministry must include ministering to the physical, emotional, mental, vocational, and financial needs of others. These events should be tailored to minister by aiding people's needs with love and humility on Christ's behalf. Examples of Ministry related events:

***Usher's Retreat • Matron's Circle • Prayer Breakfast • Garage Sale with a Twist***

❖ **Expenses compensated by the appropriate Ministry:**

- Refreshments
- Paper Products (plates, utensils, napkins, cups, etc.)
- Printed needs
- Guest Speaker/Entertainment Fees

**Independent events** – Can be ministry or social related in nature and will not require a budget from MPBC to support the function. Funding may be obtained via donations, assessments or CDC. Examples of Self Supported Events:

***Back to School Rally • Athletic Department's Basketball League***

Should an event of this nature be hosted within any facility of Mount Pleasant Baptist Church:

❖ **Expenses compensated by the appropriate ministry:**

- Security
- Custodial Fee
- Facility Usage Fee
- Media Resources



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## USE OF FACILITIES GUIDELINES

Requests for use of any and all facilities of Mount Pleasant Baptist Church must be made in writing by person(s) 21 years or older, using a **Request for Use of Facilities** form. This includes the use of any part of church property.

- Request form must be submitted to the Use of Facility Committee or church office.
- No events will be approved which exceed the capacity of the facilities.
- Date and time of all facility use must be scheduled with the church office for assignment to the church calendar.
- Decoration is limited to the day of the event. Remove all decorations immediately after each event is completed.
- Decorations must not be attached to any chairs, walls, carpeting or other furniture by way of pinning, gluing, nailing or tacking.
- Do not block the exits with tables or decorations.
- Do not use rice, birdseed, or confetti inside the buildings.
- When candles are used, the carpet and furniture must be protected from wax.
- Smoking is prohibited inside of any and all facilities.
- No gambling, illegal substances, or alcohol will be permitted on the church property.
- Activities that conflict with the moral and doctrinal position of the church will not be permitted. No illegal, illicit, obscene, or demeaning activities are permissible on Mount Pleasant's property.
- Children shall be under adult supervision at all times, within the approved area of use, and are not allowed to roam free.
- The facilities that are used must remain in pristine condition.
- To move equipment and furnishings for an activity require contact with the Environmental Engineer, *Mr. Kenneth Roberts*. Such moves are the sole responsibility of those requesting the facility.
- All equipment and furnishings that are moved shall be returned to their proper places.
- Use of the equipment in the sound room requires contact with the Media Ministry and approval.
- Use of the main kitchen requires approval with the Culinary Ministry Leader, *Ms. Beverly Crummie*. *Detailed instruction for kitchen care will be given.*
- Clean the facilities used completely after each event.
- Clean the kitchen thoroughly, immediately at the end of each event. Remove all items from the kitchen including refrigerated items. Nothing shall be left on the counter, stove nor inside.
- Caterers are not permitted to the use of any silverware, cooking utensil, pot, pan, dish, nor any supplies that belong to Mount Pleasant. Caterers must provide their own cooking supplies.
- Accidents affecting persons or property must be reported immediately to the church office.