

Non-Discrimination Policy

The mission of the Center for Family Resources is to strengthen individuals, families, and communities to become self-sufficient by providing:

- Temporary financial assistance to stabilize families in crisis;
- Housing for low-income and homeless families in a safe and secure environment;
- Education and training for individuals and communities to increase economic capacity and personal growth; and
- Affordable office and meeting space for non-profit organizations.

The Mansour Conference Center does not discriminate on the basis of race, religion, gender, sexual orientation, or political affiliation. **The Mansour Conference Center reserves the right to refuse room rental to any organization and/or individual whose mission or purpose is not consistent with the mission of the Center for Family Resources.**

Host A Meeting. Make A Difference!

995 Roswell Street, NE, Suite 100 • Marietta, GA 30060
Phone: (770) 701-0315 • info@mansourcenter.com

Updated July 2017



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ROOM USAGE REQUESTS

Agencies planning to hold recurring meetings are advised to submit requests for room usage for the upcoming calendar year no later than December 15. All room usage needs requested after this date may be made no earlier than 60 days prior to the event. Room reservations will be made based on the Junior League Room availability. In the event the Junior League Room is unavailable on the date(s) requested, the MCC will likely be unable to accommodate your event at no charge.

ALTERNATE CLASSROOMS

Should a classroom be needed on short notice, and the Junior League Room is unavailable, the MCC **may be able** to accommodate a meeting in an alternate classroom. However, these rooms are generally reserved for rental to outside groups as a means of generating revenue to support the operating expenses of the MCC and CFR. For this reason, other classrooms will likely be unavailable for non-chargeable room usage.

CLASSROOM ARRANGEMENTS

The Junior League Room will accommodate up to 24 in the hollow square arrangement or up to 20 in the U shape conference setup. Should you need to accommodate additional guests, chairs may be placed on the inside of the U or around the perimeter of the room. If the room setup is altered in any way by the Resident Agency, the Resident Agency is responsible for returning the room to its original setup at the conclusion of the meeting, unless MCC has been hired (\$50) to set the room in a particular, unique arrangement.

FOOD AND BEVERAGE

Resident Agencies are free to provide meeting attendees food and beverages, provided these are purchased from an insured vendor, or the MCC staff will provide this service at standard rates posted on the website, www.MansourCenter.com. Food items prepared at home may not be served at the MCC. Brown bag meetings, whereby attendees provide their own lunches, are allowed, provided all trash is placed in the trash receptacles upon completion of each meeting.

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