

**Center for Spiritual Living Delaware
OPERATING POLICIES AND PROCEDURES**

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| <i>POLICY TITLE:</i> | Event Cancellation |
| <i>EFFECTIVE DATE:</i> | 6/20/2022 |
| <i>REVISION DATE:</i> | |
| <i>REVISION #:</i> | |
| <i>POLICY APPROVED BY:</i> | Board of Trustees |
| <i>RESPONSIBLE TO:</i> | Board of Trustees |

CSL DE has a 48 Hour Cancellation Policy for Workshops and Events.

Procedure:

If an attendee wishes to cancel an event that they paid for in advance and get a refund, they must call 302-635-7316 at least 48 hours or more before the event or workshop takes place. If notification is less than 48 hours before the event, the ticket price is non-refundable.

Social Media specialist and webmaster and Administrative Assistant are to write a short version of this policy on events page and flyers.