I. All contracts or agreements should meet the following criteria to be approved by the Board of Directors:

A. Events criteria:
   - Must be made out to GSANA, Inc.
   - Dates and times for use of facility
   - Set up and clean up times
   - List of costs that apply, such as: price, deposit, security deposit, etc.
   - Capacity requirements or restrictions of facility
   - Facility rules & conditions of use
   - Cancellation policy
   - Clean up policy
   - Who’s insurance covers the facility
   - Conditions for return of deposit, if applicable

B. Meeting Facility Criteria:
   - Must be made out to GSANA, Inc.
   - Dates and times for use of facility
   - List of costs that apply, such as: price, deposit, security deposit, etc.
   - Facility rules & conditions of use
   - Clean up policy
   - Who’s insurance covers the facility

C. Vendor Criteria:
   - Must be made out to GSANA, Inc.
   - List of costs that apply, such as: price, deposit, security deposit, etc.
   - Vendor rules
   - Cancellation policy
   - Conditions for return of deposit, if applicable

Note: This is just a general list that is subject to change. Some of the criteria may not apply in some situations.

** All contracts need to be submitted to the B.O.D. at least 2 months prior to the event for approval. This is to ensure that the committee has time to review it and return it in a timely fashion.