

CONTRACT & AGREEMENTS CRITERIA

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.