

GenOn Ministries
2019 Customized Training Contract



Contract Description

This description and contract define responsibilities of GenOn Ministries and the Host for creating and holding a customized training event. Questions about the contract should be addressed before the contract is signed and returned.

Contract Dates and Payments

The Contract states the Customized Training Date (set prior to the creation of the contract), the Contract and Travel Deposit Due Date (60 days before the event) and the Training Fee Due Date (30 days before the event).

At least 60 days before the Customized Training Date, sign and return the Contract (below) via email to Betsy Dishman (betsydishman@genonministries.org) and pay the Travel Deposit. The Travel Deposit amount is applied toward the Training Leader's travel and meals. Total cost for travel and meals will not exceed \$275.

The Training Fee is the amount GenOn Ministries charges for the training. This amount is due 30 days prior to the customized training and is additional to the Travel Deposit.

Format, Time Frame, and Set Up

The description and length of the customized training are noted in the contract. Additional time will be needed for set up and clean up. Host will arrange for use of facilities for customized training which may include access for set up the day before.

Host provides and pays for refreshments, nametags, and copies of handouts for all participants, and provides facility set up as agreed upon with GenOn Ministries. Host collects registration information at the event and provides to Training Leader that day.

Lodging Arrangements

Host makes reservations for Leader(s) at an appropriate hotel with 1 hotel room per training leader, per night, as needed. Host will pay hotel directly for this lodging. Host and Leader may agree on other options for lodging.

Registrations

Host is responsible for submitting the number of registrations to GenOn Ministries for all participants at least 5 days before the training. Host can have unlimited participants from their church/judicatory organization. Host can defray costs by collecting a fee from their church/churches participants. Those outside host church/organization register through the GenOn Ministries website.

Cancellation and Expenses

If GenOn cancels the customized training event, any expenses incurred will be the responsibility of GenOn. If Host cancels the customized training, Host will pay a \$50 non-refundable administrative fee plus any expenses incurred up to the date of cancellation. An additional \$50 cancellation fee is assessed if cancellation is less than 60 days prior to event date.

A complete statement of expenses will be furnished to Host by GenOn within 60 days after the customized training, and any remaining balance or credits will be billed/refunded to Host.

Fill in all blanks highlighted in yellow. Make corrections to provided information as necessary.

**GenOn Ministries
2019 Customized Training Contract**



Please complete, sign, and return to betsydishman@genonministries.org.

GenOn Ministries, PO Box 4, Springdale, PA 15144, and

HOST Presbytery of Missouri River Valley, 302 S 74th St, Omaha, NE 68114

agree as follows: GenOn will conduct customized training for HOST at ???

CUSTOMIZED TRAINING DATE: [Click here to enter text.](#)

CONTRACT AND TRAVEL DEPOSIT DUE DATE is . The signed contract and deposit amount of **\$100.00** (toward travel expenses) are due by this date. The Host will be refunded any unused amount, and billed for additional travel costs, not to exceed \$275.00.

The TRAINING FEE DUE DATE is [Click here to enter text.](#). The Training Fee of ?? is due by this date.

If making payment by credit card call Nancy Shimpeno at 877.937.2572 to process your credit card.

If making payment by check, send check and a copy of this contract to PO Box 4, Springdale, PA 15144.

Registration count must be received by GenOn Ministries by [Click here to enter text.](#)

Description of customized training: [Click here to enter text.](#)

When would like the event start: **type here**

HOST has Wi-Fi access in the room that may be used for training (**check one**): Yes ☐ No ☐

Closest recommended airport to HOST: [Click here to enter text.](#)

Primary HOST Contact Name: **type here**

Primary HOST Contact E-Mail Address and Phone Number: **type here**

HOST and GenOn agree to all information in Contract Description in this document. The terms of this Contract apply only to this customized training event, and are to be held in confidence.

GenOn Ministries Staff: _____ Date: _____
(signature)

HOST Representative: _____ Date: **click here**
(signature)