

GUIDELINES FOR USE OF BLOCK PARTY TRAILER
Owned by the Greene County Baptist Association

Description: Six foot by twelve foot trailer. Two-inch ball for towing. Four prong flat plug-in for towing lights.

Purpose: The Block Party Trailer is a tool to be used by GCBA churches in reaching their communities for Christ.

1. Available to our GCBA churches and ministries. To be checked out for use in Greene County or immediate area. May be checked out for not more than 3 days. Exception is for GCBA Camps.
2. Due to high demand the trailer may be reserved for only one church/ministry event at a time unless special permission is given by the Evangelism Team.
3. Call the Associational Office (869-2557) to reserve the trailer.
4. Cost for usage is \$50.00. A \$100.00 check is required. \$50.00 will be returned once the trailer is returned, inspected and found to be clean and in good condition.
5. Insurance of person pulling trailer will cover trailer while being transported.
6. Not available Monday–Friday of Associational Camps at Baptist Hill unless other arrangements have been made.
7. Check our website (www.gbaptist.org) for contents of trailer.
8. Check for \$100.00 and receipt of completed forms will secure reservation for trailer.
9. Person picking up key/trailer is responsible to get trailer to next church using it or back to GCBA parking lot. This is to be arranged ahead of time with Burnace Smith, the GCBA Office Manager.

Date of use

Time of use

Trailer will be picked up at approximately _____ (time) on _____ (date) and returned at approximately _____ (time) on _____ (date).

AGREEMENT

The _____ Church agrees to the guidelines above.

Signed

Mobile Phone number of contact

TWO OTHER RESPONSIBLE PARTIES:

Name

Mobile Phone number of contact

Name

Mobile Phone number of contact

Greene County Baptist Association assumes no responsibility for liability while Block Party Trailer is in the possession of _____ Church.

**RULES AND ASSUMPTION OF RISKS FOR EQUIPMENT
BORROWED FROM GREENE COUNTY BAPTIST ASSOCIATION**

The following rules must be adhered to by all churches and ministries as well as the operators of inflatables, equipment, machines and games from the Block Party Trailer. By signing below, you agree to said rules and agree to adhere to them at all times.

Rules of Use: Bounce House

1. All inflatables must be supervised by an adult at least 17 years of age and capable of maintaining order of the participants.
2. All participants must be under 16 years of age.
3. Operators must familiarize themselves with all safety rules and convey them to the participants using the equipment.
4. Participants must remove shoes, jewelry, glasses and any loose or sharp articles before playing on the unit.
5. Participants shall not be allowed to do flips, somersaults, wrestle, or engage in any horseplay or other similar type activity which could result in serious harm.
6. Operators should observe persons in and outside the unit at all times while in use; be close enough to stop inappropriate use, and ask anyone doing dangerous acts to stop and exit the unit immediately.
7. No food, drink, gum, silly string, sharp objects, or other such items are allowed in/on the inflatable.
8. Only the maximum number of participants are allowed on the inflatable.
9. Unit can not be moved after being set up.
10. Inflatable must be exited and deflated during inclement weather or high winds in excess of 25 mph.
11. Watch for signs of deflating. If unit starts to deflate, operator should have participants exit the unit immediately.
12. If rain occurs during church event, the church is responsible to send one or more people to GCBA office the week after the event to inflate the bounce house, insure it is dry, then deflate and return it to the trailer.

Rules of Use: Preschool Bounce House

1. All participants must be kindergarten age or younger.
2. All other rules are the same as listed above for Rules of Use: Bounce House.

Rules of Use: Popcorn Machine, Sno Cone Machine, Cotton Candy Machine

1. Unless a qualified electrician is present, do not plug more than one unit into an outlet.
2. Read and follow instructions on assembly and operating the machine.
3. When finished, equipment should be cleaned thoroughly.
4. If you have supplies leftover and wish to donate them, please inform GCBA staff. Do not leave food in the Block Party Trailer.

_____ Church has adequate property and casualty insurance to cover any bodily injury or property damage which might occur to operators or participants of games or machines. The Church understands that once it takes the trailer and equipment from Greene County Baptist Association it assumes all risks.

Name (Please Print)

Date

Signature

BLOCK PARTY TRAILER INFORMATION

Greene County Baptist Association

Thanks for using the Block Party Trailer for your ministry/missions need. We pray the trailer is a tool that will help you connect with your community and reach people for Christ.

According to our records, your church has the Block Party Trailer reserved for the following date and time:
_____. **YOU MAY KEEP THIS INFORMATION FORM.**

The trailer is frequently reserved by two or three churches on the weekends. Call the office three to four days before your event, and you will be given a date and time it will be available for you to pick up. If more than one church is using it over a weekend, you will be given a card with the contact person's name and number of the church scheduled to use it just before or after you. If a significant problem arises with some equipment, please notify that person and call the office (869-2557) as soon as possible (leave a message if over the weekend).

A \$100.00 check is required; scheduling of the trailer will be handled by Burnace Smith, the GCBA Office Manager. We will write a \$50.00 check to refund deposit amount when the trailer has been returned, inspected and found to be clean and in good condition, and the check-off sheet, survey and key have been returned to the Associational Office. The key and forms must be brought to the office during normal office hours and given to a staff member, or can be dropped in our mailbox, which is located just North of our driveway. The mailbox locks, so once you drop them in the box, we will be the only ones able to retrieve it. Please do not mail the key and forms. If the trailer is being used by another church immediately after you and arrangements have been made for pickup/delivery to your location, please give the key to the contact person for that church and they will be responsible for returning it to GCBA; please mail the forms to the office as soon as possible.

Check our website at www.gbaptist.org for an up-to-date list of what is included in the trailer.

Consider this letter as your invoice. Make checks payable to Greene County Baptist Association.

Please let us know how we might improve the Block Party Trailer and its usage. If you take pictures of your event, please email a few to pirvin@gbaptist.org so we can include them on our website. Please send pictures that include children/adults using the games or enjoying the food machines.

Concession supplies are available for purchase at the following business:

Phil Erb Concessions Supplies, 4576 N. 22nd St., Ozark, MO. 417-881-7433. Information on supplies and online tutorials on how to operate the machines can be viewed at www.philerbinc.com. Driving directions from Springfield: Take 65 South to CC (Lambert's exit); Turn West (right) onto CC. Take first street to the South (left), which is 22nd Street. Travel approximately .75 mile. The company will be on the left. There usually is a Phil Erb van parked in front of the building. The building sets between two storage buildings. Hours of operation are 9 am – 5 pm Monday through Friday. They will deliver for free depending on the size of the order and the distance they have to travel. Your order can be shipped (normal shipping charges apply). Be sure to bring your church tax exempt letter with your payment.

Printed instructions for operating the machines are posted in the trailer.

A Check-Off Sheet will be given at the time you pick up the key. Please designate one person to check out items as they are removed from the Trailer, and preferably the same person to check the items back in after your event is over. Indicate on the form if an item(s) is missing or broken. This will help us keep a good inventory of game pieces. A Survey will be given to you at the time you check out a key. Please return it to GCBA with the key and Check-Off Sheet.

Greene County Baptist Association, 834 West Battlefield, Springfield, MO 65807
417-869-2557 www.gbaptist.org

THIS FORM DOES NOT NEED TO BE RETURNED TO THE ASSOCIATIONAL OFFICE—KEEP FOR YOUR RECORDS.