

GUIDELINES FOR USE OF FOOD MACHINES
Owned by the Greene County Baptist Association

Purpose: The Food Machines are tools to be used by GCBA churches in reaching their communities for Christ.

1. Available to our Greene County churches and ministries of the Association, the machines are to be checked out for use in Greene County or the immediate area to be used for not more than 3 days.
2. Due to high demand the food machines may be reserved for only one church/ministry event at a time.
3. Call the Associational Office (417-869-2557) to reserve the food machines.

4. Cost:	Payment	Deposit	Total Check Due
One Machine	10.00	10.00	20.00
Two Machines	20.00	20.00	40.00
Three Machines	25.00	25.00	50.00

The deposit will be returned once the food machines are returned, inspected and found to be clean and in good condition.

5. Church is responsible for machines while they are in their possession.
6. A check (see #4 above) and receipt of completed forms will secure reservations for food machines.

_____ Date of use

_____ Time of use

Place a check mark beside each machine requested: Cotton Candy Popcorn Sno-Cone

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

AGREEMENT

_____ (Church Name) agrees to the guidelines above.

_____ Signed

_____ Name & mobile phone number of contact person

_____ Position

_____ Date

Greene County Baptist Association assumes no responsibility for liability while food machines are 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 food machines. By signing below, you agree to said rules and agree to adhere to them at all times.

Rules of Use: Popcorn Machine, Snow 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.

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

Name (Please Print)

Date

Signature

FOOD MACHINES INFORMATION
Greene County Baptist Association

Thanks for using the food machines for your ministry/missions need. We pray they are a tool that will help you connect with your community and reach people for Christ.

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

Call Shannon at the Associational Office (417-869-2557) three to four days before your event, and she will give you a date and time you can pick up the machines or she will e-mail office hours. If more than one church is using the machines over a weekend, you will be given a card with the contact person's name and number of the church scheduled to use it next.

In addition to the fee for using the machine, a deposit of equal amount is required. Please send a \$20 check for one machine, a \$40 check for two machines, or a \$50 check if using all three machines. Scheduling of the food machines will be handled by Shannon Peelor. We will write a check to return the deposit amount when the food machines have been returned, inspected and found to be clean and in good condition. The food machines must be returned to the office during normal office hours (Monday through Thursday 8-Noon, 1-4:30; Friday 8-Noon. The office is usually closed from Noon-1.

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

Concession supplies are available for purchase at the following business:

Phil Erb Concessions Supplies, 417.881.7433. Appointment only pickup of supplies in Springfield.

Printed instructions for operating the machines are available at the time you check out the machine(s), if requested.

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.***