

# CrossNet Block Party Trailer Checklist and Agreement Form

*Please initial in the relevant the boxes below.*

Trailer Equipment	Did you use item?	Cleaned & Stored Properly?		Item needs repair? <i>(Please Provide Details)</i>
		<i>Before Use</i>	<i>After Use</i>	
Snow Cone Machine				
Popcorn Machine				
Large Grill				
Ice Chests (2)				
5 Gallon Drink Coolers (2)				
6' Plastic Folding Tables (8)				
Folding Chairs (16)				
100' Electric Cord				
50' Heavy Duty Extension Cord				
Bungee Cords (4)				
First Aid Kit				
Generator				
Canopies (4)				
Microphones with Stand (2)				
Sound System w/ CD & Tape				
Inflatables (3)				
Carnival Games (5)				

Church Name	Today's Date	Reservation Date(s)
Your Name	Check-out Date & Time	Check-in Date & Time
Any decisions for Christ?	Event Description	

Our block party trailer is generously provided for use by and for our partnering churches for evangelistic events. Please be good stewards of our trailer by properly storing the equipment after use and following all trailer guidelines (see back). By signing in the space below you agree to be responsible for the trailer and to properly maintain and store the equipment in the proper place.

Signature \_\_\_\_\_

# Instructions for Using the Block Party Trailer

1. Check our online calendar at <http://crossnet.com/cms/resources/block-party-trailer> to see if the desired dates are open. **The trailer is only for use for evangelistic purposes and must remain in the greater Cleveland area.**
2. Reserve the trailer by contacting the association by email or phone. **Always check the online Block Party Trailer Calendar to make sure your dates are locked in after making a reservation.**
3. The Block Party Trailer will reside at CrossNet Baptist Network, 2707 North Ocoee Street.
4. **A fee of \$50 is required for associational church use. This fee should be paid prior to trailer use.** This fee covers normal maintenance and wear and tear. Make check or money order payable to BBA marked "Block Party Trailer" and send to the CrossNet Baptist Network, 2707 North Ocoee Street, Cleveland, TN 37312. An higher fee may be required of non-partnering churches.

## 5. Check-in & Check-out policy

**The CrossNet Block Party Trailer Checklist and Agreement Form must be filled out both before and after use by the borrowing church. The initial before checklist be completed before the trailer leaves Bradley Baptist Association parking lot during normal association hours and a copy submitted to the association staff.**

The completed checklist may be left in the trailer after returning it or emailed to association staff. **Failure to immediately submit both of these checklists will result in a \$25 service fee for the borrowing church.**

6. If any item is broken or missing, you must notify the association office **immediately** at 423-476-5493. If items are reported missing, a reference will be made to the required checklists. Missing items will then become the financial responsibility of the last church using the equipment. Cost for repair of the equipment broken during normal use will be the responsibility of the association.
7. You will need a crew responsible for setting up all the equipment, cleaning it at the end of the block party and setting everything back in place properly inside the trailer.
8. You will need to supply your own popcorn/sno-cone supplies. You will also need to supply the charcoal for the grill and gas for the generator (if you use the generator). A manual on how to operate the equipment is located inside the trailer in the bend (please return it to the bend).
9. **ALWAYS** clean the food preparation equipment before using it.
10. The directions for proper cleaning are within the trailer (where the clipboard is) inside. Please read them carefully and gently clean the machine.
11. **Do not leave food or extra supplies in the party trailer.**
12. **A certificate of insurance must be provided from your property casualty company.** You will not have to provide proof each time you get the trailer; we will keep these forms on file for future use. This is a precautionary in case an accident occurs on your church property. We trust this will not discourage the use