

## STEPS TO RESERVE THE BLOCK PARTY TRAILER

1. Contact CrossNet at 423-476-5493 to check the availability of the BP trailer.
2. For your reservation to be complete you must turn in the following:
  - a. Reservation Form- fill out fully!
  - b. Copy of organization's Certificate of Liability Insurance
  - c. \$50 maintenance fee (cash or check only)

**\*\*UNTIL ALL 3 OF THESE ITEMS ARE IN OUR OFFICE, YOUR RESERVATION IS NOT COMPLETE AND THE TRAILER CAN STILL BE RENTED TO OTHER PARTIES!\*\***

3. Once all documentation is received, you will be given a pickup time confirmation along with access codes.
4. Please check from your end to be sure you see your reservation on our calendar once all documentation has been turned in to our office. If not, please call us!
5. Please follow all instructions included with your reservation form and the check-in/check-out forms in the door of the trailer.
6. Always report any broken or missing items to our office at 423-476-5493.

Submit your forms in person or by mail to:

CrossNet Baptist Network  
2707 N. Ocoee Street  
Cleveland, TN 37312

You may also submit forms via email to [Jamie@crossnet.com](mailto:Jamie@crossnet.com) , but PLEASE remember your \$50 fee must also be received for your reservation to be complete.