

CrossNet Block Party Trailer Process & Instructions

Reservation Requirements:

- ☐ Completed Reservation Form and returned to the CrossNet office
- ☐ Submit "Certificate of Liability" Insurance to CrossNet Office
- ☐ Pay maintenance fee (*\$50 for cooperating churches, \$75 all others*)

Pre-Event Details:

- ☐ Let the CrossNet office know if you need popcorn or sno-cone supplies
[CrossNet can provide popcorn & sno-cone supplies free of charge to cooperating churches]
- ☐ Request Additional Equipment
[optional equipment not kept on the trailer such as a portable sound system, with mics & stands]
- ☐ Pick up trailer at CrossNet at confirmed time
- ☐ Clean all food equipment before use
- ☐ If any items on the materials & info list are missing, notify the CrossNet office at (423)476-5493

Post Event Details:

- ☐ Put **ALL** equipment back in designated area on trailer
- ☐ Clean **ALL** food prep equipment and return to proper place
- ☐ Check trailer for any trash or misplaced items
- ☐ Complete the Checklist & Agreement Form (*located on the side trailer door*) & leave on the clipboard.
- ☐ Return the trailer to the CrossNet parking lot immediately after your event has ended.



THANK YOU FOR COOPERATING WITH US
IN MINISTRY!