

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? (Please Provide Details)
		Before Use	After Use	
Snow Cone Machine				
Popcorn Machine				
Large Grill				
Ice Chests (2)				
5 Gallon Drink Coolers (2)				
6' Plastic Folding Tables (8)				
Folding Chairs (12)				
Extension Cords				
Bungee Cords & Straps				
First Aid Kit				
Generator				
Canopies (4)				
Bluetooth Speaker W/Mic				
Inflatables (2)				
Games				
Additional Equipment (available by request)				

Church Name	Today's Date	Reservation Date(s)
Your Name	Check-out Date & Time	Check-in Date & Time
Any decisions for Christ? (If yes, how many?)	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 _____ (See guidelines and leave feedback on back)		

Instructions for Using the Block Party Trailer

Check our online calendar at <http://crossnet.com> to see if the desired dates are open. **The trailer is only for use for evangelistic purposes** and must remain in the greater CrossNet Association area.

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.**

The Block Party Trailer will reside at CrossNet Baptist Network, 2707 North Ocoee Street. And **must be returned there** immediately after your event has ended.

A fee of \$50 is required for network church use (\$75 for non-network). This fee must be paid prior to trailer use. This fee covers normal maintenance and wear and tear. Make checks payable to CrossNet Baptist Network marked "Block Party Trailer" and send to the CrossNet Baptist Network, 2707 North Ocoee Street, Cleveland, TN 37312.

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 CrossNet Association parking lot during normal association hours (unless otherwise arranged with staff at time of reservation) 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.**

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.

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.

CrossNet will supply Popcorn/Sno Cone supplies for cooperating network churches at no charge if the church notifies us in advance. Non cooperating churches may purchase these supplies through us at cost or provide their own. You need to supply the charcoal for the grill and gas for the generator, if you plan to use them. A manual on how to operate the equipment is located inside the trailer.

ALWAYS clean the food preparation equipment before using it.

The directions for proper cleaning are in the binder marked "*Block Party Trailer User Manual*" (where the clipboard is) inside. Please read them carefully and gently clean the machine.

Do not leave food or extra supplies in the party trailer.

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 of our trailer, but will give you confidence that we have your interest at heart.

Feedback & Suggestions:
