

# Block Party Trailer Usage Policy

Event Date: \_\_\_\_\_ Name of Church: \_\_\_\_\_

1. Churches should contact Antioch Baptist for availability by visiting [www.antiochofedgefield.com](http://www.antiochofedgefield.com) and clicking on Block Party Trailer. If the requested date is available, the church's name will be put on the calendar. Requests can be made via email at [BPT@antiochofedgefield.com](mailto:BPT@antiochofedgefield.com). Requests are honored on a first come first serve basis. It is required that the requesting church make reservations in advance of any planned ministry event.
2. In consideration of other churches, please do not request to use the trailer more than 6 months from date of event. If more than one church requests the trailer on the same day for the same date then preference will be given to the church that has used the trailer the **least** unless an agreement can be reached between the churches.
3. After receiving a request then the church is responsible for signing all necessary paperwork located on the website.
4. Remember a heavy duty truck or vehicle is required to pull the trailer with a Reese type hitch, 2 5/16in ball, and preferably with a trailer brake package installed on the truck.
5. Churches using the equipment are responsible for cleaning and replacing the equipment in its proper places. (Please see photo book for instructions on where things are to be placed).
6. Churches are required to secure any and all permits and/or licenses which may be required for setting up the Block Party Trailer in each particular ministry area.
7. **COST:** There will be a \$75 suggested donation per day for all contributing EBA churches. This donation covers maintenance, wear and tear, and new equipment. We would like the donation to be paid at the time of confirmation of reservation but no later than one week prior to event. Make check payable to Antioch Baptist Church and send to: 1843 Hwy 23 W Edgefield, SC 29824 ATTN: BPT.
8. **In addition to the suggested donation we would like to ask for a donation for any food supplies used.** A price sheet in the user manual can be used to estimate the donation amount. Donations for the food supplies can be placed in the box located at side door and returned with evaluation form. The donation can also be mailed to Antioch at the address listed above.
9. This Usage Policy and a copy of the church's liability insurance are due no less than 1 week from the event. The trailer cannot be used until forms are received in our office.
10. There is an Evaluation/Response Form that each church must complete at the conclusion of their event. This is very important and allows us to evaluate the effectiveness of the ministry as well as keep up with equipment maintenance.
11. In case an accident occurs that requires medical attention we request an incident report (see file pocket at the back of the Block Party Trailer for this form) be completed so it can be placed in our records for future reference. **NOTE: Antioch Baptist shall not be held responsible for injuries which occur while the Block Party Trailer is in the possession of a church.** The borrowing church is responsible for all medical occurrences from the time the Block Party Trailer is picked up and removed from Antioch premises, until which time it is returned to Antioch premises.
12. Please check the inventory list **prior** to your usage of the Block Party Trailer and notify us of any missing items ASAP.
13. Report any damage to the trailer or equipment upon return of the trailer.
14. Each church is responsible for producing a certificate of liability from their insurance company and damage claims associated with the use of the trailer. A copy of insurance liability must be on file in our office. **NOTE: In order to receive a certificate of liability simply call your insurance company and tell them you are borrowing a BLOCK PARTY TRAILER and you need a certificate showing primary liability coverage. This certificate can be emailed to [BPT@antiochofedgefield.com](mailto:BPT@antiochofedgefield.com)**
15. All inflatables must be either staked down or weighted down as outlined in the manual located in the trailer.
16. **Since children are the primary attendees to Block Party Trailer events, it is suggested that each church utilizing the Block Party Trailer conduct background checks on those individuals who will be working with the block party trailer on the day of the event.**

Name of Church Insurance Carrier: \_\_\_\_\_ Policy # \_\_\_\_\_

Person Checking Out Trailer: \_\_\_\_\_

Person Checking In Trailer: \_\_\_\_\_

Insurance Carrier (Driver): \_\_\_\_\_

\*\*\*For insurance purposes, a copy of the driver's license and current insurance card is requested of the person(s) transporting the block party trailer. (The driver must have car insurance and a valid driver's license). \*\*\*

Driver's License # \_\_\_\_\_