



Central Baptist Association Block Trailer Guidelines

Effective 7/1/2018

PURPOSE: To provide resources for outreach events for CBA churches. This trailer is not to be rented, transferred, or loaned out to any other individual or group while it is in the possession of an individual church.

GUIDELINES:

The trailer and/or equipment is to be reserved **at least one month/4 weeks prior** to the expected date of pick up. Call the CBA office and a form will be sent to you to fill out and send back with the check.

The trailer and/or equipment cannot be reserved more than one year in advance of intended use. A church may not reserve the trailer for more than one week in any month without special permission from the Missions Team.

The form and a \$100 deposit must be received at the CBA office at least 2 weeks before the trailer will be released from the designated property (Tabernacle Baptist Church). You will receive a call when the form and check arrives and at that time arrangements can be made to get your license and insurance card copies.

Food supplies for the trailer will come stocked with enough supplies to serve 200 people. Additional supplies can be purchased separately.

A vehicle equipped and capable of receiving a 2 5/16" ball and a 6' X 12', 7,000 lb. trailer is required to tow.

The driver of the town vehicle needs to supply a copy of their license and the vehicle's insurance to the CBA office when they reserve the trailer.

The trailer must be picked up at the designated property (Tabernacle Baptist Church) and returned there during the regular operating hours of Monday-Friday, 9:00 AM-3:00 PM. Contact Chris Granda at (521-2420) the week of your event to arrange for pick-up. The perishable supplies and the sound system are not kept in the trailer, so they need to be loaded on before you pick it up. The hitch receiver with its lock and key will be locked inside the trailer using the two combination locks. The church assumes all financial risks for the trailer and its equipment while it is in their possession.

The equipment in the trailer must be returned clean and in good condition, or upon inspection the church and contact person will be notified and be given the option of coming back to clean it or having it cleaned by the CBA and being charged a cleaning fee based on the hours spent.

The trailer must be secured in a safe place while on the ministry site and must be kept locked while not in use. You will need insurance to cover any accidents that happen at the location of your event. The CBA insurance covers the trailer and contents.

NOTE: If you'd like to rent just the snow cone or popcorn machine, please contact the CBA and arrangements can be made.

MAIL YOUR COMPLETED FORM AND CHECK TO:

Attn:Chris/Block Party Trailer Usage
Central Baptist Association
650 N. Wyckles Rd.
Decatur, IL 62522

CONTACT INFORMATION:

Chris-office (217) 330-7593 (Tues & Wed., 10:30-3)
Cell: (217) 521-2420; office@cbadecatur.com
Tabernacle office: (217) 877-5653