

BLOCK TRAILER USAGE FORM

DATE REQUESTED: ___ / ___ / ___ RETURNING TRAILER: ___ / ___ / ___

EVENT: _____

CHURCH NAME: _____

PASTOR'S NAME: _____

CONTACT PERSON: _____ PHONE #: (____) _____

DRIVER OF TOWING VEHICLE: _____

DRIVERS LICENSE #: _____

(Copy of Drivers License and Insurance cards need to either included in the envelope you return this form in or else put in an envelope and delivered to the CBA before you pick up the Block Trailer from Tabernacle.)

TYPE OF TOWING VEHICLE: _____

LICENSE # OF TOWING VEHICLE: _____

SUPPLIES NEEDED:

Sno-Cones

Popcorn

ENCLOSE A CHECK FOR \$100 MADE OUT TO: CBA or Central Baptist Association with Block Trailer use in the memo line

CBA Block Trailer usage

1. Contact Chris at CBA office (217) 330-7593 about borrowing the trailer and dates requested.
2. You will need a truck, SUV or van, with a hitch on it to transport the trailer.
3. Send the CBA a check for \$100 (made out to CBA) and a copy of the drivers license and car insurance of the driver to arrive one week before the dates you requested.
4. Contact CBA at Tabernacle (330-7593) the week of your requested date to arrange 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 key to the lock on the ball of the hitch is at Tabernacle , so you'll need to arrange to pick up key or the trailer during the week for use on the weekend.
5. The \$100 covers wear and tear on the trailer, and to restock the perishable supplies such as sno-cone syrups, popcorn, propane gas, etc.
6. 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.