

Q's & A's for Use of Associational Block Party Trailer (& Reservation Form)

What is it?

The **Block Party Trailer** is an evangelistic tool provided by the **Western Kansas Baptist Association** of Kansas with funds provided through our churches, the Baptist State Convention of Kansas and the North American Mission Board. The Block Party Trailer contains many tools and resources that can be used to reach our communities for Christ. These items are detailed on the planning sheet that is in the current edition of the association's block party manual. In addition to the trailer and its contents, our director of missions or other trained persons are available to help facilitate effective evangelistic events. Churches of the **Western Kansas Baptist Association** can use this trailer for the purpose of evangelism. You can reserve the trailer by returning a completed reservation form, which is attached.

How much does it cost?

1. ***For Churches who are a part of Western Kansas Baptist Association the cost is \$50 per usage for up to a two-day event plus \$20 for each additional day to help replace supplies and other resources.*** (There is no charge for travel days.) Make your check payable to the associational office. A scholarship may be available if needed.
For Southern Baptist Churches from other associations, the cost is \$100 per usage for up to a two-day event plus \$20 for each additional day.
2. If there is damage (other than normal usage wear) the church may need to pay for replacement of broken item(s).
3. Each church is responsible to provide game prizes.

Where is the trailer housed?

The Block Party Trailer is housed at 1202 A Street, Garden City. Groups using the trailer are responsible for picking up and returning the trailer to this location. Contact WKBA office to make arrangements to pick up the keys.

Who are the Consultants?

Our primary Block Party Trailer Consultant at this time is our director of missions, Randy Caddell. You can contact him by e-mail at rcaddell@wkba.kscoxmail.com or by phone at (620) 271-7778 (Cell) or (620) 275-7223 (Office). If you are not able to schedule a time with him, please contact Jack Jacob by e-mail at pastorjack@swko.net or by phone at (620) 309-8238 (Cell) or (620) 624-0186 (Church). Once a group reserves the trailer, the consultant will then get in touch with the church that desires to use the trailer. For the first two block parties a church hosts, the consultation will involve one meeting with the church, preferably two months prior to the event. The purpose of this consultation is to foster new ideas in the planning stages of the party. Then, the consultant will also be on hand at the time of the event to answer any questions and to help insure that the equipment is used properly. The role of the consultant is not to do the work that is necessary to do an effective evangelistic block party but to consult.

What steps are necessary to use the trailer?

- Step 1** Submit your signed **Block Party Trailer Reservation Form** to the associational office as far in advance as possible along with the requested fees (see page 1 – How Much Does it Cost), the hold harmless agreement, and proof of insurance. Please Note: **Proof of insurance** must be provided to the associational office before the trailer can be picked up that lists the association as “additional insured.” Contact your property insurance agent to make arrangements for the \$300,000 minimum per occurrence liability insurance. Western Kansas Baptist Association must be listed as “additional insured” during your use of the trailer. A copy of the proof of insurance is necessary and must be received at the associational office 10 days before the trailer can be picked up. You will receive written confirmation that your date is confirmed. You can look at the calendar on the WKBA website to check for available dates.
- Step 2** Please refer to the WKBA website for additional information on the block party manual. View the video training available on the WKBA website at centralbaptistassociation.org and go to “links”.
- Step 3** Contact your local township/municipality to see if any permits are necessary to conduct a block party at your chosen location.
- Step 4** Expect a call from our Block Party Consultant and allow some time to meet with him/her. If you have already assembled a team to coordinate the block party it would be ideal if they could be at the consultation meeting. Many of our churches might choose to have a church-wide **Block Party** training at this juncture.
- Step 5** Plan your block party using the principles and planning helps in the *“Block Party Resource Manual”* and the *A-G Special Evangelistic Events* Formula.
- Step 6** Make arrangements to pick up the trailer. Make sure the transport vehicle meets the following tow requirements:
- ¾ ton full-size truck is recommended and trailer hitch
 - Hitch must be at a minimum class 3 (500 lb. tongue weight with 5,000 lb. load capacity). Class 4 is the best if possible (1,200 lb. tongue weight with 12,500 lb. load capacity).
 - Hitch ball size must be 2 5/16 inches. There is a 2 5/16 hitch ball included in the trailer.
 - Light hook up is a standard 7 pin RV electric hook-up.
- Step 7** *Conduct your Block Party.*
- Step 8** Properly clean all concession equipment. Follow cleaning directions closely.
- Step 9** Complete the inventory checklist.
- Step 10** Return the trailer back to the storage location in the same condition as when picked up (or better).
- Step 11** Report to your consultant any damage or supplies that need to be replenished.
- Step 12** **FOLLOW-UP** on all prospects.

(NOTE: Please pass along to the associational office any photos, video clips, or statistical information about your block party. This information will be used to help other churches in our associations.)

Mail to Associational Office \$ _____ to be submitted with this reservation form)

Scholarship needed: Yes No (circle one)

Block Party Trailer Reservation Form

Today's Date: _____ Church Making Request _____

Person Making Request _____

Date Trailer to be Picked Up: _____ Date Trailer to be Returned: _____

Date of Party: _____ Time of Party: _____

Contact Phone Numbers: _____

Contact Email: _____

By signing and submitting this reservation request, we acknowledge that we have read, understand and agree to the above stated policies related to the use of our associational Block Party Trailer.

Pastor: _____
(Signature)

Other Church Leader: _____
(Signature)

Have you watched the video training? Yes _____ No _____
(Available on the WKBA Website, westernkansasbaptist.com, go to "links".)

HOLD HARMLESS AGREEMENT TO WESTERN KANSAS BAPTIST ASSOCIATION

USER: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

Pastor: _____

Coordinator: _____

Use Date: _____ to _____

In consideration of the use of the trailer, inflatable moonwalks and obstacle course, popcorn machine, snow cone machine, sound system, canopies, and other contents of the block party trailer. User covenants and agrees to insure and hold harmless Western Kansas Baptist Association from any and all liability in the movement, use by User and guests, etc., and the return of the said equipment to Western Kansas Baptist Association in the same condition as received.

USER: _____

Pastor: _____ Date _____
(Signature)

Telephone Number: _____

Coordinator: _____ Date _____
(Signature)

Telephone Number: _____