

MINISTRY TRAILERS: ARTICLES OF USE

Articles for Use of the Tri-Area Block Party & Bouncy House Ministry Trailers

1. The Block Party Ministry Trailer and Bouncy House Ministry Trailer are owned and maintained by the Tri-Area Baptist Association.
2. **Use of the Ministry Trailers:** The ministry trailers are for the use of the member churches Tri-Area Baptist Association, entities affiliated with the BCNM, or other church-related ministries. **The ministry trailers will not be used for personal use.** All requests will go through your local church to the Tri-Area Baptist Association for final approval.
3. **Deposit requirement:** There is a refundable deposit of \$250 which will be returned if the trailer is returned in good, clean, and neat condition. This must be paid prior to picking up the trailer. **The deposit check should be made payable to the Tri-Area Baptist Association.** If mailed in, it should be sent to the attention of Elaine, who will hold it until refund.
4. **Fees for use:** Any fee will be used for normal maintenance and repair, insurance and required upgrades. Please show ministry trailer in the memo part of the remittance check.
 - a. Member churches of Tri-Area Baptist Association and affiliated entities will be charged a fee of **\$100.00/day** for each trailer. Individual elements will be **\$25/day**.
 - b. Non-member churches of Tri-Area Baptist Association will be charged a fee of **\$200.00/day** for each trailer used. Individual elements will be **\$50/day**.
 - c. The Executive Board of the Tri-Area Baptist Association will determine whether to waive or impose any additional fees for damages. Any additional fees will be billed to the church.
 - d. **All fees are to be made payable to the Tri-Area Baptist Association.**
 - e. Any request for an exception to this policy or fees, must be made in writing to the Tri-Area Baptist Association.
 - f. **The user is responsible for obtaining their food and propane supplies.**
5. **Requirements for use.**
 - a. The user is responsible to make all the transportation arrangements. The trailers are tandem axle with a braking system. **The minimum required truck is ½ ton with standard braking package and standard electrical system.**
 - b. The user is required to provide insurance coverage for driver of the towing truck. Completion of the insurance company name and policy number section is required on the Request for Use form. Any change to the driver name or their insurance information must be reported prior to transportation, even on the date of transport. This may be done by mail (1100 W Manana Blvd, Clovis NM 88101), e-mail (tri.area.baptist.association@gmail.com), text (575-714-7788), or fax (575-762-9656).

You will be required to obtain a permit for all food that is cooked and served to the public. (14) day notice for a food permit.

You will be required to know and abide by the guidelines for food service, which will include obtaining a permit to serve food items such as hamburgers, etc. The user is responsible for contacting the local pertinent authorities and finding out how to obtain a permit.

Environment Department
Health Division
100 E. Manana Blvd Unit 3
Clovis, NM 88101
575-762-3728

Environment Department
Health Division
113 W. Center
Tucumcari, NM 88401
575-461-1671

**Request and User Agreement for
Block Party Ministry Trailer/Element
Bouncy House Ministry Trailer/Element**

(All information to be submitted within 3 days of contact or reservation cannot be guaranteed)

Name of Church, Mission or Ministry: _____

Date of Request: _____

Block Party Trailer _____ Bouncy House Trailer _____ Element(s) _____
(specify which elements)

Requested Date(s) for Use: _____ Expected Pick-up Date: _____

Contact Person: _____ Phone Number: _____

Email Address: _____ Cell Phone Number: _____

Mailing Address: _____
City Zip Code

Description of Use and Location of Event:

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NOTE: The trailers are tandem axle with brakes. The minimum truck required to pull the trailer(s) is a ½ ton with a brake controller and electrical system. The tow vehicle must have a tow package with a 2 5/16" ball and the proper wiring to tow the trailer(s). (There is a 2 5/16" ball provided in each trailer.)

Driver Information: Any change to driver name or their insurance information must be reported with all the details requested prior to transportation, even on the date of transport. Report by mail (1100 W Manana Blvd, Clovis NM 88101), e-mail (tri.area.baptist.association@gmail.com), fax (575-762-9656), or text (575-714-7788).

Name of Driver: _____

Driver's License Number/State: _____
(Number) (State)

Insurance Company/Policy Number: _____
(Company) (Policy Number)

I have read, understand and agree to abide by the Articles of Use of Tri-Area Baptist Association governing the Ministry Block Party Trailer and/or Ministry Bouncy House Trailer and/or elements of either. I certify that they will be used in accordance with the Articles of Use and only in support of the Church Evangelism Ministry. With this understanding and certification, I agree to the following terms:

- A \$250 deposit will be charged and refunded upon return of the trailer in good, organized condition.
- \$100 usage fee will be charged.
- A \$25 usage fee will be charged for each individual unit.
- User is responsible for returning in proper condition or additional fee may be charged.
- The user is responsible for all concession supplies.
- All checks are to be made payable to Tri-Area Baptist Association.

Signed: _____

Date: _____

Church Official: _____

Position: _____

Block Party Ministry Trailer Checklist

This checklist is to be completed by the issuing and receiving churches. Each church representative must sign and agree to the condition of the trailer and its equipment.

WARNING: If the checklist is not completed, the last church having the trailer will be responsible for any damages up to and including repair and/or replacement of equipment.

ITEM	CONDITION 'Out' to You	CONDITION 'In' to Us
(1) Hitch lock (stays with trailer)		
(1) Hitch receiver with 2 5/16" ball		
(1) Spare Tire		
Sno-konette Ice Shaver		
• Drip Pan		
• Ladle		
Super 88 Popcorn Machine		
• Popcorn Scoop		
Econo Floss(cotton candy) Machine		
• Aluminum Floss Pan		
• Plastic Net		
• Net clips		
• Hood (pink)		
Grill		
• Knobs		
• Grill Cover		
• Grease Drip Pans		
(1) Dolly/Hand Cart		
(1) Tent tarp		
(18) 10' tent poles		
(6) 6' tent poles		
(1) 2 lb. sledge hammer		
Stakes in bucket/tiedowns		
(1) 6300 watt Generator		
Extension Cords		

Issuing Church: _____ Representative: _____

Receiving Church: _____ Representative: _____

Date: _____

Bouncy House Ministry Trailer Checklist

This checklist is to be completed by the issuing and receiving churches. Each church representative must sign and agree to the condition of the trailer and its equipment.

WARNING: If the checklist is not completed, the last church having the trailer will be responsible for any damages up to and including repair and/or replacement of equipment.

ITEM	CONDITION 'Out' to You	CONDITION 'In' to Us
(1) Hitch lock (stays with trailer)		
(1) Hitch receiver with 2 5/16" ball		
(1) spare tire		
Bungee Runner		
• (2) blowers		
• (1) Tote box includes:		
(4) Velcro bean bags		
(4) harnesses		
(2) bungee cords		
House with slide		
• (2) blowers		
Obstacle Course		
• (2) blowers		
• (1) tarp		
Slide		
• (1) blower		
(1) 7000 watt generator		
(1) Extra blower		
(4) water bags		
(30) stakes in buckets		
(1) 2 lb. sledge hammer		
Tie downs		
(2) Dolly/hand carts		
Extension cords		

Issuing Church: _____ Representative: _____

Receiving Church: _____ Representative: _____

Date: _____

Ministry Trailer Incident Report
(Must be submitted to TABA promptly)
Address: 1100 W. Mañana Blvd, Clovis NM 88101

Date: _____

Church/Organization: _____

Event: _____

Details of Occurrence: *(be as detailed as possible-----for any type of injury)*

Equipment being used at the time of the occurrence:

Personal Injuries: No ____ Yes ____ If yes, please provide details:

Tri-Area Baptist Association Office Use Only

Equipment to be replaced or repaired: _____

Negligence: No ____ Yes ____

Cost of Replacement: _____ **Cost of Repair:** _____

Future Use: No ____ Yes ____

Charged to: Church ____ TABA ____

Comments:

Ministry Trailer Information

Trailer Address:

Baptist Children's Home

2200 S Ave I

Portales NM 88130

**(Call them to let you in gate to get to storage area.
575-359-1254**

#'d Keys	Unit
1	Block Party Trailer - doors
2	Block Party Trailer - hitch
3	Bouncy House Trailer - hitch
4	Bouncy House Trailer - doors

Normal Office Hours:

Monday 8:00 - 10:00

Tuesday - Thursday

10:00 am - noon

(call Elaine before going to
office)

Phone: 575-714-7788

Emergency Phone Numbers:

575-403-4837
(Michael Erwin)

575-714-7788
(Elaine)

Trailer Procedures:

1. Complete the check in/out paperwork
2. Obtain key from Elaine or at BCH
3. Return trailers to storage unit
4. Return keys to where you got them
5. Complete and submit incident report, if applicable

Concession Equipment Usage

Popcorn Machine

1. Plug the machine in and turn it on. Let the pot warm up for 5 minutes before trying to pop the corn.
2. When putting in the popcorn packs, put it all in at the same time (popcorn, oil and seasoning)
3. While the popcorn is popping, try to keep the doors of the cabinet open so the humidity will vent. If you don't, the popcorn will turn soggy.
4. When cleaning the pot, while it is still warm, use only a soft cotton cloth. Do not attempt to clean until the kettle cools.

Snow Cone Machine

1. Block or cubed ice can be used. Ice should be approximately 3"-4".
2. Never stick any object into the hopper around the shaver area. Debris could damage the blades.

Cotton Candy Machine

1. Never add sugar while the motor is running.
2. Too high of a cooking temperature will result in smoke and caramelized candy.