

BLOCK PARTY TRAILER GUIDELINES

These guidelines are intended to help you have a productive evangelistic event, but by no means should be considered totally inclusive.

We suggest you get a copy of the Block Party Manual from the North American Mission Board to help you in planning for your event.

These guidelines are intended for use with the Louisville Regional Baptist Association's Block Party Trailer. It is imperative that you read and heed these guidelines. We encourage reproducing the pages that relate to operating the various machines and set-up of equipment.

- Priority will be given first to LRBA and /or Kentucky Baptist Convention churches that will be using the trailer in church planting and evangelistic activities. The trailer is intended to be used as a packaged resource. Equipment will not be booked separately or removed from the unit.
- Churches using the equipment are responsible for thoroughly cleaning the equipment and returning it to its proper places. (***See Block Party Trailer Storage Diagram/Checklist***) If the equipment is not cleaned or if it is not returned to the place designated on the Block Party Trailer Storage Diagram/Checklist, there will be a reduction in the amount of the security deposit returned.
- Churches need to notify the association at once of any malfunctioning or missing equipment. All components must be returned **CLEAN and FREE OF DAMAGE.** Any damages or losses will be **THE RESPONSIBILITY OF THE CHURCH CAUSING THE DAMAGE.** Unreported damages will be considered the responsibility of the church using the Louisville Regional Baptist Association's Block Party Trailer last on the calendar. Churches using the Louisville Regional Baptist Association's Block Party Trailer will be held responsible for damages and understand it may forfeit the right for future use of the trailer.
- Contact your local municipality to see if any permits are necessary to conduct a block party in your area.
- The churches are expected to secure their own food supplies (popcorn, snow cone syrup, etc.) and paper products (snow cone cups, popcorn pages, etc.)
- The church must provide a Certificate of Insurance with Louisville Regional Baptist Association, Inc. listed as the certificate holder. The church's insurance must have equal to or better than: liability \$500,000 - \$1 million per occurrence, \$10,000 medical payments, \$300,000-\$1 million per aggregate, and \$300,000 property

damage/liability. **This certificate and application must be provided two (2) weeks prior to the reservation date.**

- **Send two checks payable to: Louisville Regional Baptist Association (960 S. 3rd St. Ste 100, Louisville, KY 40203-2216).** The first check is a \$300.00 deposit. The deposit will be returned once the trailer and contents have been returned in good condition. The second check for \$100.00 is the usage fee for the trailer. Scholarships are available. Checks can be made out to Louisville Regional Baptist Association. **These checks must be sent with the certificate and application two week prior to the reservation date.**
- Churches should contact Will McCartney for availability (will@farmdalebaptist.org or 502-366-1434). If the requested date is available, the church's name will be tentatively put on the calendar pending the receipt of the deposit and application. If the deposit check is not received at Louisville Regional Baptist Association office in a timely manner the date will be released. Requests will be honored on a first come first served basis with a priority given to church plant activities. It is the requesting church's responsibility to make sure that their request gets into the Louisville Regional Baptist Association office as soon as possible. It is recommended that reservations be made at least one month in advanced of any planned usage. Remember the requirement of the Certificate of Insurance that is needs to be in the office two weeks prior to the event.
- The trailer will be picked up from and returned to Farmdale Baptist Church (1238 Durrett Lane Louisville, KY 40213). Churches will need to contact Farmdale's office (502-366-1434) during their regular business hours (Monday-Thursday, 9 am-3pm) to make arrangements to pick up/return the trailer.
- Application for use must be approved by Will McCartney for all other Kentucky Baptist Convention churches outside Louisville Regional Baptist Association.
- Louisville Regional Baptist Association does not assume the liability for the church or the individual church's volunteers. The church should make every effort to insure the safety and protection involved in its planning event through training volunteers, making sure all persons responsible can run the equipment, that persons involved are familiar with general health and safety issues and precautions, and that background checks (including sexual offenders check), etc. are in place to insure the general safety and welfare of all participants.
- Any exception to this policy shall be approved by Will McCartney.

LOUISVILLE REGIONAL BAPTIST ASSOCIATION'S BLOCK PARTY TRAILER

EQUIPMENT SETUP NOTES

1. Find a level spot to set up so that the machines will function properly. Listed below is a brief description of proper setup, use, and cleanup.
2. When you open the trailer, note the arrangement of the contents. It will help you later when you pack items back into the trailer.
3. In order to insure that you will be serving safe and non-contaminated food, please clean the equipment before using it and use fresh supplies.
4. At the end of your event, complete and return the "LRBA Block Party Trailer Follow-up Form" to give feedback on your use of the Block Party Trailer.

How to use the Generator should you not have a direct electrical supply:

Generator

Adequate for inflating both of the inflatables

1. Check the Oil Level – Use SAE 30W Straight Grade Oil.
2. Check the Fuel Level – Use Unleaded Fuel Only – DO not mix oil and fuel!
3. Disconnect all electrical loads from the unit.
4. To turn on the generator, follow these steps
 - a. Turn the red ON/OFF switch to "on".
 - b. Open the fuel shut-off valve (Turn the metal gasoline valve counter-clockwise to open up the gas line)
 - c. Pull out the choke rod.
 - d. Pull the cord to start the engine.
 - e. As the engine warms up, push in the choke rod.
 - f. Wait five minutes and then plug in extension cords. Plug in the largest load first.
5. To turn off the generator, follow these steps
 - a. Unplug all extension cords from outlets.
 - b. Let the engine run for a few seconds without the load
 - c. Turn the red ON/OFF switch to "off".
 - d. Close the fuel shut-off valve (Turn the metal gasoline valve clockwise to close the gas line)

Inflatables

Capacity for larger bouncy: 10 children, with 2 or more adult supervisors at all times

Capacity for smaller bouncy: 8 children, with 2 or more adult supervisors at all times

Note: there is a yellow power strip that is for use with the sound system.

Supplies

Most users have found the best deals on Block Party Trailer supplies at one of these locations: Sam's Club, ALDI Stores, or GFS (Gordon Food Service).

Snow Cone Machine

Setup: If planning to use the Snow Cone machine, remove the large cooler and fill it with ice. Pumps, scoops, etc. will be stored either inside the machine or in the appropriate labeled plastic container. Remove the caps of the syrup jugs and insert pumps (make sure to keep all syrup caps for storage). Prime syrup pumps before using to prevent a huge mess. You may use the counter in the trailer for your food preparations.

Use: To crush ice, flip the on-switch (motor) on the side of machine and pull up the handle on the right top-side. Scoop ice from the cooler, fill the machine, and close with the handle. Do not force the handle; the machine will grind without much pressure. Ice will fill the machine. Use the ladle to scoop out balls of ice and fill the snow-cone cups. Pump syrup onto ice, using one good long squirt. ***Do not let children serve themselves, i.e. squirting the syrup pumps-- this gets incredibly messy and wasteful.*** If the machine does jam, **turn off the machine** and use the spoon handle to dig out the jammed ice. **NEVER PUT YOUR HAND DIRECTLY INTO THE SHAVER.** (Don't worry, syrup generally washes out of clothes and will wipe easily off the tables).

Clean-Up: Remove pumps from syrup, pour syrup remaining in pumps back into the jugs, and replace jug caps. Wash cooler, tray, pumps, scoops, and ladle with soapy water; dry every item and store smaller items inside the snow-cone machine or the plastic storage container. The ice machine does not require washing, but needs to be dried to prevent rusting.

SINCE THE SYRUP IS VERY STICKY, PLEASE DO A THOROUGH JOB OF CLEANING ALL ITEMS THAT CAME IN CONTACT WITH THE SYRUP!

Popcorn Machine

Setup: A plastic container holds popcorn packs and bags can be found in the boxes below that container. The popcorn machine should be placed on a table so that the doors face the worker.

Use: Turn on all three switches along the top inside of the machine. Wait four minutes – then insert the cooking oil. When oil has melted, add the popcorn kernels and all of the flavoring. As popcorn pops, it will begin to fall from kettle. As you notice popping begin to slow, dump kettle using the handle. Check kettle for any remaining kernels; shake them loose and let them fall below. Repeat this process until three batches of popcorn are made. When finished with the initial batch, turn off the two right switches, leaving on only the overhead light switch. Use the popcorn scoop to fill the bags. Kernels will fall through the holes and collect in the bottom drawer. **HINT:** To melt the oil in the popcorn packs, just place them under the heat lamp.

Clean-Up: *Do not attempt to clean the machine until it is completely cool.* Remove any remaining popcorn, and empty the bottom drawer of kernels, etc. Unplug kettle and remove by sliding it off the hinges. Wipe down everything thoroughly with soap and water; ***do not immerse any of this equipment in water.***

Replace doors, kettle, and drawer. Return all unused supplies. **AGAIN, DO NOT USE ANY CLEANER WITH AMMONIUM! NOTE - Do not use any bleach products to clean the machines; use soapy water and rags or sponges.**

CLEANUP NOTES

1. Cleaning up the equipment is very important and *must* be done immediately after use. If the equipment was not cleaned properly by whoever used it before you, you must clean it before you use it. Some of the machines have special instructions regarding water or ammonium cleaner (Windex) etc., but as a general rule **DO NOT USE ANY CLEANER WITH AMMONIUM!** Please follow these guidelines carefully. As the equipment is electrical, please unplug the machines before cleaning. **NOTE - Do not use any bleach products to clean the machines; use soapy water and rags or sponges. Do not immerse ANY of the machines in water.**
2. Wipe down the counter top and all tables and chairs with soapy water; dry. Before packing the trailer, be sure to return all scoops and ladles, etc. to their proper places. The snow cone and popcorn machines both have equipment of this nature; please make sure it all returns to the Block Party Trailer.

LIST OF ITEMS ON BLOCK PARTY TRAILER

2 10 x 10 canopies
Large cooler
Popcorn popper
Snow cone maker
Hot Dog Steamer
Two crock pots for nachos
6500 generator for inflatables
One inflatable
Hand Cart (for inflatable)
Corn hole game
2 tables, 4 chairs
Sound system with microphone

The church using the trailer is responsible transporting the trailer. The trailer uses a 2-inch ball.

The trailer is to be picked up from and returned to:

Farmdale Baptist Church

1238 Durrett Lane

Louisville, KY 40213

502-366-1434

Contact Farmdale between the hours of 9AM and 3PM Monday through Thursday

**LOUISVILLE REGIONAL BAPTIST ASSOCIATION
BLOCK PARTY APPLICATION**

Date of Application: _____

Name of Church: _____

Pastor: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Requested Date of Use:

Actual Day Trailer will be used: _____

Actual Time Trailer will be used: _____

Site location: _____

Person Responsible for the Trailer:

Name _____ Position _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

We, the undersigned, make application for scheduling the use of the trailer with the assurance that we assume responsibility for complying with the guidelines and for use of the trailer.

Pastor's signature _____ Date _____

Signature of Person Responsible for trailer _____ Date _____

Certificate of Insurance and checks (\$300 deposit and \$100 for usage fee) MUST accompany this application. Make checks payable to: LOUISVILLE REGIONAL BAPTIST ASSOCIATION – 960 S 3rd St., Ste 100, Louisville, KY 40203-2216

The trailer must be picked up from and returned to Farmdale Baptist Church (1238 Durrett Lane, Louisville, KY 40213). Churches will need to contact Farmdale's office (502-366-1434) during their regular business hours (Monday-Thursday, 9 am-3pm) to make arrangements to pick up/return the trailer.

LRBA Block Party Trailer Usage Form

Name of Church: _____

Church Address: _____ City: _____ State/Zip _____

Church Phone: _____ Email: _____

Pastor: _____ Phone: _____

Contact Person(s): Name: _____ Phone: _____

Name: _____ Phone: _____

Event Type: _____

Date Picked Up: _____ Time Picked Up: _____

Equipment Used (Check all that apply): <input type="checkbox"/> (2) Folding Tables & (4) Chairs <input type="checkbox"/> Sound System/Speakers/Cables <input type="checkbox"/> Hot Dog Steamer <input type="checkbox"/> (2) Crock Pots <input type="checkbox"/> Sno-Cone Machine <input type="checkbox"/> (2) 10 ft. Folding Canopies <input type="checkbox"/> Large Blue Cooler <input type="checkbox"/> Corn Toss Game <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Inflatable <input type="checkbox"/> Popcorn Machine <input type="checkbox"/> Gas Powered Generator <input type="checkbox"/> Other:
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Clean Up Checklist <input type="checkbox"/> Equipment Cleaned <input type="checkbox"/> Tables and counter Wiped & Dried <input type="checkbox"/> Cords Wrapped and Packed <input type="checkbox"/> Cooler Emptied and Dried <input type="checkbox"/> Equipment returned to the trailer
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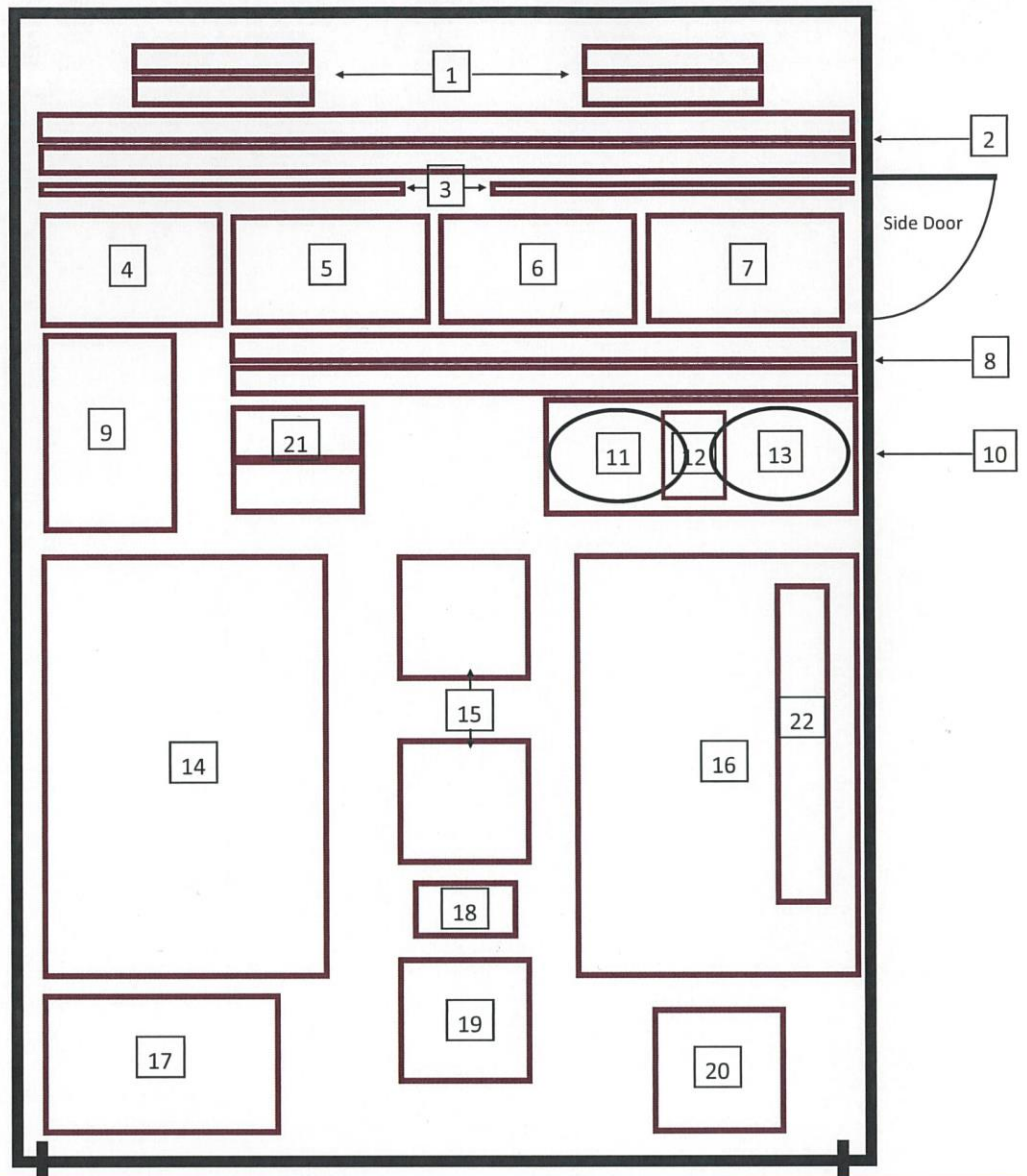
PLEASE REPORT ANY DAMAGED OR NON-FUNCTIONING EQUIPMENT:

***Please make sure that the trailer is packed according to the Block Party Trailer Diagram/Checklist, ready for immediate use by the next booking party. "Return it better than you found it" is our motto.**

Return the this form complete, with the trailer, and keys to Maple Grove Baptist Church, 5911 East Manslick Road, Louisville KY 40219, (502) 964-0808 - Church or Ray Hayes, Pastor (502-533-7330).

Louisville Regional Baptist Association

Block Party Trailer Storage Diagram/Checklist



#	Item(s) Description	✓	#	Item(s) Description	✓
1	(4) Folding Chairs		12	First Aid Kit	
2	(2) Folding Tables		13	Supply Tote	
3	(2) Speaker Stands		14	(1) Inflatable with (4) bags Sand	
4	(1) Snow Cone Machine		15	(2) Blowers for Inflatables	
5	Cables & Sound System		16		
6	Supply Tote/Crock Pots		17	(1) Popcorn Popper	
7	Hot Dog Cooker/Steamer		18		
8	(2) 10 ft. Folding Canopies		19	(1) Gas Powered Generator	
9	(1) Large Blue Cooler		20	(4) Tire Chocks	
10	(2) Corn Toss Game Boards		21	(2) Speakers	
11	Games Pieces		22	(1) Hand Cart for Inflatables	