

USAGE GUIDELINES - BLOCK PARTY TRAILER

CAREY BAPTIST ASSOCIATION

Availability

Block Party Trailer is available for use by churches, associations, and missions cooperating with the Carey Baptist Association (CBA) and the Louisiana Baptist Convention for the purpose of evangelism, compassion ministry, and community outreach. Any other use must be approved in writing by the Director.

Reserving the Trailer

Reservations for the trailer can be made by calling or emailing the CBA office to be placed on the calendar. Please check the calendar on the website (careyassoc.org/resources/trailer/) for availability before making your request. The Block Party Trailer will be scheduled on a first-come, first-served basis. Requests will not be taken over one year in advance. No reservations will be made for more than five (5) days without written approval from the Director. **All rental agreements, insurance forms, and payments should be submitted to the CBA office at least seven (7) days before your event.**

NOTE: There is typically a high demand around holidays and special events. If your church would like to reserve the block party trailer around a holiday, please reserve your spot early!

Fees

Rental Fee - There is a **user's fee of \$200** for the first two days plus an additional \$25 per day for additional days. **All rental agreements, insurance forms, and payments should be submitted to the CBA office at least seven (7) days before your event.**

At the discretion of the Director of Missions, the rental fee may be reduced to \$100 for small churches within Carey Baptist Association (CBA). Please contact the CBA office to make such arrangements. Special Evangelistic and Compassion Ministry events will not incur a rental fee but must have church sponsorship to provide the required insurance.

Deposit - In addition to the user's fee, **a \$100 deposit** is required to encourage the care and preservation of the trailer and its contents. The deposit will be returned contingent on the trailer and its contents having been returned in good condition and in a timely manner. If any contents of Block Party Trailer are found to be missing or damaged, the cost to repair, replace, or clean will be deducted from your deposit. The contents of the trailer should also be placed back in the trailer **NEATLY** and according to the diagram posted inside the trailer or you risk **forfeiting your deposit**. If the repair/replacement/cleaning cost exceeds the deposit amount, your church/group will be billed for the extra cost.

Please make checks payable to the Carey Baptist Association and mail to 3007 Enterprise Blvd. Ste. B., Lake Charles, LA 70601. Please make **two separate checks** so the deposit check can be returned after the trailer is returned and inventoried.

Responsibility

1. The user of the Block Party Trailer assumes full responsibility for the trailer and its contents from pick up to return.
2. All users must complete a **Rental Agreement** and a **Hold Harmless** form and submit the forms with the required checks to the CBA office. Failure to provide this documentation will forfeit the deposit and the reservation will be cancelled.
3. All users must have liability insurance and must provide a copy of the **Certificate of Liability** to the CBA office with Carey Baptist Association listed as an **Additional Insured**. Failure to provide this documentation will forfeit the deposit and the reservation will be cancelled.
4. **All rental agreements, insurance forms, and payments should be submitted to the CBA office at least seven (7) days before your event.**
5. The user ensures all contents are clean, dry, and ready for the next church to use including the sno-cone and popcorn machines. Under no circumstances shall the jumpers be stored back on the trailer wet or damp. It must be dry before being folded for moving to prevent damage. ALL contents must be put back in their proper location when the trailer is repacked. See chart posted in trailer.
6. Report any damage immediately upon return of the trailer.

Contents/Supplies

1. ALL OF OUR BOUNCE HOUSES ARE TO BE USED **DRY**. THESE ARE **NOT** TO BE USED AS WATER SLIDES.
2. You can refer to our website for a complete list of the trailer contents:
<https://careyassoc.org/resources/trailer/>
3. CBA has a kit that can be provided that includes all you will need for sno-cones and popcorn. A full list of contents can be found on the webpage listed above.
4. CBA has a portable sound system that can be provided for your event. This system includes 2 speakers, 2 speaker stands, a microphone, and all necessary wires.
5. The popcorn/sno-cone kit and the portable sound system must be transported inside your vehicle and should at no time be transported inside the trailer. Transporting these items inside the trailer risks damage and/or spillage of contents.

Pick-Up/Return

A checklist is provided with your paperwork. Please complete the checklist both on pickup and return. Turn the checklist in to the office with the keys upon return.

A regular size pick-up with 2-5/16" trailer ball is required to transport the trailer. For your convenience, a trailer hitch is provided inside the trailer. If this trailer hitch is used, please ensure it is placed back inside the trailer upon return. Brake and turn signal lights require a 7 way blade plug connector which must be hooked up and used.

Location - You may pick up the trailer at the following address unless otherwise designated:
FBC Sulphur, 401 S Huntington St, Sulphur, LA 70663

Before Your Event

1. Mail or drop off your deposit and rental checks, Rental Agreement Papers, and Certificate of Liability to the CBA office. Please note on the checks that it is for use of the Block Party Trailer.
2. Proof of insurance with Carey Baptist Association listed as Additional Insured must be provided before the Block Party Trailer may be picked up.
3. The Hold Harmless Agreement and Rental Agreement must be signed and returned before the trailer can be picked up. All injuries/accidents related to trailer usage are the sole responsibility of the user, church or group.
4. **All rental agreements, insurance forms, and payments should be submitted to the CBA office at least seven (7) days before your event.**
5. Contact your local municipality to see if any permits are necessary to conduct a block party or ministry event in your area.
6. Obtain all supplies needed for your event. (Don't forget we have the popcorn/sno-cone kit!)
7. Secure adult volunteers to help with setup and take down of the equipment. At least five strong adults are required, especially for the jumpers.
8. Secure adult volunteers to man each piece of equipment that will be in use:
 - a. Jumpers 1-2 volunteers per jumper
 - b. Food Stations 1-2 volunteers per station
9. Plan to allow 60 to 90 minutes for set-up.

After Your Event

1. Any food equipment that is used will need to be washed. If you are having your event somewhere without running water, please plan in advance to have someone take the equipment offsite and wash it.
2. Make sure all contents are clean, dry, and ready for the next group to use.
 - a. Under no circumstances shall the jumpers be stored back on the trailer wet or damp.
 - b. Jumpers must be dry before being folded for moving to prevent damage.
3. ALL contents must be put back in their proper location when the trailer is repacked.
4. **Jumps should be rolled neatly, tight, and strapped onto it's designated dolly.**
5. Return the trailer to the CBA office by 10:00 a.m. Other arrangements can be made, but please contact the Carey office for these exceptions.
6. Upon return, complete the checklist that is provided with your paperwork, sign and date the checklist, and return it to the office with the keys.

Weather Considerations

1. Rain: If it appears that rain is imminent, the jumpers should not be unloaded from the trailer. If the jumpers are already set up, they should be taken down and stored immediately. If the jumpers get wet, they should be set up and allowed to dry before they are used or stored.
2. Wind: If the wind is blowing or gusting to above 25 mph the jumpers should be deflated immediately. If the wind dies down below 25 mph, the jumpers can be inflated and used again.

For optimum safety, the jumpers should be set up in a location where it can be staked into the ground to secure against wind.

3. Please refer to the instruction located inside the trailer door for proper set-up, take-down and usage procedures for the jumpers. We have also provided an instructional video on our website for your convenience: <https://careyassoc.org/resources/trailer/>

Cancellations:

If weather prevents a scheduled event, an alternate date will be rescheduled based on trailer availability. If no suitable date can be found, both the deposit check and the rental fee will be returned. If you cancel your event for other reasons, please contact the Association office as soon as possible so that the trailer can be made available for another group.

Wait List:

We do maintain a waiting list. If you would like your name to be put on the waiting list for a date, please contact our office at 337-474-1865 or email sara@careyassoc.org.

Contact Information

If you have any questions regarding the trailer contents or rental procedures, please contact our office by telephone or email.

Phone: 337-474-1865

Email: sara@careyassoc.org

RENTAL AGREEMENT - BLOCK PARTY TRAILER

CAREY BAPTIST ASSOCIATION

NOTE: 2 checks must accompany this application.

1)-\$100.00 deposit & 2)-Rental Fee

Your deposit check will be returned to you subject to requirements in Usage Guidelines

Make checks payable to: Carey Baptist Association

Date of Application _____

Name of Church _____ Phone _____

Address _____

City/State/Zip _____

Pastor _____

Requested Date(s) of Use: _____

Calculated Fee: _____

Trailer Requested: ☐ BPT 1 ☐ BPT 2

PERSON RESPONSIBLE FOR BLOCK PARTY TRAILER:

Name _____ Position _____

Email address: _____

Phone _____ Cell _____

We the undersigned have read and understand the Usage Guidelines and responsibilities for use of the Block Party Trailer and make application for scheduling it with the assurance that we assume responsibility for complying with these guidelines.

Authorized User: _____

Printed Name: _____

Pastor: _____

Printed Name: _____

For Office Use Only:

Approved by: _____

Date: _____

Will you need: (please check one)

Sno-Cone/Popcorn Kit:

☐ Yes ☐ No

Portable Sound System:

☐ Yes ☐ No

RENTAL AGREEMENT FOR BLOCK PARTY TRAILER AND EQUIPMENT

Date: _____

This rental agreement is entered into on the above stated date between the following parties:

(Church Name): _____, whose contact information is accurately listed above and collectively referred to as "Lessee" and Carey Baptist Association, 3007 Enterprise Blvd. Ste. B., Lake Charles, LA 70601, referred to as "CBA" agree to the following terms and conditions:

1. The property subject to this rental agreement is described as one Block Party Trailer, which is equipped with various items such as: extension cords, games, large and small jumpers, sno-cone machine, popcorn machine, and other equipment and furnishings.
2. The Evangelistic Block Party Trailer and its inventory contents (hereinafter referred to collectively as "trailer")
 - a. Shall be picked up by Lessee at CBA's designated location at the date and time agreed upon in the reservation.
 - b. Shall be returned by Lessee to the location designated by CBA, before 10:00 a.m. on the date due.
3. Lessee has had a reasonable opportunity to inspect the trailer including its inventory contents and appurtenant structures and is satisfied that they are in a good working order and in a safe condition without exception.
4. Lessee has determined that all of the contents listed in the trailer inventory are present and in acceptable condition.
5. Lessee and its representative executing this agreement further warrant that the representative is skilled in using, attaching and transporting the trailer, setting up and using its contents and that there are no impediments which would render the hauling and/or using of said trailer and its contents unsafe to any third persons, guests, the representative and Lessee or its agents or employees.
6. Lessee shall furnish proof to CBA of adequate liability and automobile insurance covering the use of the trailer on the roads and while at use before, during, and after the block party.
7. As part of the consideration for the rental herein, Lessee shall hold CBA and its agents, employees, or representatives harmless from any and all liability for any and all claims by any third party, whether CBA, its agents, employees, or representatives are strictly liable or at fault in causing or contributing to the damages claimed or not. The Hold Harmless Agreement must be attached to this Rental Agreement.
8. The price for the rental for the period agreed to above shall be \$200.00 due and payable at the time the trailer is picked up by Lessee.
 - a. Initial here if DOM has agreed to reduced rate for small churches. ____
 - b. Initial here if DOM has approved a waiver of the fee for special ministry events. ____
 - c. Additional days incur a fee of \$25 per day.

9. A deposit of \$100.00 is also due and payable at the same time the rental charge is due but shall be refunded to Lessee upon the meeting the requirements stated in the Usage Guidelines. Any damages to the trailer or its contents and/or any missing inventory items beyond the value of the deposit shall be reimbursed by Lessee to CBA immediately.

Thus done and signed on the date stated above in Lake Charles, Louisiana.

By (user signature)_____

Print name:_____

DATE: _____

Carey Baptist Association

By (office signature)_____

Print name:_____

DATE: _____



HOLD HARMLESS AGREEMENT - BLOCK PARTY TRAILER
CAREY BAPTIST ASSOCIATION

In consideration of the use of the trailer, jumpers, popcorn machine, sno-cone machine, sound system, and any other contents of the block-party trailer, user covenants and agrees to insure and hold harmless the Carey Baptist Association from any and all liability in the movement, use by User and guests, etc., and the return of the said equipment to the Carey Baptist Association in the same condition as received.

USER Printed Name: _____

USER Signature: _____

DATE: _____

PASTOR Printed Name: _____

PASTOR Signature: _____

DATE: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/19/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Canopy PO Box 34833 North Chesterfield VA 23234		CONTACT NAME: Insurance Canopy Program Support PHONE (A/C, No, Ext): 844-520-6993 FAX (A/C, No): 801-763-1374 E-MAIL ADDRESS: info@insurancecanopy.com	
		INSURER(S) AFFORDING COVERAGE INSURER A: Great American Alliance Insurance Company NAIC # 26832	
INSURED Sample Insured 123 Main Street Anytown US 12345		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		SAMPLE POLICY 123	04/19/2024	04/19/2025	EACH OCCURRENCE \$ 2,000,000
	☒ COMMERCIAL GENERAL LIABILITY	☒				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	☒ CLAIMS-MADE ☐ OCCUR					MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ INCLUDED
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 3,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC					PRODUCTS - COMPIOP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY					ANIMAL BAILEE \$
	☐ ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ALL OWNED AUTOS					BODILY INJURY (Per person) \$
	☐ HIRED AUTOS					BODILY INJURY (Per accident) \$
	☐ SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	☐ NON-OWNED AUTOS					\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	☐ EXCESS LIAB					AGGREGATE \$
	☐ OCCUR					\$
	☐ CLAIMS-MADE					
	☐ DED ☐ RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMPLOYEE EXCLUDED? (Mandatory in NH)	Y/N				OTHER \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	☒	SAMPLE POLICY 123	04/19/2024	04/19/2025	INCLUDED

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
It is understood and agreed that the Certificate Holder is named as Additional Insured per attached CG 20 26. Additional Insured - Designated Person or Organization subject to all policy terms, conditions, and exclusions.

CERTIFICATE HOLDER Sample Holder 456 Main Street Anytown US 12345	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Block Party Trailer Check List (Pickup)

- ☐ Contents of the trailer are in their proper place as indicated on the diagram posted in the trailer.
- ☐ Jumps are DRY, rolled tightly and neatly, and have a strap on them to keep them rolled.
- ☐ Jumps are strapped to the designated dolly.
- ☐ Blowers have their cords wrapped neatly.
- ☐ Popcorn machine is clean.
- ☐ Sno-cone machine is clean.
- ☐ Popcorn and Sno-cone machines are in place and strapped in.
- ☐ Jumper and tent stakes are placed neatly into designated bag.
- ☐ Tarps are folded neatly and placed into box.
- ☐ Extension cords are rolled neatly and placed in their proper place.
- ☐ All sports equipment is inside a sports bag.
- ☐ Volleyball net and tents have been packed into their bags.
- ☐ Washer boards are placed neatly and have all 6 washers with them.
- ☐ Trash can does not contain trash.
- ☐ Trailer tires are in good condition and have adequate air in them.
- ☐ Trailer wheels are chocked, and all locks are locked.

User Name: _____ Signature: _____ Date: _____

CBA Staff Name: _____ Signature: _____ Date: _____

Block Party Trailer Check List (Return)

- ☐ Contents of the trailer are in their proper place as indicated on the diagram posted in the trailer.
- ☐ Jumps are DRY, rolled tightly and neatly, and have a strap on them to keep them rolled.
- ☐ Jumps are strapped to the designated dolly.
- ☐ Blowers have their cords wrapped neatly.
- ☐ Popcorn machine is clean.
- ☐ Sno-cone machine is clean.
- ☐ Popcorn and Sno-cone machines are in place and strapped in.
- ☐ Jumper and tent stakes are placed neatly into designated bag.
- ☐ Tarps are folded neatly and placed into box.
- ☐ Extension cords are rolled neatly and placed in their proper place.
- ☐ All sports equipment is inside a sports bag.
- ☐ Volleyball net and tents have been packed into their bags.
- ☐ Washer boards are placed neatly and have all 6 washers with them.
- ☐ Trash can does not contain trash.
- ☐ Trailer tires are in good condition and have adequate air in them.
- ☐ Trailer wheels are chocked, and all locks are locked.

User Name: _____ Signature: _____ Date: _____

CBA Staff Name: _____ Signature: _____ Date: _____