

Eastern Baptist Association

EVENT TRAILER #1 POLICIES & PROCEDURES

WHAT IS IT USED FOR AND WHO CAN USE IT?

The Event Trailer is a ministry tool provided by the Eastern Baptist Association. Block parties and community events provide a great opportunity for churches to minister to their communities, improve their image in a community, increase contacts, have fun with their community, and provide a variety of platforms to share the Gospel.

Churches and ministries of the Eastern Baptist Association, and other regions, can use the trailer for the purpose of evangelism and outreach. Reservations are open on a first come, first serve basis.

Eastern Baptist Association churches are given first preference in reserving the event trailer. Reservations for EBA churches are open January-April. Non-EBA groups may reserve the trailer starting May 1.

Churches **must** have a minimum Liability Insurance policy of \$300,000 and provide a “Certificate of Insurance” to evidence policy.

HOW DO I RESERVE IT?

You can reserve the trailer by calling the Allen Memorial Baptist Church office at 410-742-2659 and talking to Bruce Glisson. He is in the office Monday-Thursday 8 am-5 pm. All requests must meet EBA requirements to include certificate of liability form, training and final approval by Bruce Glisson.

EBA churches may reserve the trailer at any time. Non EBA churches may reserve the trailer starting May 1 of each year.

HOW MUCH DOES IT COST? (EBA MEMBER CHURCHES)

Usage and restocking Fee (2-3 day use):\$175	Deposit \$100	Total: \$275*
*Paypal payment (2-3 day use) :\$190.00	Deposit \$100	Total: \$305.00
Usage and restocking Fee (3-7 day use):\$275	Deposit \$100	Total: \$375**
**Paypal payment (3-7day use): 290.00	Deposit \$100	Total: \$390.00

HOW MUCH DOES IT COST? (NON-EBA CHURCHES)

Usage and restocking Fee (2-3 day use):\$275	Deposit \$100	Total: \$375*
*Paypal payment (2-3 day use) :\$290.00	Deposit \$100	Total: \$390.00
Usage and restocking Fee (3-7 day use):\$375	Deposit \$100	Total: \$475**
**Paypal payment (3-7day use): 390.00	Deposit \$100	Total: \$490.00

CANCELLATIONS

No refunds will be given for cancellations. Funds paid for rental of the trailer will be applied to a future reservation.

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PAYMENT REQUIRED PRIOR TO PICKING UP THE TRAILER. Please write the deposit on a separate check. You will get your deposit back when the trailer comes back in the same condition as when you picked it up. If it comes back in a disarranged state or unclean state you will **NOT** get your deposit back. The deposit will be used to pay to have the equipment cleaned and reorganized.

Make sure you fill out the inventory check list of what you used. The list is to be left in the envelope marked “Inventory Check List” in the trailer. **Failure to fill out this form and leave it in the envelope will be an automatic forfeiture of your deposit.**

INSURANCE AND LIABILITIES

It is required that churches have Liability Insurance. Insurance is necessary when reserving the trailer. The ministry using the trailer will assume all liability and responsibility for the equipment and persons utilizing them. They will also provide a certificate of proof of insurance that lists Eastern Baptist Association as an “additional insured” for the event the trailer will be used. On the document should read:

Eastern Baptist Association
1147 S. Salisbury Blvd. STE 8, PMB 163
Salisbury, MD 21801-6865

ARE PERMITS NECESSARY?

Permit requirements vary according to your location. The best rule of thumb is to call your local municipality for the particulars in your area.

LOCATION OF TRAILER PICK UP AND RETURN?

The trailer is kept at Allen Memorial Baptist Church on 1303 Snow Hill Road, Salisbury, Maryland 21804. It should also be returned to the same location. **Make sure you park the trailer in the last parking spot closest to the grass.** Tires for the trailer need to be on the pavement.

WHAT STEPS ARE NECESSARY TO USE THE TRAILER?

1. Call the Allen Memorial Baptist Church office at 410-742-2659 to check on its availability and to reserve the trailer or email bglisson@allenmemorial.org.
2. Complete and sign the reservation form and mail or email it. Send your fee, along with a separate deposit check, to 1303 Snow Hill Road Salisbury, MD 21804. If you have any questions contact Bruce Glisson at bglisson@allenmemorial.org. **Make checks payable to Eastern Baptist Association.** Please make sure you have a separate deposit check for \$100. This check will be returned to your church when the trailer comes back in good condition. You can pay the fee for trailer use online. **Please don't pay the deposit online, send in a check.**
3. **You must send in a certificate of proof of Liability Insurance along with your reservation form and fee. Eastern Baptist Association must be listed as “additional insured” during your use of the trailer.**

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4. It is advised that you contact your local municipality to see if permits are necessary in your area.
5. Complete and submit the “Amusement Attraction Inspection Request Form” with the state of Maryland at least 30 days prior to your event. (This is only required if using in the state of Maryland) On the form put the following information:
 - Location of where you will be setting up with dates and times
 - List your phone numbers and other contact information
 - You sign the document
 - **DO NOT MAIL TO ME, EMAIL TO ARrequest@dllr.state.md.us**
6. Make arrangements to pick the trailer up. You will be responsible for having the necessary equipment to pull the trailer. The trailer is 26-foot dual wheel and includes brakes (needs to be equipped with an electric brake controller). The ball size is 2^{5/16}. You will need a 1/2 or larger ton vehicle to tow the trailer. You will be responsible for pick-up and delivery of the trailer when you are through. If there are any issues or problems with the trailer please call the office ~~744-11659~~ (Mon-Fri. 8am-5pm), or after hours, Pastor Bruce Glisson at 443-944-6157.
7. The inflatables in the trailer are not to be used during inclement weather. Under no circumstances are the inflatables to get wet. The inflatables may never be used in the rain. When planning your event please plan a rain date. If the weather is calling for a 50% or higher chance of rain you are not to use the inflatables.
8. Please ensure someone inventories supply usage by using the inventory sheet (for restocking purposes) and ensures that the trailer is repacked in the same way it was upon pickup. **Failure to fill out and return this form in the provided envelope is an automatic forfeiture of deposit.**
9. All equipment used should be cleaned and dried before reloading. Please return the trailer in the same condition that it was found or better. (Make sure when placing the straps to secure items the strap on the grill is over the top and not on the sides of the grill).
10. Return trailer on date agreed upon or earlier.
11. Replacement or repair of any equipment that is damaged or missing during use will be the responsibility of the renting church.

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EVENT TRAILER INVENTORY*

JUNGLE ISLAND

- (One) inflatable 19' x 31'
- (One) high power 1 hp air blower
- (Four) stakes for anchoring
- (Four) safety caps to be placed on top of stakes
- (One) large tarp to be placed under the inflatable

Grey Elephant

- (One) inflatable 22' x 17'
- (One) 1hp air blower
- (Six) stakes for anchoring
- (Six) safety caps to be placed on top of stakes
- (One) large tarp to be placed under the inflatable

Large Cart (for moving the inflatables)

GRILL (large commercial grade, 116,000 btu, 8 burners)

- (Two) Propane Tanks (may or may not be filled, you will need to check prior to use)
- Spatula, tongs and fork for grilling
- (Two) pair grill tongs
- Grill brushes
- (Four) Bic lighters

SNOW CONE MACHINE

- Ice scoop
- Syrup (3 or 4)
- (three) Snow Cone Pumps
- Snow Cone cups

POPCORN MACHINE (16 oz.)

- Popcorn Kits (24)
 - Popcorn
 - Flavoring
 - oil
- Popcorn Scoop (plastic)
- Popcorn Scoop (metal)
- Serving Bags

COTTON CANDY MACHINE

- Cotton Candy Pan
- Cotton Candy Dome Cover
- 52 oz. containers of flossugar
- Cotton Candy Cones
- 2 Stands for filled cotton candy cones

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CANOPIES

- (Two) 10x10 Ez-Up Canopies
- (Four) Sidewalls
- (Two) Back Wall
- (Two) Front Wall
- (Four) Awning Poles
- (Eight) stakes
- (Four) anchor plates
- (Two) Carrying bags for canopies

TABLES

- (Four) 8' white tables
- (Three) 6' white tables

CHAIRS

- (Twenty One) White Folding chairs

DRINK COOLERS

- (Four) 10 gallon blue coolers

COOLERS

- (Two) 150 quart white cooler
- (Four) 60 quart blue coolers

EXTENSION CORDS

- (Seven) (red/black) 100 ft. cords
- (Seven) extension cord spools

TOOL BOX

- (One) can WD40
- (One) Ratchet set
- (Two) large mallet
- (One) Flash Light

GENERATOR (10,000 watt Duro Max)

- (Two) 10w-30 4-stroke motor oil
- (Four) safety cones

GENERATOR (6000 watt power mate)

- (One) 4 plug cord
- (One) five gallon gas can (non-ethanol only)
- (Four) safety cones

TRASH CANS

- (Three) 32 gallon
- (Two) lids

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TRAILER SUPPLIES

- (One) adjustable Tri-Ball Hitch (located in Ambulance, when facing back rear left door)
- (One) set Highway emergency Triangles
- (One) set wheel chocks
- (One) hitch lock
- (Ten) ratcheting tie down straps
- (Fifteen) bungee cords
- (Three) fire extinguishers
- (One) prolift wheel jack
- (One) spare tire

MISCELLANEOUS SUPPLIES

Picnic Packs (Utensils and napkins, salt /pepper)

Paper plates

Paper Towels

Tin Foil

Foil Pans

Plastic gloves

32-gallon trash bags

Rags

*Items listed are all that is on the trailer. Amounts of consumable items may vary depending on trailer use. Any other items you may need are your responsibility to purchase.

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GENERATOR (6000 watt power mate)

**IF IT STARTS TO RAIN SHUT DOWN THE GENERATOR AND PUT IT AWAY
ONCE SET UP PUT SAFETY CONES AROUND THE GENERATOR**

DETERMINING TOTAL WATTAGE:

In order to prevent overloading and possible damage to your generator it is necessary to know the total wattage of the connected load. To determine which tools and/or appliances your generator will run follow these steps:

1. Determine if you want to run one item or multiple items simultaneously.
2. Check wattage requirements for the items you will be running by referring to the load's nameplate or by calculating it (multiply volts x amps = watts).
3. Total the watts for each item. If the nameplate only gives volts and amps, multiply volts x amps =watts. **1 KW = 1,000 watts**
4. **NOTE: Allow 2 ½ to 4 times the listed wattage for starting equipment powered by electric motors.**
5. The generator's rated watts should match or exceed the total number of watts required for the equipment you want to run.
6. Always connect the heaviest load to the generator first, then add other items one at a time.

STARTING THE ENGINE:

1. Check oil level and fuel. (make sure and add stabilizer to fuel in gas can, only use non-ethanol)
2. Disconnect all electrical loads from the unit
3. Open fuel shut off valve
4. Adjust choke as necessary
5. Set the engine switch to the "ON" position
6. Pull on the starter rope with fast steady pull. As the engine warms up, readjust the choke.
7. Allow to run for five minutes before attaching any items.

SHUTTING THE GENERATOR OFF:

1. Remove entire electrical load
2. Let the engine run for a few minutes without load
3. Move the engine switch to the "OFF" position
4. Do not leave the generator until it has completely stopped
5. Close the fuel shut off valve

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DURO MAX XP10000E GENERATOR EASY START INSTRUCTIONS

1. Fill with at least 1 gallon of fresh non-ethanol gas or until gas shows on the gauge.
2. Fill engine case with (10-30w) motor oil until you can see oil reach the top of dipstick threads. Replace oil cap/dipstick, low oil kill switch is now activated.
3. Make sure the Circuit Breaker Switch is in the OFF position.
4. Turn on/off switch to ON position (located on control panel).
5. Turn fuel control valve to ON position.
6. Pull (CHOKE) lever out to the choke on position. Turn key to Start or pull Recoil Start Rope (complete easy pulls) until generator starts.
7. After starting push (CHOKE) level in (slowly). If engine dies complete the above procedures. If Choke is left on and engine dies your spark plug could be fouled and many need to be cleaned.
8. Before plugging load into receptacles make sure the Circuit Breaker Switch is in the ON position.

SHUTTING THE GENERATOR OFF:

9. Remove entire electrical load
10. Let the engine run for a few minutes without load
11. Move the engine switch to the "OFF" position
12. Do not leave the generator until it has completely stopped
13. Close the fuel shut off valve

SNOW CONE MACHINE

NEVER PUT YOUR HANDS OR FINGERS UP INSIDE OF MACHINE!!!!

1. Set on table.
2. Connect drain hose and place drain basin under hose.
3. Plug in the machine.
4. Raise hopper lid.
5. Fill with ice.
 - a. The Sno-King can take ice cubes small or medium in size if you break the block into pieces approximately 2 to 3 inches in size.
6. Close hopper lid.
7. Press momentary switch to shave ice.
8. If ice gets impacted and clogged, unplug machine.
9. Use a yard stick or metal spoon to break up ice.
10. To clean – Wipe out inside with "Clean" wet rag.

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POPCORN MACHINE – 16 OZ. CAPACITY

1. Secure the kettle onto the hanger of the main unit. Make sure the cord is in the proper place.
2. Plug it in.
3. Turn both the **Kettle Heat** and **Kettle Stir Motor** switches to **ON** (1 & 2)
4. You may use regular popping corn and the butter flavor oil. Do NOT use butter. (We recommend using the popcorn kits provided. These are all premeasured.)
 - Popcorn=16 oz.,
 - Oil=4-5 oz.
 - Flavacol (salt) = 1 ½ Tablespoon
5. Kettle should be preheated for 3 to 4 minutes with oil (until steam rises from the pot).
6. Lift lid and pour kernels in carefully! **LID WILL BE HOT.**
7. Turn **ON** the stirrer switch.
8. Shut door carefully.
9. Popcorn starts popping out through the lid after about 2 to 3 minutes.
10. Switch **OFF** the stirrer & heater switches (1 & 2) when popping is complete.
11. Rotate handle on kettle counter clockwise to pour out all remaining popcorn.
12. Turn on Warmer switch (3)
13. Repeat the cycle, starting with step number 4, until the desired amount of popcorn has been achieved. Always pop 3 to 5 consecutive batches for the best popcorn.
14. Keep heater switch **OFF** if the unit is not being used continuously.
15. On the final kettle of corn, it is a good idea to turn the **KETTLE HEAT** switch **OFF** just as the lids are forced open by the popping corn. This procedure saves electricity since the kettle has plenty of heat and eliminates smoke/odor from any oil residue that remains after you have stopped popping.

CLEANING AND MAINTENANCE

1. Let unit cool down before cleaning
2. Use wet towel to clean the kettle surface inside and out.
3. With a clean damp cloth, wipe down the glass, acrylic doors and metal surfaces.
4. Do not use any acidic, citrus based cleaners or abrasive cleaners on the Acrylic doors as it may scratch or become dull. **(DO NOT USE ANY CLEANERS AT ALL, ONLY WATER)**
5. Frequently empty the catch tray of old popcorn kernels and clean with soap and water and dry thoroughly.
6. To thoroughly clean the kettle, turn off the unit and add 1-1/2 to 2 cups of hot water (no detergent is necessary) into the kettle. Turn ON the stirrer and the heater and bring water to boil for 1 to 2 minutes. Place a towel in the bottom of the unit with a large bowl on top (make sure bowl is large enough to pour out the water from the kettle). Turn off the stirrer and heater and carefully pour out the water into bowl. CAUTION: Kettle and water will be extremely HOT!
7. Repeat this same procedure 2 to 3 times for best results.

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COTTON CANDY MACHINE

1. Turn the shipping bracket knobs counter-clockwise to loosen.
2. With the **CANDY SWITCH** “off”, turn the **POWER SWITCH** “on”. The spinner head will not start to rotate.
3. With the spinner head stopped, pour sugar into the spinner head. Fill to about the 90% level, **DO NOT** over fill.
4. Turn the **CANDY SWITCH** to “on”. The spinner head will rotate and heat, after about 45 seconds the machine will start to make cotton candy.
5. When the spinner head is empty, or to stop making cotton candy, turn the **CANDY SWITCH** “off”. The cooling cycle will start. When the cooling cycle completes, the spinner head will stop rotating. When the spinner head is stopped; re-fill the sugar, turn the **CANDY SWITCH** “on”, and continue to make cotton candy.
6. Do **NOT** put hands or objects in rotating spinner head!
7. Do **NOT** fill spinner head with sugar while it is rotating!
8. Operator should **ALWAYS** wear eye protection!
9. Use floss cone to collect cotton candy.

Cleaning and Maintenance

1. Do not use any cleaners on the spinner head or actual machine.
2. Use warm water to rinse off any remaining cotton candy from the bowl and lid.
3. Retighten the shipping bracket knobs prior to packing the cotton candy machine.

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INFLATABLE PROCEDURES

1. The inflatables are very heavy. You must have at least six people to adequately handle these items.
2. Locate area that is free from loose debris (rocks, sticks, gravel, etc.), use the blower to remove any debris. The inflatables are: Jungle Island 19ft. wide x 31ft. long x 15ft. high. Gray Elephant 17ft wide x 22ft long x 15 ft. high. Giant Dual Slide 18ft. wide x 35ft. long x 20ft. high. It is recommended you find an area larger than the inflatables.
3. Each inflatable will need to have a four foot clearance on all sides. Make sure nothing is set up in that area.
4. It can be set up inside a building if you have the height clearance of at least 16ft or 21 ft. depending on which you are setting up.
5. There are stakes in the trailer. You must use the stakes to hold the inflatable down so it does not move around. 75% of the stake must be in the ground. Put the stake in at an angle and put the safety cap on every stake.
6. If setting up in a parking lot or on pavement you will need 75 pound sandbags on each corner for the Grey Elephant and Jungle Island. For the Giant Dual Slide you will need 500 pound sandbags for each corner. **(WE DO NOT PROVIDE THESE)**
7. Locate the blower. Go to the rear of the moon bounce. There are two tube-like appendages. You will only use one or the other. Slide the tube over the blower housing. Tighten down with strap provided. Close off the other tube with strap. On the dual slide you will need to use 2 blowers, 1.5 hp. and 1.0 hp.
8. Plug in blower and tie off every extension cord so that if someone trips or tugs on the cord it will not come undone.
9. Turn on the switch for the blower. The moon bounce will begin to inflate. It only takes two minutes to inflate. You must leave blower turned on to keep it inflated.
10. Make sure you have a plan if power goes out while running the inflatables to evacuate all children.
11. Make sure you have at least 1 operator and 1 attendant for each inflatable. Each operator and attendant will need to have an ID badge. (these are located in the trailer)

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INFLATABLE OPERATOR/ATTENDANT TRAINING

1. **Operator training:** Every operator will need to watch the following video and sign the attached form that they have watched the video for proper set up of an inflatable.
<HTTP://WWW.YOUTUBE.COM/WATCH?V=SPT1A7IPTNI>
 2. Every operator will need to read the inflatable guidelines found in the inflatable notebooks.
 3. Complete the “Daily Inspection Pre-inspection Check List” for each inflatable.
 4. Operator must be present at all times during the use of an inflatable. Make sure you have enough operators trained to allow breaks for your operators during the event.
 5. Only allow 6 (six) children in an inflatable at one time. Set up a time limit for being in the inflatable so each child gets a chance.
 6. Only one child may go down each slide at a time. Make sure the child is completely clear of the bottom area prior to allowing another child to start down. Children must be in a seated position when going down the slide. Any child who goes down on their stomach or head first must be removed from the slide and not allowed to ride again.
 7. Only allow 2 children on top of the slide at one time.
 8. Each child must remove their shoes prior to entering the inflatable.
 9. Make sure children have no sharp objects they are wearing or in their pockets.
 10. The operator is responsible for training each attendant.
 11. If it starts to rain during the event you **MUST** immediately take down the inflatable and put it away. Disconnect all electricity at the sign of just one rain drop.
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1. **ATTENDANT TRAINING:** Every Attendant will need to sign the attached form stating that an operator has trained them.
 2. Every attendant needs to read the inflatable guidelines found in the inflatable notebooks.
 3. Attendants must be present at all times during the use of an inflatable. Make sure you have enough attendants trained to allow breaks for your attendants during the event.
 4. Only allow 6(six) children in an inflatable at one time. Set up a time limit for being in the inflatable so each child gets a chance.
 5. Only one child may go down each slide at a time. Make sure the child is completely clear of the bottom area prior to allowing another child to start down. Children must be in a seated position when going down the slide. Any child who goes down on their stomach or head first must be removed from the slide and not allowed to ride again.
 6. Only allow 2 children on top of the slide at one time.
 7. Each child must remove their shoes prior to entering the inflatable.
 8. Make sure children have no sharp objects they are wearing or in their pockets.

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PROPER WAY TO TAKE MOON BOUNCES DOWN

1. Before deflating make sure clothing and things are not in inflatable.
2. Turn off blowers and unplug from source. Remove blowers from inflatable. Gently press down on areas around inflatable to help exhaust air out.
3. Begin to fold inflatable; while at the same time continuing to remove air; fold and roll up as small as possible, then bind with straps.
4. Return to same placement in the trailer.
5. Make sure stakes and ropes are neatly put back into trailer.

CLEANING AND CARING FOR INFLATABLES

1. Clean dirt and leaves and debris out of crevices and seams. When blower is running it is normal to feel a small amount of air from sewn seams.
2. Use the broom to remove any debris.
3. **NEVER PUT AN INFLATABLE AWAY WET. IT WILL MILDEW.**
4. Wipe down dirty areas with a damp cloth.

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EBA EVENT TRAILER RESERVATION FORM

Today's Date _____ Church Making Request _____

Date Needed _____ Date to be Returned _____

Contact Person _____

Name

Phone/Cell Phone

Email address _____

In Case of Emergency _____

(Second Person)

Name

Phone/Cell Phone

Email address _____

TRAILER MUST BE KEPT IN A SAFE and SECURE AREA TO PREVENT THEFT. When not attached to a vehicle the tongue lock must be utilized for safety.

Please read and follow all directions for use of each piece of equipment provided.

If you discover any damage to any of the equipment upon set up you must notify Bruce Glisson (410-742-2659 x101 M-F 8-5) otherwise your church/organization may be held liable for the damage. Please leave message if the office is closed.

CANCELLATIONS: *If your church must cancel the reservation of the trailer please notify Bruce Glisson at once as we need to keep it available for the other churches. No refund will be given if you need to cancel. Rental payment for the use of the trailer may be applied to a future rental.*

By signing and submitting this reservation, we acknowledge that we have read, understand, and agree to the above stated policies and procedures related to the use of the Eastern Baptist Association Event Trailer.

Pastor _____
(Signature)

(Date)

Other Church Leader _____
(Signature)

(Date)

ADMIN USE ONLY

Payment of \$ _____ received on _____.

Deposit of \$ _____ received on _____; shredded on _____.

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OPERATOR TRAINING FORM

I the undersigned have watched the training video for how to properly set up an inflatable. I also have read the instructions listed in the manual on how to properly run an inflatable. I realize as an operator I am responsible for the safe operation of the inflatable.

Signed

Date

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Signed

Date

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ATTENDANT TRAINING FORM

I the undersigned have read the instructions listed in the manual on how to properly run an inflatable. I understand I am responsible for following the instructions of the Operator. I realize as an attendant I am responsible for the safe operation of the inflatable.

Signed

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I the undersigned have read the instructions listed in the manual on how to properly run an inflatable. I understand I am responsible for following the instructions of the Operator. I realize as an attendant I am responsible for the safe operation of the inflatable.

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