

Eastern Baptist Association

EVENT TRAILER #2 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 (1-3 day use): \$175	Deposit \$100	Total: \$275
Usage (3-7 day use): \$275	Deposit \$100	Total: \$375

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

Usage (1-3 day use): \$275	Deposit \$100	Total: \$375
Usage (3-7 day use): \$375	Deposit \$100	Total: \$475

CANCELLATIONS

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

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 disarrayed 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.

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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 same parking spot where you found it when you return it. 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.
4. It is advised that you contact your local municipality to see if permits are necessary in your area.
5. Maryland churches, complete and submit the “Amusement Attraction Inspection Request Form” with the state of Maryland at least 30 days prior to your event (**Delaware churches do not need to do this**). 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

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- 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 7 x 14 foot. The ball size is 2^{5/16}. 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 at 410-742-2659 (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. If water is used with the inflatables **they must be left set up for 3 hours** in the sun after the event in order to completely dry. The inflatables **MUST** be 100% dry before being put back in the trailer. 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. All equipment used should be cleaned and dried before reloading. Please return the trailer in the same condition that it was found or better.

9. Return trailer on date agreed upon or earlier.

10. Replacement or repair of any equipment that is damaged or missing during use will be the responsibility of the renting church.

EVENT TRAILER INVENTORY*

STAR SPANGLED SLIDE

- (One) inflatable 32x12

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- (One) attachable slide landing area (can be filled with water, MUST be thoroughly dried if water added. Needs minimum of 3 hours in sun after being emptied).
- (One) high power 1 hp air blower
- (Eight) stakes for anchoring
- (Eight) safety caps to be placed on top of stakes
- (One) large tarp to be placed under the inflatable

RAINBOW SLIDE

- (One) inflatable 30x10x14
- (One) attachable slide landing area (can be filled with water, MUST be thoroughly dried if water added. Needs minimum of 3 hours in sun after being emptied).
- (One) 1hp air blower
- (Eight) stakes for anchoring
- (Eight) safety caps to be placed on top of stakes
- (One) large tarp to be placed under the inflatable

PURPLE CASTLE W/SLIDE

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

BLUE CASTLE W/SLIDE

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

Large Cart (for moving the inflatables)

*Items listed are all that is on the trailer. Any other items you may need are your responsibility to purchase.

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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.), remove any debris. The inflatables are approximately 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 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. Plug in blower and tie off every extension cord so that if someone trips or tugs on the cord it will not come undone.
8. 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.
9. Make sure you have a plan if power goes out while running the inflatables to evacuate all children.
10. 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 a blower and/or 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 #2 RESERVATION FORM
(INFLATABLES ONLY)

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, 443-944-6157 other times) 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

Date

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

Date

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