



Block Party Trailer Usage Policy

Revised: May 23, 2019

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What is it?

The Block Party Trailer (BPT) is an evangelistic tool provided by the generosity and cooperative partnership of the Pensacola Bay Baptist Association (PBBA) churches and Santa Rosa Baptist Association (SRBA). The BPT contains many tools and resources that can be used to reach our communities for Christ. These items are detailed in the Block Party manual.

Churches of the PBBA and the Santa Rosa Baptist Association (SRBA) may use the trailer for the purpose of evangelism. The BPT and equipment will be under the management of the PBBA staff and the Association's Engage Team.

The BPT and equipment may be scheduled by any church or mission of the PBBA or SRBA on a "first come first serve" basis by contacting the PBBA ministry assistant.

The BPT and equipment **MUST** be picked up and returned promptly and clean.

The BPT and equipment is **NOT** to be used as a "fund raiser".

The BPT is intended to be used as a unit. Individual equipment usage is not permitted.

It is the responsibility of the reserving church to secure all necessary permits required by local authorities.

The reserving church agrees not to permit the use of tobacco products, alcoholic beverages, or substances in or around the equipment. The reserving church also agrees not to permit the storage of flammable materials or the use of open flames in or near the equipment.

The reserving church agrees not to store anything in the trailer other than the equipment as was provided to them upon pick-up.

Where is the trailer housed?

The Block Party Trailer is housed at the Pensacola Bay Baptist Association:

9999 Chemstrand Road
Pensacola, FL 32514

How much does it cost?

1. There is a usage fee of \$100.00 per day, non-refundable (unless extenuating circumstances), plus a cleaning deposit of \$50.00, refundable, due within 7 days of making your reservation. *(If we do not receive your check within 7 days, your reservation will be cancelled**)*
2. If there is damage to the trailer and/or any items in the trailer, while in the care of your church, the church will be charged for replacement of broken item(s).
3. If there are missing items from the trailer, while in the care of your church, the church will be contacted in an effort to recover the missing items. If the missing items are not recovered, the church will be charged for the missing item(s).
4. If any items are returned uncleaned, your cleaning deposit will not be returned.

Your reservation is tentative until all payment and documents are received.

***Scholarships available*

How do I reserve the Block Party Trailer and what is required of me?

1. Call the PBBA Office (or use our email address) to check available dates and make a verbal reservation. Contact the office at (850)471-3430 or by email at: office@pbbassociation.org.
 - a. Please give the exact dates you will be using the trailer. The first and last day you request will be considered travel days. For example, if you need the trailer on July 4th and you only request July 4th, you will need to pick the trailer up and drop it off on July 4th.
 - b. The Block Party Trailer may be reserved up to seven (7) days. During those seven (7) days, only one (1) Saturday and one (1) Sunday may be reserved. This is due to the number of churches in our Associations.
2. Submit the Block Party Reservation form (pg. 28), the appropriate usage fee, and the deposit within seven (7) days of verbal/email reservation. If this information is not received within seven (7) days, the reservation will be cancelled and the trailer will be available for reservation by another church. The insurance information must be received in the office at least seven (7) days prior to the pickup of the trailer.
 - a. **Church Insurance Information:** You **must** call your church insurance company and add PBBA as a “designated additional insured” (or the like) on your church insurance. Request a church certificate as proof and submit the certificate to the PBBA. The policy must be current. If a policy is submitted with the reservation form and the policy expires before the church event, another copy of the current policy must be submitted.
 - b. **Towing Vehicle Insurance:** A copy of the insurance card for the vehicle towing the trailer **must** be submitted to the PBBA along with a copy of the driver’s license of the person that will be driving the vehicle. It may also be sent as an attachment by email (office@pbbassociation.org).
 - c. **Hold Harmless Agreement:** This agreement must be signed by a church representative, PBBA representative and notarized. PBBA has a notary on staff that can do this. This form may be signed when the church picks up the keys to the BPT.
 - d. Once the trailer is picked up, only vehicle(s) in which insurance information has been provided may tow the trailer.
 - e. Send the reservation form, usage fee, and insurance information to:
Pensacola Bay Baptist Association
9999 Chemstrand Road
Pensacola, FL 32514
3. Make arrangements to pick up the trailer. The contact person for picking up the Block Party Trailer is the PBBA Ministry Assistant (850)471-3430 or office@pbbassociation.org. You will need to coordinate a mutually convenient pick up time with the PBBA Ministry Assistant.
 - a. Make sure the transport vehicle meets the following requirements:
 - Full size truck with an 8 cylinder engine and trailer hitch
 - Hitch must be at a minimum class 2 (200lb tongue weight with 3,500 lb load capacity)
 - Hitch ball size must be 2 & 5/16 inches
 - If you have a hitch but no ball we have a 2 inch insert with the correct size ball.
 - Light hook up is a 7 prong hook with electric brakes - adapter provided. (see pic)



4. Upon picking up the Block Party Trailer, plan to spend 15-20 minutes with a PBBA representative to conduct a walk-through of the trailer. During this time, a visual inspection of items will be conducted, making sure items are accounted for and clean.
5. Properly clean all concession equipment. Following cleaning instructions closely.
6. Report any damage to the PBBA office: (850)471-3430/office@pbbassociation.org
7. The BPT must be returned to the PBBA Office. Upon returning the BPT, either give the key to the PBBA office or please leave the key in the drop box at the back door. A second walk-through will be done by a PBBA representative to make sure items are accounted for, clean, and in working order. If your church would like to be present for this walk-through, please call and make arrangements with the PBBA Ministry Assistant at (850)471-3430.
8. Each church is responsible for providing its own prizes, foodstuffs, and any other supplies needed for its block party (unless otherwise noted in this policy) - See Appendix 1 for list of what your church will need to provide.
9. There is an Evaluation/Response Form (see Appendix 3) that each church must complete at the conclusion of their event. This is very important and allows us to evaluate the effectiveness of the ministry as well as keep up with equipment maintenance.
10. In case an accident occurs that requires medical attention we request an Incident Report (see Appendix 4) be filled out so that we can have it in our records for future reference. You will also be asked to sign a Hold Harmless Agreement (pg. 29). **NOTE: PBBA nor SRBA shall not be held responsible for injuries which occur while the BPT is in the possession of a church.** Your church is responsible for all medical occurrences from the time the BPT is picked up and removed from the PBBA premises, until which time it is returned to the PBBA premises.
11. Please check the BPT Inventory Report (see Appendix 2) prior to your usage of the BPT and notify our office of any missing items ASAP.
12. Each church is responsible for carrying insurance adequate to cover liability and damage claims associated with the use of the trailer. A copy of insurance liability must be on file in our office. **NOTE: Some insurance policies do not cover inflatables. It is your responsibility to make sure your insurance policy does.**
13. All inflatables must be either staked down or weighted down.
14. **Since children are the primary attendees to BPT events, each church utilizing the BPT is responsible for conducting background checks on those individuals who will be working with the block party trailer on the day of the event. Background checks can be obtained through a link at Lifeway.com. Contact the association office if you have any questions.**

Evangelism

1. Priority reservations are given to churches that are using the Block Party Trailer (BPT) for evangelistic outreach.
2. The BPT is intended to make contacts and present Jesus to people who will not usually come to church.
3. Assign at least three people with the responsibility to walk around and talk to people. You can talk to parents and/or children as they stand in line, eat, or following presentations. Each person should “be prepared to give an answer to everyone who asks you to give the reason for the hope that you have.”
4. Feel free to give away new testaments, videos, or other information that may be successful in communicating the gospel.
5. Each person working the games and venue needs to be intentional about sharing their faith as they work.
6. Remember, you are not there to do a block party. You are doing a block party so you can share your faith in some way. Be intentional about talking about Jesus and what He’s done in your life.
7. We strongly encourage the individual/team planning the event whereby the BPT will be used, to develop a strategy for connecting guests to the church after the event.

Tents

Before setting up any of the tents, please consider if the day will be windy. Any winds in excess of 20mph can damage the tents. If the wind reaches these speeds during the party, the tents should be taken down immediately. Churches will be held responsible for damage to any of the tents.

If the tents become wet for any reason, please dry them off before returning them to the trailer. If you are unable to dry them for some reason, let the PBBA Ministry Assistant or Brian Nall at PBBA know immediately upon the return of the trailer.

There are two Canopy EZ-UP Tents, 10x20 and 11x11.

Use four people to set up tents. EZ-UP tents can be set up in about 5 minutes each.

1. SETTING UP THE TENTS:

a. 10x20 Tent (use 4 adults to set up):

- i. With partners, grasp outer legs, slightly lift off the ground, and step backward - stopping at full arms' length - approx. 3/4 its total size.
- ii. Unfold the canopy top and place it over the open frame - align the four corners of the top over the corners of the frame.
- iii. Secure the canopy top to the frame by attaching the locking strips on the frame. Pull the corners down fully.
- iv. Grasp the top and bottom of the truss on opposite sides. Slightly lift canopy up and push hands together while stepping backwards until canopy is fully opened. Be careful not to pinch fingers or push too hard so as to avoid damage to truss.
- v. To engage push button slider at each corner, first lift the fabric off the slider. Then, with one hand hold the top of the leg while pushing up on the slider *with the other hand* until push button slider engages (done on all 4 corners).
- vi. With partners, lift outer legs up and slide out the inner legs until the push button locks into outer legs. - With partners, lower adjacent center legs until push button locks.
- vii. Secure each canopy leg with stakes or sand bags (provided).
- viii. **Height Adjustment:** Press push button lock to release and adjust legs to desired height.

b. 11x11 Tent:

- i. With partners on each corner, lift and partially pull the canopy frame apart.
- ii. Unfold the canopy top and place on top of the canopy frame.
- iii. Secure the canopy to the corners of the canopy frame using the Velcro connections.
- iv. From under the canopy, place one hand on the upper frame and use the other hand to push the central hub straight up until it clicks into the central pole.
- v. Finish attaching the large canopy inside the canopy frame using the velcro loops.

- vi. Press the red button on each leg and raise or lower to adjust the canopy height.
 - vii. Secure each canopy leg with stakes or sand bags (provided).
2. TAKING DOWN THE TENTS:
- a. 10x20 Tent (use 4 adults to take down):
 - i. With partners, raise and slightly lift up the CENTER legs, depress push button to unlock and telescope inner legs into outer legs.
 - ii. Lift up canopy outer legs and depress push button to unlock and telescope inner legs into outer legs.
 - iii. Release push button slider at each corner by first lifting fabric away from slider. Depress push button slider to release and unlock from truss.
NOTE: It is much easier to release push button slider when the canopy weight has been removed from the push button slider.
 - iv. Grasp the top and bottom of the truss on opposite sides. Slightly lift canopy up and pull hands apart while stepping towards your partners until canopy is 3/4 opened.
 - v. With partners on four corners, grasp out legs, push frame (slightly and shake canopy) together while stepping towards your partners until fully closed. **Be careful not to pinch fingers!**
 - vi. Store canopy in dust cover and return to trailer.
 - b. 11x11 Tent:
 - i. Remove all stakes/sand bags.
 - ii. Press the push button on each leg and retract the legs to their original height.
 - iii. Get in the underneath of the canopy, press in the red lock button. Pull down on the central hub until it is separated from the central pole.
 - iv. Lift one corner of the frame until all legs are raised off the ground except for the 1 leg on the opposite corner. Push inward until the frame is fully closed.
 - v. With the canopy feet facing the rollers, slide the wheeled storage bag over the closed canopy frame.
 - vi. Close the zipper on the wheeled storage bag and return to trailer.

Generator

1. The BPT comes with an 8000-watt generator, 1 power strip, and seven 100 foot cords. It is best to use power from the facility or church
2. The generator needs to be located far enough from the events to prevent the noise from disturbing the presentations. Five gallons of gas, church to provide, should run for the entire time of an average evangelistic party. Have more on hand to be prepared. When the gas runs out, the inflatables will deflate.
3. Please check the oil before cranking. Please note if there is a “low oil” light
4. PLEASE TRY TO RUN THE GENERATOR UNTIL THE GAS TANK IS EMPTY BEFORE RETURNING IT TO THE PBBA.
5. Be sure to have the popcorn machine and the 2 blow ups are plugged straight into the generator.
6. The other three machines (cotton candy, hotdog, and sno cone), can be plugged into the power strip and run off that.
7. The generator has enough power to run all the equipment at one time for the duration of the block party.

Be sure to start the generator with NOTHING plugged into it.

To start:

1. Open the fuel shut-off valve.
2. Move engine choke knob outward to Full Choke
3. Press and hold Start/Run/Stop switch in the Start position. When engine starts, release the switch to the Run position.
4. When engine starts, move choke knob to 1/2 choke position until engine runs smoothly, then fully to RUN position.

Now you may plug items into the generator and finish your set up.

Sound

See attached document for instructions on set up and use.

Food Preparation

The BPT includes a popcorn machine, sno-cone machine, cotton candy machine, hot dog steamer, and grill.

A list of what is included and what is not included is in Appendix 1 & 2.

Allow AT LEAST 30 minutes of cool down time for the food equipment before you begin cleaning the hot dog, popcorn, and grill equipment.

***Please thoroughly clean and dry the food equipment before returning them to the BPT.**

A. Popcorn

Please use the provided popcorn packets.

OPERATING INSTRUCTIONS:

1. Always wipe down unit thoroughly before each use with water.
2. Place the corn popper on a dry, level surface. Protected from rain and other weather elements. Do not install near water. Plug the unit into a suitable grounded electrical outlet (120V) or straight into the generator (do not use the power strip).
3. The main unit has 3 function switches: Stirrer (I), Kettle Heater (II), & Warmer (III).
4. Check to see that the kettle power cord is securely attached and that the stirrer arm is securely seated in its housing inside at the top of the cabinet.
5. Turn the **Warmer** switch (III) to **ON**. Turn the **Kettle Heater** switch (II) to **ON** and add one package of the oil.
6. Preheat kettle for 3 to 4 minutes with the oil added (until steam comes out from the kettle). **NEVER** heat kettle without oil or attempt to make popcorn without oil.
Please note: ONLY use the packets of popcorn provided in the trailer.
7. Next pour other half of popcorn packet (kernels and seasoning) into the preheated oil by opening the lid and adding the popcorn. **CAUTION: lid is hot; wear oven mitts or potholders (not provided). Close lid.**
8. Switch the **Stirrer** (I) to **ON**.
9. Close the doors on the main unit carefully.
10. Popcorn starts popping out through the lid after about 2-3 minutes.
11. When popping stops (no more popping sound from the kettle), switch the **Stirrer** and **Kettle Heater** (I & II) to **OFF**. Popping is complete. Rotate the roller bar/kettle arm of the kettle and pour out all remaining popcorn. Gently shake if necessary. **CAUTION: lid is hot; wear oven mitts or potholders (not provided).**
12. **Kettle Heater** switch (II) must remain **OFF** if the unit is not popping. Only the **Warmer** (III) should be left **ON**; this will keep the popcorn warm, dry, and tasty for a longer period of time.
13. When 1 pack of popcorn has popped, then add another bag. Do not put 2 bags of popcorn in the kettle at once.

14. Repeat steps 4-10 to continue popping.

- After popping cycle is complete, the popping kettle will be very hot. Use extreme care when handling.
- Remember to turn the pop, or heat switch to the OFF position after the finish of the pop cycle.
- Unplug unit BEFORE removing heat kettle from hanger. Use caution not to bump heat lamp bulb during kettle removal.

CLEANING:

1. Turn all switches OFF (I, II, & III) and unplug popper from outlet. Allow the popper to thoroughly cool before cleaning.
2. Clean all surfaces with a cloth. **Use water only to wipe down the machine.**
3. **DO NOT** immerse the kettle or any other part of the popper in water. Do not use abrasive cleaners on any part of the machine.
4. Be sure to clean the inside of the kettle also with **water only**.

B. Sno-Cones

OPERATING INSTRUCTIONS:

1. Always wipe down unit thoroughly before each use with water.
2. Install the **Pusher** by placing the hinge in the housing on top of the horn and inserting the bolt and tightening the nut.
3. Install the **Ice Tote** by sliding into cabinet under ice chute.
4. Plug the machine into a **properly grounded** 120v power supply.
***It is important that the machine remains grounded during operation.**
5. Open the Pusher Assembly and fill the Horn with the desired amount of either cube or chunk ice (chunks cannot exceed 3” in diameter). Do not over fill the Horn Assembly. Close the Pusher Assembly once you have the desired amount of ice in the Horn.
6. Press and hold the rocker switch to activate the cutting head while applying downward pressure to the Pusher.
7. Once the desired amount of ice is crushed, release the switch to turn off the motor and cutting head.
*The power switch is spring loaded so that it cannot be left in the ON position for safety purposes.
8. Scoop the crushed ice into the provided serving cups
9. Pour some syrup over the ice - does not require a lot.
10. Repeat steps 5-8 for multiple cones.

Take the lid off the gallon jugs and insert the pumps.

SAVE THE LIDS.

CLEANING:

1. Remove all of the residual ice from the horn and collection tray. Operate the motor for a minimum of 30 seconds to remove any water that may have accumulated on the cutting head.
2. Unplug the machine from the power source and with a clean cloth wipe down the ice horn (CAUTION: the cutting blades are sharp), the pusher, outside of the horn assembly, and the ice tote.
3. Remove tips from the bottles and clean thoroughly. Be sure to clean all parts.
4. Store tips in Ziploc bags please.
5. Use water only to wipe down the machine and the tips.

C. Cotton Candy Machine

OPERATING INSTRUCTIONS:

1. Set up the machine on table.
 - Pink base goes on the bottom.
 - Silver bowl sits on top of the pink base. There are 4 “feet” under the silver bowl that will be clipped into place by the four clips on the side of the pink base (2 on each side).
 - The plastic dome will sit on the silver bowl.
2. Always wipe down unit thoroughly before each use with water.
3. Once you turn the machine on, turn the temperature knob to the right until the needle is pointed to at least 50 but no higher than 75 and then wait for the machine to warm up (about 5 minutes).
4. Use the provided spoon (in the drawer of the pink base) to pour in one spoon, of the provided sugar, at a time into the center hole of the spinner head and the machine will start producing cotton candy within seconds.
NOTE: One scoop will make one cone.
5. Collect the webs of cotton candy on the provided sticks.
6. Add more sugar when needed using the provided spoon.
7. Leave the machine on and spinning until the end of the event so that it stays warmed up.

CLEANING:

1. When you are done making cotton candy, turn the heat knob back to the left/off.
2. **KEEP THE PLASTIC DOME ON.**
3. Use a bottle of water and pour water into the same hole you poured the sugar (I know that seems strange but its how you clean it). The water will be slung out and clean the interior of the machine and will also throw the water on the dome and the silver bowl to help clean that also. Use the entire water bottle by pouring into the machine.
4. Allow the machine to run for another minute to make sure all the water is out.
5. Turn off the machine and remove the plastic dome and the silver bowl.
6. Wipe down the dome and the silver bowl with a rag. Make sure all the sugar is off of each before storing in the block party trailer.

Please keep sugar sealed to keep away critters.

D. Hot Dog Steamer

*Church to provide own hotdogs, buns, condiments, and plate/serving tray.

DO NOT set this up near the sound system as the steam from the unit produces water droplets.

OPERATING INSTRUCTIONS:

1. Always wipe down unit thoroughly before each use with water.
2. Fill the water pan with **bottled purified water**, up to 8 quarts (2 gallons).
3. Plug cord in and turn the POWER switch to ON.
4. Turn heat control to “HIGH” position. This will turn on the heating element in the base of the unit. The machine should start producing steam. The indicated area on the dial is the optimal setting.
5. Place up to 45 hotdogs to begin with in the lower hotdog compartment and steam. Always use pre-cooked hotdogs. DO NOT put raw meat in the hot dog hut.
***Please note:** More hotdogs can be added when unit is fully heated. BE SURE TO ARRANGE HOTDOGS LOOSELY TO ALLOW THE STEAM TO CIRCULATE FREELY BETWEEN EACH OF THEM.
6. Once all hotdogs have reached serving temperature (140 degrees internal) turn the thermostat down to between 160-170 degrees to keep them warm.
***CAUTION:** Use tongs to remove buns and hotdogs from the steamer as the product will be hot to the touch.
7. Place several buns in the top bun compartment. Place buns as needed. This is a highly efficient steam generator and warmer. Leaving buns in too long will result in either soggy or overcooked buns. (You don’t have to put buns in at all; just have them ready to insert the dog)
8. If the low water indicator light comes on, add **purified** water to restart the heating element.

CLEANING:

1. Turn off machine, unplug, and allow to cool before cleaning.
2. Empty the water pan using the quick turn water release valve located on the side of the unit. The water can get greasy, so it is **essential** that it be emptied.
***CAUTION:** the water will be hot!
3. Carefully remove the glass doors and all interior components. (bun trays, hot dog trays and dividers) to clean the two rails that support the bun trays, remove the fasteners and lift the rails out.
4. Wash all interior parts as well as hood and door, water pan, and tongs with **soap and water**.
5. Clean the stainless steel body of the steamer with a damp cloth. DO NOT use abrasives on the stainless steel body or the vinyl labels. Clean gently with soap and water.
6. Clean base of unit with damp cloth and dry.
7. Never spray or allow any water to run near seams on control panel that may allow circuits to be damp or wet inside of component box. Use **damp** (not dripping) cloth to clean plastic knobs.

E. Grill

*Church to provide own charcoal and lighter fluid.

Place grill outdoors on a hard, level, non-combustible surface away from roof overhang or any or any combustible material. Do not place grill under pop-up tents. Never use on wood or other surfaces that could burn. In windy weather, place grill in an outdoor area that is protected from the wind.

The grill is charcoal grill with a compartment for wood to use for smoking. The charcoal should be lit a full 30 minutes before you plan to cook leaving the lid up so the lighter fluid has time to burn off. This prevents fumes from being trapped resulting in a flash-fire or explosion when lid is opened.

Upon completion of the block party, let the grill cool, empty the grill of ashes and wipe it down before returning it to the BPT.

To make cleaning easier, place aluminum foil down before you put the charcoal down and you can easily lift the foil out after you are done.

Bounce Houses

**PUBLIC NOTICE
FOR YOUR SAFETY**

IF YOU SEE OR EXPERIENCE UNSAFE CONDITIONS ON OUR
INFLATABLES OR IF THE OPERATOR APPEARS TO BE VIOLATING THE
LAW,

PLEASE NOTIFY PENSACOLA BAY BAPTIST ASSOCIATION AT
850-471-3430, 850-313-9138, OR 850-686-6175

**NOTICIA PÚBLICA
POR TU SEGURIDAD**

SI VES O EXPERIMENTAS CONDICIONES INSEGURAS EN NUESTRAS
INFLABILIDADES O SI EL OPERADOR APARECE QUE VIOLARÁ LA LEY,
NOTIFICAR A LA ASOCIACIÓN DE BAUTISTA DE PENSACOLA BAY AL
850-471-3430, 850-313-9138, O 850-686-6175

BLAST ZONE

BIG OL BOUNCER

**MAXIMUM 6 JUMPERS
AND MINIMUM 3 Y/O**

ROYAL PALACE HOUSE

WITH SLIDE

**MAXIMUM 6 JUMPERS
AND MINIMUM 3 Y/O**

Bounce Houses (cont.)

Please consider if we are having a windy day before setting up a bounce house. The bounce houses can become dangerous or be damaged in winds of 20mph or greater. If winds reach these speeds during the block party, the bounce houses should be shut down immediately. Churches will be held responsible for any damages to the bounce houses.

If the bounce houses are wet, please dry them using the shop towels in the supply bins. This will prevent mildew from destroying them. If you must return it wet for any reason, please notify the PBBA Ministry Assistant or Brian Nall immediately upon return of the trailer.

I. Blower Instructions:

1. WARNING:

- a. This Blower is not intended for use by children. Adult operating and supervision is required. The Blower should never be left unattended when plugged in.
- b. To prevent electric shock, do not drop unit into water, do not expose to rain, never plug in or unplug the appliance with wet hands or while standing in water.
- c. Avoid Sand, small rocks and other small objects being sucked into the Blower.
- d. To avoid risk of injury, do not direct stream of air at face or body.
- e. To reduce the risk of fire or electrical shock, do not use this product with any solid-state speed control device.
- f. Connect electrical power cord directly into the generator or wall socket (Do not use power strip).
- g. If the power cord is damaged, it must be replaced by the manufacturer or its service agent or a similarly qualified person in order to avoid a hazard.

2. CAUTION:

- a. The Blower is a high-volume fan and is capable of moving lots of air very quickly.
- b. Check the Blower before every use. Make sure there is no damage to the Blower before operating.

3. OPERATING:

- a. Plug the Blower into a suitable voltage power, turn on motor switch.
- b. Turn off motor switch and unplug the Blower after use.
- c. The power supply should be disconnected if the Blower needs to be transported or removed.

4. SET-UP

- a. These inflatables are designed to be used ONLY on level surfaces. Keep a distance of no less than 6ft in any direction from any structure or obstruction such as fence, garage, house, overhanging branches, laundry lines, or electrical wires. Unroll the product on a suitable, dry, soft and debris-free surface. Do not allow any players into the inflatable before it is fully inflated and anchored.

- b. Connect Blower(s) to the long inlet, and tie securely. (If your inflatable has an outlet tube, tie this shut before inflating). Use only the blower supplied.
- c. Once inflated, anchor the blower to the ground using the stakes provided. Do not use the blower near water or in wet conditions (position the blower so that it is away from any over spray, puddles, wet players, etc). If the blower becomes wet, discontinue use until it is dry.
- d. Plug in and start the blower; the unit will inflate within a couple of minutes. You must leave the blower running the entire time the inflatable is being used. You will hear air “breathing” out of the seams and fabric. This is intentional to allow air to escape.
- e. Once fully inflated, anchor the inflatable product to the ground using the stakes provided - your inflatable includes at least 2 anchoring stakes per side, for use in normal soil conditions. For loose soil, or areas that may require additional anchoring, sand bag can be found in the trailer. Stakes must be installed flush with the ground to avoid tripping hazards. Never use the inflatable without anchoring it to the ground.

II. Take Down Instructions:

1. *Sweep out and damp mop as needed before turning off the blower.*
2. **Assure it is fully dry before deflating the unit. (if this is not possible, contact the PBBA immediately that the bounce houses were put away wet).**
3. Turn off the blower. WARNING: THE BOUNCE HOUSES WILL IMMEDIATELY CEASE TO BEAR ANY WEIGHT
4. Remove the blower from the outlet vent and open both air vents
5. Two or three people begin at the front and remove the air by rolling up the bounce house tightly toward the outlet vents.
6. Standing at the front, fold the left and right sides so they touch in the center, like closing two shutters on a window leaving the outlet vent clear
7. Two people can roll tightly from front to rear. The bounce houses should fit inside the bins and under/on the shelf in the trailer.
8. If they are too big, repeat the roll up procedure
9. Stand them up and place a strap to hold it tightly. Place them in the bags
10. Place them in the trailer.

IV. General Guidelines:

1. Provide **at least** one volunteer to monitor each bounce house. (if using both houses, you need 2 volunteers - one for each house).
2. **Limit the number of children in the bounce houses and have them take off their shoes**
3. Talk to the parents waiting for their children. Find out about their religious affiliation
4. Tell them about Jesus and invite them to church

Games

Add additional games as you have volunteers and supplies: include any of the dozens of carnival games that are available.

BPT Games:

Corn Hole

Kan Jam

Horseshoes

Ladder Toss

Face Paint (feel free to add more to the kits provided)

Repacking the BPT

Please clean and dry all of the equipment before returning it to the BPT. It may be weeks before it is used again and mildew can form. You may need to return to the church to clean everything thoroughly.

1. Please return each item to its assigned place (locations are marked in the trailer)
2. Please be sure to ATTACH ALL BUNGEE CORDS on each shelf to prevent damage in transit.
3. Please leave the equipment ready for the next church to use.
4. Please make sure everything is in its proper bin before closing the trailer. Check the Content labels on the bins for references.

Please report any needed repairs resulting from normal wear and tear.

You agree to repair or replace anything broken by negligence or abuse during your evangelistic party.

Appendix 1: Items Church to Provide

Here is a checklist of items you may need to prepare or purchase before the party.

Evangelism

- Adequate gospel booklets, Bibles, etc
- Decision/Follow-up cards
- Assigned evangelists/greeters
- Testimonies, presentations

Sno-Cone Machine

- Ice (you may want to freeze an adequate amount that will fit in the grinder)
- Gloves
- Cleaning supplies

Popcorn Machine

- Cleaning supplies
- Gloves
- Scissors to open popcorn packets

Hotdog Steamer

- Gloves
- 2 gallons of **PURIFIED WATER - do not use tap water**
- Hotdogs/buns/condiments
- Plates/trays to serve on
- Cleaning supplies
- Oven mitts/pot holders

Grill

- Gloves
- Charcoal
- Matches and lighter fluid
- Food
- Plastic ware
- Plates/napkins
- Cleaning supplies

Drink

- Coolers
- Canned Drinks

Registration

- Registration cards
- Pens/pencils
- Hand stamps/ink, tickets, name tags, etc

- Church information packets

Generator

- High grade Gasoline
- SAE 30 weight 4-cycle small engine oil (if needed)

General

- Helium Tank with balloon nozzle
- Balloons
- Additional games/rentals
- Additional tents
- Garbage cans/trash bags
- Additional tables/chairs
- Flat-bed trailer or other stage area
- Promotional tickets, yard signs, mail outs
- Door prizes for men, women, boys, and girls

Appendix 2: BPT Inventory Report

Here is a checklist of items that will be provided in the trailer.

Generator/Extension cords

- 1 - 8000w generator
- 8 - 100ft cords

Sound System & Microphone system

Pop-Up Canopy Tents

- 1 at 10x20
- 1 at 11x11
- 1 at 10x10

Tables/Chairs

- 4 - 6ft tables
- 4 folding chairs

Sand Bags

- 6 double-sided bags

Paper Towels/Paper Towel Holders

- 2 holders
- Paper towels to refill holders

Sno-Cone Machine

- Syrup flavors
- Syrup stoppers/pourers
- Sno-cone cups
- Straw/spoons

Popcorn Machine

- Popcorn/oil/flavoring combo packs
- Popcorn bags
- Popcorn scoop

Cotton Candy Machine

- sugar
- sticks

Grill

Hotdog Steamer

Games

- Face Painting kits
- Corn Hole
- Kan Jam
- Horseshoes
- Ladder Toss
- 1 - 13x13 bounce house
- 1 - 12x15x7 bounce house

Crates

- 8 total

First Aid Kit

2 - Fire Extinguishers

Red Dollie

Appendix 3: Evaluation/Response Form

Name of Individual Completing Evaluation: _____

Contact number/email: _____

Name of Church that used the BPT: _____

Briefly describe how you used the BPT?

Please share any evangelistic or engage outcomes from the BPT event?

Was the BPT stocked with sufficient items? Yes or No – If “No”, please explain below.

What adjustments would you recommend to the Association staff that would improve the BPT as an evangelistic resource?

Was the PBBA Staff helpful? Yes or No – If “No” Please explain below.

Will you use the BPT for future events? Yes or No – If “No” Please explain below.

Suggestions/Comments?

Appendix 4: Incident Report

Date: _____

Name(s) of person(s) involved: _____

Incident Details: _____

Signed: _____ Date: _____

Print Name: _____

Block Party Reservation Form

Today's Date: _____

Church Name: _____

Contact Person: _____

Contact Person's Phone Number: _____

Date(s) Trailer Requested: _____

(Up to seven days, but only one Saturday and Sunday are allowed. Please see #1 in Block Party Guidelines)

By *signing* and submitting this reservation request, we acknowledge that we have read, understand and agree to the above stated policies related to the use of our Associational Block Party Trailer.

Pastor: _____
Signature

Contact Person: _____
Signature

Please return this form within seven days. When sending in your reservation form, include the following:

- \$100.00 usage fee and a \$50 deposit. (Make check payable to PBBA) mark as “**BLOCK PARTY TRAILER USAGE FEE**”.
- The \$50 deposit will be returned once PBBA has received the Evaluation/Response form and also the Inflatable Insurance Form.

Due to the office within seven (7) days of picking up the BPT:

- Copy of insurance card for all vehicles that will be towing the trailer while in your church's possession.
- Church Certificate proving PBBA is added to the churches insurance as a designated additional insured.

Mail to:

Pensacola Bay Baptist Association
9999 Chemstrand Road
Pensacola, FL 32514

If possible, send an emailed copy to the office at: office@pbbassociation.org



Church Trailer/Contents Usage and Hold Harmless Agreement

I/We the undersigned authorized representative(s) of _____
Church Name
(hereafter the "Organization") of the city of _____, State of _____ shall be using the Trailer/contents of the Pensacola Bay Baptist Association (hereafter the "PBBA") from _____ to _____, 20 _____, for the purpose of _____ hereafter referred to as the "Activity".

I/We understand and agree that neither the PBBA, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the Trailer and contents.

As part of the consideration for being allowed to use your Trailer and contents as well as all appliances and fixtures in the activity, I/We release the PBBA, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the PBBA, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity. I/We represent that our Organization has general liability insurance with coverage limits of \$1,000,000 in effect as of the date of the Activity. I/We agree to name the PBBA as an additional

insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the PBBA prior to the date of the Activity.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

Signature
(Church Representative)

Signature
(PBBA Representative)

Print Name Date

Print Name Date

STATE OF FLORIDA
COUNTY OF ESCAMبيا

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ & _____.

Signature of Notary Public-State of Florida

(NOTARY SEAL)

Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____