

Pensacola Bay
BAPTIST ASSOCIATION

Block Party Trailer Usage Policy

Revised: March 2024

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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. Other SBC Associations may request, with Executive Director approval, yet priority will be given to PBBA/SRBA churches. The BPT and equipment will be under the management of the PBBA staff and 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. 25), 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.
 - 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, the BPT has 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 we request each church to 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.
13. 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. 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 three Canopy Tents, 10x20, 11x11, and 10x10.

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 weights.
- 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 weights (provided).
- c. 10x10 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 weights (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/weights.
 - 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.
- c. 10x10 Tent:
- i. Remove all stakes/weights.
 - 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 eight 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, all connected items will not work.
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 the popcorn machine, hotdog roller machine, and the dartboard blow up are plugged directly into the generator.
6. The other two machines (cotton candy and sno-cone), can be plugged into the power strip if desired.
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 System

See attached document for instructions on set up and use.

Food Preparation

The BPT includes a popcorn machine, sno-cone machine, two cotton candy machines, hot dog roller, and a 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 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.

Use the bottles provided for syrup pouring.

1. Take lid off bottle, insert black pour nozzles.
2. Refill bottles when necessary with flavored syrup.

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 (x2)

OPERATING INSTRUCTIONS:

1. Set up the machine on table.
 - Square base goes on the bottom.
 - Silver bowl sits on top of the square base. There are 4 “feet” under the silver bowl that will be clipped into place by the four clips on the side of the square 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.
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 Roller Machine

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

OPERATING INSTRUCTIONS:

1. Add a little cooking oil to both ends of the moving roller before turning on. This assures the rollers move steady.
2. Plug cord in and turn the POWER switch to ON.
3. There are two switches on the front panel of the machine that control sections of the rollers so that you can use the machine based on the need of hotdogs and sausages.
 - a. One dial controls the front rollers
 - b. One dial controls the back rollers
4. First, adjust the temperature to 180-190 to cook the hotdogs.
5. The heating indicator light will turn on during heating. When the light goes out, the machine has reached that temperature.
 - a. The light will periodically go on and off as it continues to heat and cook.
6. After cooking is complete, turn the temperature to 110 degrees to keep warm.

You can use the back to cook and the front to keep warm once you have the event going.

CLEANING:

1. Turn the temperature to low and wipe down the rollers as they spin. The rollers are non-stick; so just use a cloth to wipe them down.
2. Do not pour water onto the rollers as this will damage the machine.
3. Turn off and unplug the machine.
4. Remove, clean, and then replace the drip tray.
5. Once the machine has cooled off, place back into the trailer.

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 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.

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

Jumbo Connect 4

Blow-Up Dart Board (with 8 balls)

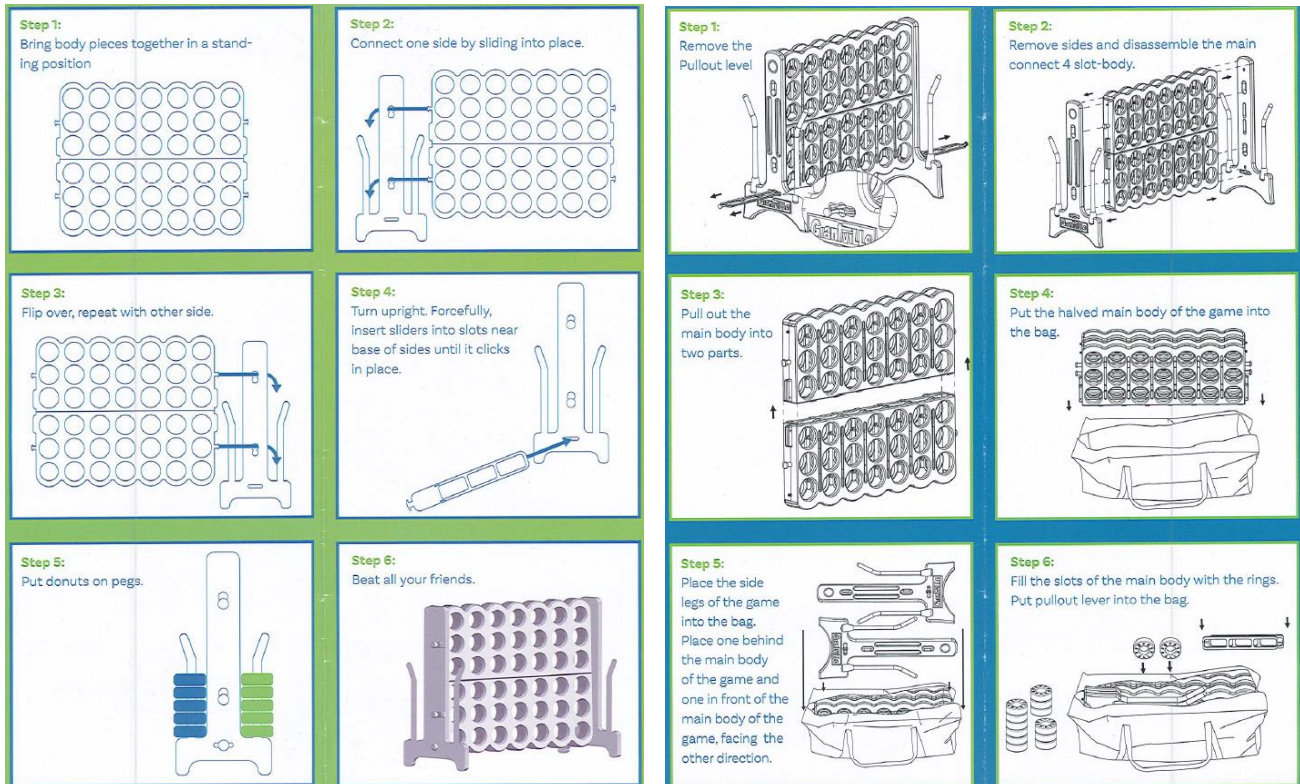
Kickball with bases

Ring Toss Game

Jumbo Connect 4 Instructions:

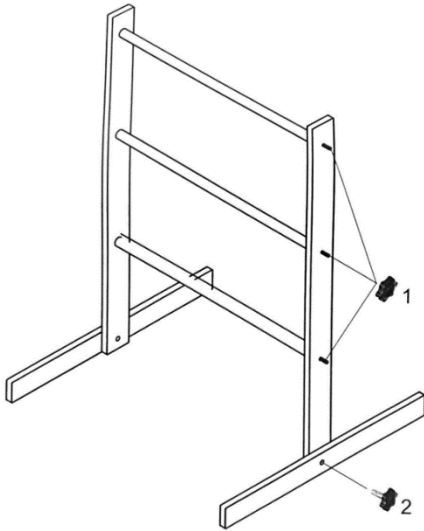
Assembly Instructions

Disassemble & Packing Instructions



Ladder Toss Instructions:

Assembly Instructions



Please disassemble and put all pieces back in green storage bag after use.

Blow Up Dart Board Instructions:



Assemble

1. Remove all parts from the trailer.
2. Roll out the dart board in an area big enough for it.
3. Connect the blower to the feed line from the blower.
4. Make sure all zippers on the dart board are zipped shut.
5. Plug the blower in and turn the POWER switch to ON to blow up the dart board. Leave the blower on the entire time the dart board is being used.
6. Can kick or throw the balls to the dart board.

Disassemble

1. Turn blower off and disconnect from the dart board.
2. Lay dart board down, push air out/flatten, then roll up and put back in storage bag.
3. Place all items back in trailer.

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 NETTING 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
- Gloves
- Cleaning supplies

Popcorn Machine

- Cleaning supplies
- Gloves
- Scissors to open popcorn packets

Hotdog Roller

- Gloves
- Hotdogs/buns/condiments
- Cooking oil (vegetable/canola/etc)
- Plates/trays to serve on
- Cleaning supplies
- Oven mitts/pot holders/tongs

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

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

General (Optional)

- Helium Tank with balloon nozzle
- Balloons
- Additional games/rentals
- Additional tents
- Additional garbage cans/trash bags
- Additional tables/chairs
- Flat-bed trailer or other stage area
- Promotional tickets, signs, mail outs
- Door prizes

Appendix 2: BPT Inventory Report

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

Generator/Extension cords

- 1 - 8000w generator
- 9 - 100ft cords

Sound System & Microphone system

- 1 – smaller table is for system

Garbage Can with 3 trash bags

Pop-Up Canopy Tents

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

Tables/Chairs

- 4 - 6ft tables
- 4 folding chairs

Weights

- 8 canopy weights

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 (x2)

- sugar
- sticks

Grill

Hotdog Steamer

Games

- Face Painting kits
- Corn Hole
- Kan Jam
- Horseshoes
- Ladder Toss
- Jumbo Connect 4
- Blow-Up Dart Board

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" in the memo line.
- The \$50 deposit will be returned once the trailer has been returned clean and all in working order.

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

Initial _____

