

York Baptist Association Event Trailer Usage Guidelines

The purpose of this trailer is to give the churches of the York Baptist Association a tool that they can use to reach out and show the love of Jesus to their community. This trailer and its equipment have been provided by God's people to use for His Glory and for His Purpose. We want to use it as safely and responsibly as possible. Please follow these guidelines to help assure a safe event and help keep the equipment in the best working order as possible.

Inflatables: You must set the inflatables up on as even ground as possible. We prefer that set them up on grass but we understand that at times you will need to set it up on concrete. Please do not set it up on asphalt. Make sure that the area is clear of rocks, sticks or other debris. Please setup on the tarps provided. If on concrete, sweep it clear if at all possible. **The inflatables must be tied down or anchored.** Stakes are provided to use on grass areas and buckets are available to fill with dirt or water to anchor with when needed. The inflatables must be stored dry. Do not put them in the cases wet. It will cause the vinyl to dry rot on the equipment. Note: If the wind is strong do not set up the inflatables .If the wind rises while the event is happening and the inflatables begin to whip around remove the children from the area and deflate the games immediately. Attached to these guidelines is an article related to safety of inflatables. Please read this article before setting up the inflatable attractions. Signing this agreement indicates that you have read this article.

Concession Machines: We have three machines on the trailer - a popcorn machine, a snow cone machine, and a cotton candy machine. *We do not supply the popcorn, syrup or floss for these machines.* It is important that we clean and maintain these machines for prolonged and optimal use. Clean each machine after use with a wet rag or sponge. Do not submerge the machines while cleaning because this will damage the motors. If possible, dry them before returning them to the trailer as this will keep mildew and mold from developing in the machines. Please make sure that you strap the machines down carefully when you return them to the trailer. Bouncing and joggling of the machines in transport could damage them as well. Please place the pad between the popcorn machine and any other pieces in the trailer to protect the glass.

Sound System: The sound system is located in the nose of the trailer. The microphone, power cord and speaker wires are inside the box on the system itself. This system is not designed for large events. It will accommodate events of about 250 people inside and about 100 outside based on the size of the venue. The system must stay dry at all times and should not be used in any case if it is raining or lightning is in the area. Note: Please roll the cords when you put them away. Do not bend the cords.

Generators: There are two generators on the trailer. Please keep them a safe distance away from the inflatables and areas where the children are playing. Keep them clear of any flammable or combustible materials and mark or rope off the area they are in if possible. Note: there are two fire extinguishers in one of the supply bins. Please place them outside and have them accessible near the generators when they are in operation. If possible run the generators out of gas before placing them back on the trailer. It is best to not transport them with gas in them. *We do not provide gas for the generators.*

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Pop-Up Tents: There are three tents on the trailer. Please do not set them up if there are high winds or immediate threat of storms. If lightning is in the area take them down immediately. Anchor the tent with the supplied anchors anytime they are in use. Please store them in the tent bags before putting them back on the trailer.

Games: We have a few games and children's toys on the trailer. Please store those back in the bins when finished. These are not expensive toys. We understand that sometimes these toys will get lost or broken. If this happens, is ok. Just let us know so we can get more for the trailer.

We are so thankful that you are able to use the trailer and impact your community as a result. Please have fun with the trailer but be safe in the process. We give these guidelines in an effort to ensure the safety and longevity of the trailer and its supplies. Let us know if you notice anything that is not working properly or is not in good shape.

We ask that you note carefully where things are stored in the trailer and how they are stored and try to return things to the trailer in their proper places. We have included some pictures of where and how things are stored to assist you in getting things back on the trailer properly. Please clean the items that you use and return them in a good and safe workable order for the next church to use the event trailer. Please notify us of any issues that we should be concerned about. Sometimes the trailer goes out immediately to another event and we will not know if something is not working unless you tell us.

You can reach us at: The office 803-327-6144, Mike Wallace at 803-984-1844 and Mike O'Dell at 803-984-1138.

By signing below, I acknowledge that I have read these guidelines and agree to follow them. I understand that we are responsible for the trailer and its belongings while it is checked out to the church.

Print Name: _____ Daytime Phone: _____

Church: _____ Secondary Phone: _____

Signature of User: _____ Date: _____

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Office Use Only:

Date Completed Form Received: _____

Signature of YBA Staff: _____