

Greater Cleveland County Baptist Association Block Party Trailer Guidelines:

- ? The Block party trailer can only be used for non profits events by churches in the GCCBA, **the food given out of the trailer cannot be sold, trailer cannot be used for fund raisers**
- ? The trailer will be picked up and returned to the GCCBA office at the specified times
- ? A person who will be attending the event where it will be used must come to pick up the trailer. When the trailer is picked up this person will be instructed on how to use each machine and supplies in the trailer. (There is a notebook inside the trailer that explains how to use each machine)
- ? The trailer is not to be taken out of state
- ? The church using the trailer and its equipment will be responsible for cleaning the equipment and putting it back in its place in the trailer. If the trailer is brought back without being cleaned up the church will be charged a \$50 clean up fee.
 - o Cleanup includes cleaning inside and out of each machine, cleaning snow cone syrup dispenser, sweeping out trailer, etc.
- ? The church will be responsible for reimbursing the GCCBA for supplies used from the trailer. Prices are based on the price the GCCBA pays for the supplies (these are listed on the attached sheet)
- ? The trailer is to remain locked and in a secure area when not in use
- ? Any supplies and/or machines that are missing or damaged will be the sole responsibility of the church borrowing the trailer. The church will be responsible for replacing each missing or broken item. Inventory will be checked before the trailer leaves the association and will be rechecked once the trailer is brought back.
- ? The trailer will be supplied with the following items:
 - o Cotton candy machine
 - ✍ Sticks and/or bags to put cotton candy in
 - ✍ Flossine to make cotton candy
 - o Popcorn machine
 - ✍ Oil & corn for the machine
 - ✍ Paper bags to put popcorn in
 - o Snow Cone Machine
 - ✍ Packets to make syrup for the snow cones
 - ✍ Cups to put snow cones in
 - ✍ Snow Cone syrup dispenser
 - ✍ Gallon pitcher to make syrup in
 - o 3 tables
 - o 2 tents
 - o Cleaning supplies
 - o Drop cords
 - o Water hose
 - o Gas tank
 - o Generator (will only be in the trailer if the church specifies it is needed)
 - o Broom, dust pan

? Each church must supply:

- Paper towels for cleaning
- Spoons for snow cones
- Sugar for cotton candy
- Sugar for snow cone syrup
- Napkins
- Cooler and Ice for snow cone machine
- Gas for generator*
- Any other supplies that are not listed above but are needed

* Gas for generator cannot be transported inside the Block Party Trailer

GCCBA Block Party Trailer Agreement:

I, _____, from _____ Church
have read and understood the guidelines for the use of the GCCBA Block Party Trailer.
We will fulfill each part that is stated in the above guidelines.

Signature, Church Representative

Signature, GCCBA Staff Member

Date