

# Block Party Trailer Protocols

## (For Churches Affiliated with the BBA)

### I. TRANSPORTATION

A. **Responsibility.** The group scheduling use of the trailer assumes full responsibility for transportation of the trailer to/from the stored location or another location as indicated by the schedule. If it has been at another church location make arrangements to pick up the trailer from the previous user.

B. **Transportation Time.** The trailer must be delivered to the next church in time for them to use it or two (2) days following its use to a previously agreed upon site or as in agreement with the BBA office.

C. **Inventory.** A careful inventory of the equipment should always be made. Please call Don Reveile at 254-939-0761 the end of each block party. If it's over a weekend, please leave a message on the voicemail. Thank you for your help with this.

D. **Type of Vehicle.** A pickup truck is sufficient to transport trailer and accessories. The hitch requires a 2" ball and a flat four connector.

E. **Trailer Lights.** Please make sure all trailer lights are working when transporting and when it is returned to the storage location.

### II. INSURANCE

A. Adequate insurance coverage is required for your use of the block party trailer for your event.

B. Note: If the trailer is left unattended, it would be difficult to collect from the insurance company in case of theft or vandalism.

C. Please keep the proof of insurance and license registration in the trailer at all times.

D. Collision Insurance: In most cases, your car's liability insurance covers vehicles you are towing. ***We strongly suggest you check with your agent to verify this.***

### III. PERMITS

Any civil or utility permits are the sole responsibility of the user of the trailer. Check with your local City Hall and Fire Department.

### IV. DAMAGES

Please tell us about any damages to the trailer while it is in your possession. We will then find the correct resources to fix the damages.

### V. FEES

The application along with two checks - one for usage fee (\$50) and a second check for the deposit (\$100) will need to be turned in to the BBA office prior to use of the block party trailer. The deposit will be refunded if the block party trailer is returned to the BBA in the same condition it was received. The refund will not be returned if there is any additional clean up of the trailer or equipment is put away in the wrong place.