

## ELKHORN BAPTIST ASSOCIATION BLOCK PARTY TRAILER GUIDELINES

- These guidelines are intended to help you have a productive evangelistic event, but by no means should be considered totally inclusive.
- We highly suggest you get a copy of the Block Party Manual from the North American Mission Board to help you in planning for your event. Elkhorn Baptist Association may have some, too.
- These guidelines are intended for use with the Block Party Trailer. It is imperative that you read and heed these guidelines.
- There is a folder in the trailer that contains instructions of every piece of equipment.
- Priority will be given first to Elkhorn Baptist Association and/or Kentucky Baptist Convention churches that will be using the trailer in evangelistic activities. The trailer is intended to be used as a packaged resource. Equipment will not be booked separately or removed from the unit.
- Churches using the equipment are responsible for cleaning and replacing the equipment in its proper places. Churches need to notify the Elkhorn Baptist Association at once of any malfunctioning or missing equipment. All components must be returned **CLEAN and FREE OF DAMAGE**. Any damages or losses will be **THE RESPONSIBILITY OF THE CHURCH CAUSING THE DAMAGE**. Unreported damages will be considered the responsibility of the church using the Block Party Trailer last on the calendar. Churches using the Block Party Trailer will be held responsible for damages and understand it may forfeit the right for future use of the trailer.
- The trailer requires six people to unload and takes approximately 30 minutes to set-up.
- The equipment in the trailer requires 15 people to run everything along with people to mingle with block party guests.
- Contact your local municipality to see if any permits are necessary to conduct a block party in your area.
- The churches are expected to secure their own food supplies (popcorn, snow cone syrup, etc.) and paper products (snow cone cups, popcorn bags, etc.). We suggest purchasing the “all in one” popcorn packets. These packets, and other supplies, can be purchased at GFS, Sam’s, or Kraemer’s.
- *The church must provide a Certificate of Insurance to Elkhorn Baptist Association, Inc. The church’s insurance must have equal to or better than: liability \$1 million per occurrence, \$10,000 medical payments, \$300,000-\$1 million per aggregate, and \$300,000 property damage/liability. **This certificate must be provided two (2) weeks prior to the reservation date.***
- Send Elkhorn Baptist Association **two** checks. The **first check** is a \$150.00 deposit. This **original deposit check** will be returned once the trailer and contents and Follow-Up Form have been returned. The **second check** for \$50.00 is the cost recovery fee for the use of the trailer. This check **will not** be returned. *Scholarships are available.* Checks can be made out to Elkhorn Baptist Association.

- Churches should contact the Elkhorn Baptist Association office for availability ([office@elkhorn.org](mailto:office@elkhorn.org) or 859-254-7747). If the requested date is available, the church's name will be tentatively put on the calendar pending the receipt of the deposit and application. If the deposit check is not received at Elkhorn Baptist Association office in a timely manner, the date will be released. Requests will be honored on a first-come first-served basis. It is the requesting church's responsibility to make sure that their request gets into the Elkhorn Baptist Association office as soon as possible. It is recommended that reservations be made at least one month in advance of any planned usage. Remember, all forms (Application, fees, and Certificate of Insurance) need to be in the office two weeks prior to the event.
- Application for use must be approved by the Elkhorn Baptist Association.
- Once church returns forms, Elkhorn Baptist Association emails Donovan Stewart at Andover Baptist Church that trailer will be picked up at the Andover Baptist Church lot on usage date.
- Elkhorn Baptist Association does not assume the liability for the church or the individual church's volunteers. The church should make every effort to assure the safety and protection involved in its planning event through training volunteers, making sure all persons responsible can run the equipment, that persons involved are familiar with general health and safety issues and precautions, and that background checks (including sexual offenders check), etc. are in place to assure the general safety and welfare of all participants.
- A towing vehicle which is capable of attaching to a 2" ball is required to tow the trailer. The towing vehicle needs to be equipped with a 4-prong plug-in for the lights. The trailer is 3,000 lbs and only 6 foot wide so it is easy to tow and see around. The towing vehicle must have a towing capacity of 3,000 lbs.
- When the trailer is parked and disconnected from the tow vehicle, tire chocks must be chocked in front and back of the tires. Also, the trailer must be secured in a safe place while on the ministry site and must be kept locked while not in use.
- Game Advice – where you place the games determines who plays the games; i.e. place games by grill, guys will play, place games by bounce house, kids will play
- Evangelistic Block Party Trailer ABC's:
  - Attract attention – Music, balloons, signs, etc.
  - Build a bridge – Talk with guests
  - Communicate Christ – Share Christ with guests
  - Determine a decision – Celebrate if a guest accepts Christ
  - Evaluate event – After event and during event
  - Follow-up faithfully – Have follow-up pre-planned
  - Glorify God – Honor God in all aspects of the block party
- Any exception to this policy shall be approved by the Executive Director of Missions of Elkhorn Baptist Association.