

July 9, 2012

**ELKHORN BAPTIST ASSOCIATION**  
**Block Party Trailer**  
**Reservation Process**

1. Church calls Elkhorn Baptist Association Office (859-254-7747) to request a reservation date.
2. Church downloads and fills out Application and reads Block Party Trailer Guidelines from Elkhorn Baptist Association website.
3. Church returns Application ASAP (dates can be released for other churches to use if churches do not turn in Application, Certificate of Insurance and fees in a timely manner).
4. 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.
5. After the church returns the trailer, the church returns the Follow-up Form to Elkhorn Baptist Association. Donovan will check the trailer to make sure there are no obvious issues.
6. Once the Follow-up Form is received at Elkhorn Baptist Association, the deposit check is returned to the church.