**Outreach Trailer Request**

**1. LOCATION and DATE:**

 Church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name & Contact for person picking up trailer (if different than above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:** *A church may request the use of the Outreach Trailer for no more than two dates at a time. If the church needs the Outreach Trailer more than two times in a year, they must wait and make a new request for use within 30 days of the next event. This policy will allow more of our churches to take advantage of this ministry.*

**USE OF OUTREACH TRAILER:**

Briefly describe the event for which the Outreach Trailer will be used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will the gospel message be shared during the event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you plan to use the Blackstone grill? (The propane tank is not kept in the trailer, so we need to know if you will need it prior to when you pick it up.)

 \_\_\_\_\_ Yes, we need the tank for the grill.

 \_\_\_\_\_ No, we do not plan to use the grill for our event.

**TRAILER WILL BE PICKED UP:**

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TRAILER WILL BE RETURNED:**

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RESERVATION PROCEDURES:**

**Please review detailed list of policies and procedures prior to use.** The Centennial Baptist Association Outreach Trailer is available to churches at a usage fee of $100.00. This fee will be placed into the Outreach Equipment Account to be used for the upkeep of the equipment and to replenish consumable supplies. **PLEASE NOTE:** We expect the Outreach Trailer to be used many times throughout the year. The games and the bounce house will not last forever nor will the trailer. Therefore, if your budget would allow, we ask that you consider giving an additional donation to assist us with replacement costs of this equipment. These monies will be used only to keep the Outreach Trailer up to par for your future use.

1. Requests for use of the trailer should be made through the Association Ministry Assistant (AMA) at least 30 days in advance of the event.
2. The person making the request to reserve the trailer will be advised:
	1. Groups are responsible for transporting the trailer to the location of the event. The vehicle being used to tow trailer must be able to safely tow at least 3500 pounds.
	2. Groups using the trailer are responsible for returning the trailer the day agreed upon.
	3. The group using the trailer will be responsible for thoroughly cleaning all items including the inside of the trailer before returning.
	4. If the use of the trailer is scheduled for a time when the CBA office is not open, the person responsible for reserving the use of the trailer will need to make arrangements for a time to pick up the keys and the trailer.
3. The group using the trailer is asked to appoint one person to be responsible for unloading and reloading the items in the trailer. This person should pay close attention, when unloading, as to how each item is placed so that he/she can make sure everything is put back in order. This insures that during travel the items remain in place.
4. The best ways to secure the Outreach Trailer are:
	1. Park it so that the back door is one foot or less to the building, light pole, or parked vehicle.
	2. Take the Outreach Trailer to your home and park it with the back door facing away from the street.
	3. Keep the trailer hitched to your vehicle.
	4. Always use the locks provided, including the wheel boot if you do not keep it hitched to your vehicle.
	5. **Use of any of these methods will ensure the safety of the Outreach Trailer and all items.**

Please sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send request to: Centennial Baptist Association

 PO Box 210, Thomaston, GA 30286

 or centennialbaptistassociation@gmail.com

 or centennialbaptistassociation.com/outreachtrailer

 706-647-4959

***Your request will be placed on the calendar upon receipt of this written request along with the deposit of $100.00.***