Centennial Baptist Association Outreach Trailer Usage Policy

1. The trailer is available to all Centennial Baptist Association churches on a first come, first served basis. Churches may not reserve the trailer more than twelve months out from the date the request is made.
2. There will be a limit to two trailer usages per calendar year. If the trailer is available, an exception may be made for that particular request. Rental is limited to a maximum of three days during peak seasons. Dates for peak seasons will be established by the CBA and are subject to change from year to year.
3. Rental will be for the entire unit only. Equipment may not be rented on a piecemeal basis.
4. The request form along with a maintenance fee ($100) must be completed online or turned into the CBA office to secure the reservation. If the request form and payment are not made on-line, please mail the form and check within two weeks. Check should be made payable to Centennial Baptist Association and mailed to PO Box 210, Thomaston, GA 30286.
5. Drivers must be licensed and insured. The vehicle used to pull the trailer should be capable of safely towing at least 3500 pounds.
6. Upon return of the trailer, any damage should be reported on the appropriate form. If there is maintenance or cleaning concerns, missing equipment or necessary repairs beyond regular wear and tear, the church using the unit will be responsible for full reimbursement of those costs. Please help us care for the equipment, so that it is available for other churches to use.
7. Churches are encouraged to use the unit for evangelistic events, not just church fellowships. It is not for use of individual church members, only for congregational sponsored events/activities. The trailer may not be taken outside of the Centennial Baptist Association geographic area.
8. A church will not be able to reserve the trailer until any past fees for usage or damage by that particular church are paid.
9. Each church is responsible to carry insurance adequate to cover liability and damage claims associated with the use of the trailer and its contents. Churches are also encouraged to check with their local municipality regarding necessary permits for their event.
10. In the event something happens, and you can NOT use the trailer (including weather-related events), please notify CBA for a return of maintenance fee.
11. CBA does not assume the liability for the church or the individual church’s volunteers. The church should make every effort to insure the safety and protection involved in its planning of the event through training volunteers, and making sure that 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) are in place to insure the general safety and welfare of all participants.
12. Churches are responsible for the Outreach Trailer and its contents while in your care. Please take necessary precautions to secure the trailer with the provided locks. Loss of keys will result in the need to replace locks at the church’s expense.
13. It is recommended that one person be in charge of inventory to make sure that everything that is taken off the trailer gets put back and secured properly.
14. The following items are not provided as part of the use of the trailer. The church using the trailer will need to provide these items:
	* Garbage bags and receptacles
	* Signage for your church
	* Hand sanitizer
	* Gasoline for the generator
	* Paper towels
	* Table covers
	* Tracts and Bibles for distribution
	* There are limited amounts of food supplies (popcorn, sno-cone syrup) and paper goods (popcorn bags and sno-cone cups). There should be enough for about 100 people. If you expect more participants, plan accordingly. We are happy to make suggestions regarding where to purchase supplies.
	* The propane tank for the grill is not kept on the trailer. If you plan to use the grill, let the CBA office know before picking up the trailer so we can include the tank with the other provided supplies.

I have read and agree to the above policies:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_