

Evangelism Trailer Usage Guidelines and Policy

Availability

The Evangelism Trailer is a ministry resource available for use by churches, associations, and other ministry organizations or entities with priority given to GTBN churches. It is to be used for the purpose of evangelism, community outreach, or other ministry uses with priority given to evangelistic efforts. Any other use must be approved in writing by the Executive Director. The trailer is intended to be used as a package resource and will not be loaned out separately or removed from the unit. Neither the trailer nor its contents are available for individual or family use.

Reserving the Trailer

Reservations for the trailer can be made through the online portal at gtbn.us/evangelismtrailer or by emailing or calling Lizz at the GTBN office. The evangelism trailer will be scheduled on a first-come, first-served basis with priority given first to GTBN affiliated churches for evangelistic events. Reservations may be made up to six months prior to the event. No reservations will be made for more than three (3) days without written approval from the Executive Director. A date may be tentatively held for five (5) days after initial reservation as paperwork and payments are taken care of. **The reservation form, insurance forms, and fee/deposit payments must be submitted to the GTBN office before a reservation may be confirmed.**

NOTE: There is typically a high demand around holidays, special events, and during summer break. If your church would like to reserve the evangelism trailer around these dates please reserve your spot early.

Fees

There is a \$100.00 user's fee per event, plus a \$100.00 deposit required to reserve the evangelism trailer. **Reservations are not secured until the fee and deposit are received by the GTBN.** Funds collected support the ongoing maintenance of the trailer and equipment. At the discretion of the Executive Director the rental fee may be reduced or waived. In these cases a deposit is still required for reservation.

The deposit is required to encourage the care and preservation of the trailer and its contents. The deposit will be mailed to the church/organization after an Event Evaluation Form is completed and contingent on the trailer and its contents having been returned in good condition and in a timely manner. If any contents of the evangelism trailer are found to be missing or damaged, the cost to repair, replace, or clean will be deducted from your deposit. The contents of the trailer should also be placed back in the trailer neatly and according to the diagram posted inside the trailer or **you risk forfeiting your deposit.** If the repair/replacement/cleaning cost exceeds the deposit amount, your church/organization will be billed for the extra cost.

Responsibility

1. The user of the GTBN Evangelism Trailer assumes full responsibility for the trailer and its contents from pick up to return.
2. All users must have liability insurance and must provide a copy of the Certificate of Liability to the GTBN office.
3. All users must complete a Rental Agreement and a Hold Harmless form and submit the forms and a copy of their Certificate of Liability Insurance with the required check to the GTBN office. Failure to provide this documentation will forfeit the deposit and the reservation will be cancelled.
4. A trained leader with a current Evangelism Trailer Certificate through the GTBN must be on location at the event the entire time the trailer is in use. If it is found the trailer was in use without a certified leader in attendance your church/organization may not be allowed to utilize the trailer in the future. The Evangelism Trailer Certificate can be received either from in person training with the GTBN or by completing the online course which can be found at gtbn.us/evangelismtrailer.
5. Users are required to know and abide by the guidelines for food service in the location where the equipment will be used including whether or not a permit is required. All necessary permits should be secured through the appropriate local authorities.
6. The user ensures all contents are clean, dry, and ready for the next church to use at return of the trailer. **Under no circumstances should the bounce house be stored back on the trailer wet or damp.** It must be dry before being folded for moving to prevent damage. **ALL contents must be put back in their proper location when the trailer is repacked.** See chart posted in trailer for guidance.
7. Report any damage immediately upon return of the trailer. An incident form must be filled out for any damages or injuries sustained while the trailer is in the users possession.

Contents

A full inventory of the trailer and its contents can be found in the Evangelism Trailer Checklist. When the trailer is picked up the check list will be gone through and signed off on. Any items missing or damaged after the user takes possession of the trailer will be replaced/repared using funds from the deposit. If the repair or replacement cost exceeds the deposit amount, your church/organization will be billed for the extra cost.

Supplies for concessions items, including fuel for the grill or generator, are not included on the trailer and should not be left on the trailer after usage. Disposal of such materials that do not belong on the trailer may require a cleaning fee deducted from your deposit. A list of possible supplies needed and where to get them locally can be found at gtbn.us/evangelismtrailer.

Pick-Up/Return

A checklist is provided with your paperwork and will need to be completed both on pickup and return. This checklist must be submitted along with the Event Evaluation Form prior to a deposit being returned.



A medium sized SUV or pick-up truck with 2” trailer ball is required to transport the trailer. Brake and turn signal lights require a 4 pin blade connector which must be hooked up and used.

Only the person designated as the driver on the Rental Agreement Form may pick-up, move, or return the trailer. Any damage or injury caused in transport of the trailer must be reported immediately. The church/organization in possession of the trailer through this agreement will be responsible for repair costs should the trailer be damaged.

Pick up of the trailer may be arranged with Pastor Blake Alling at Calvary Baptist Church in Port Acres unless other arrangements are made. To schedule pick up and return you can call Blake at (409) 217-2146. Pick up and return will be at 2208 Canal St Port Arthur, TX 77640 unless otherwise arranged.

Before Your Event

1. Submit payment of fees and deposit either online or by check via mail or drop off at the GTBN office.
2. Submit the Rental Agreement Form, Hold Harmless Agreement, Certificate of Liability Insurance, and Evangelism Trailer Training Certificate to the GTBN office either through the by email to office@gtbn.us or through mail or drop off. If the aforementioned paperwork or payments are not received the Evangelism Trailer will not be checked out. Paperwork must be renewed each calendar year.
3. Contact your local municipality to see if any permits are necessary to conduct a block party or ministry event in your area.
4. Obtain all supplies needed for your event.
5. Secure adequate adult volunteers to set up, run, and tear down the equipment. Please view our planning guide at gtbn.us/evangelismtrailer for more details on personnel requirements for this equipment. We highly suggest all adult volunteers be background checked.
6. Plan to allow 60 to 90 minutes for set up and tear down.

After Your Event

1. Any food equipment that is used will need to be washed. If you are having your event somewhere without running water, please plan in advance to have someone take the equipment offsite to wash it.
2. Run off all fuel remaining in the generator before loading it back into the trailer. **This is absolute. We do not want fumes to accumulate.**
3. Make sure all contents are clean, dry, and ready for the next group to use.
 - a. Under no circumstances shall the bounce house be stored back on the trailer wet or damp. It must be dry before being folded for moving to prevent damage.
4. ALL contents must be put back in their proper location when the trailer is repacked. See chart posted in trailer for guidance.
5. Bounce house should be rolled neatly, tight, and strapped onto its designated dolly and rolled to the nose of the trailer. See gtbn.us/evangelismtrailer for more information.



6. Return should be scheduled with Pastor Blake Alling at Calvary Baptist in Port Acres unless otherwise arranged.
7. Upon return, complete the checklist that is provided with your paperwork and return it with the completed Event Evaluation Form to the office either by email or mail.

Weather Considerations

Rain – If it appears that rain is imminent the bounce house should not be unloaded from the trailer. If the bounce house is already set up it should be taken down and stored immediately. If the bounce house gets wet, it should be set up and allowed to dry before it is used or stored.

Wind – If the wind is blowing or gusting above 20 mph the bounce house should be deflated immediately, and the canopies lowered. If the wind dies down below 20 mph the canopies can be raised, and the bounce house can be inflated and used again. The bounce house should be set up in a location where it can be staked into the ground to secure against wind.

Cancellations

If weather prevents a scheduled event, an alternate date may be rescheduled based on trailer availability. If no suitable date can be found, both the deposit check and the rental fee will be returned. If you cancel your event for other reasons, please contact the GTBN office as soon as possible so the trailer may be made available for another group.

Wait List

We do maintain a waiting list. If you would like your name to be put on the waiting list for a particular date, please contact the GTBN office at office@gtbn.us.

Contact Information

If you have any questions regarding the trailer, its contents, or rental procedures please contact the GTBN office at (409) 832-1110 or office@gtbn.us.



Evangelism Trailer Rental Agreement

Date of Application _____

Name of Church _____

Mailing Address _____

City/State/Zip _____

Contact Responsible for Trailer:

Name _____ Position _____

Cell Phone _____ Email _____

Contact Transporting the Trailer:

Name _____ Cell Phone _____

Driver's License Number/State _____

Vehicle Insurance Company _____ Policy Number _____

Requested Date of:

Pick-Up _____ Use _____ Return _____

Location of Event _____

Description of Event _____

We the undersigned have read and understand the Guidelines and Policy for use of the Evangelism Trailer and make application for scheduling it with the assurance that we assume responsibility for complying with these guidelines.

Authorized User: _____ Date _____

Printed Name: _____

Pastor/Head of Organization: _____ Date: _____

Printed Name: _____

Evangelism Trailer Rental Agreement (cont.)

Date: _____

This rental agreement is entered into on the above stated date between the following parties: (Church Name) _____, whose contact information is accurately listed above and collectively referred to as “Lessee” and Golden Triangle Baptist Network, 3350 Dowlen Rd Suite G, Beaumont, Texas 77706, referred to as “GTBN” agree to the following terms and conditions:

1. The property subject to this rental agreement is described as one Block Party Trailer, which is equipped with various items such as: extension cords, games, bounce house, sno-cone machine, popcorn machine, generator, grill, and other equipment and furnishings.
2. The Evangelism Trailer and its inventory contents (hereinafter referred to collectively as “trailer”
 - a. Shall be picked up by Lessee at GTBN’s designated location at the date and time agreed upon in the reservation.
 - b. Shall be returned by Lessee to the location designated by GTBN on the date due at the agreed upon time.
3. Lessee has had reasonable opportunity to inspect the trailer including its inventory contents and appurtenant structures and is satisfied that they are in a good working order and in a safe condition without exception.
4. Lessee has determined that all the contents listed in the trailer inventory are present and in acceptable condition.
5. Lessee and its representative executing this agreement further warrant that the representative is skilled in using, attaching, and transporting the trailer, setting up and using its contents, and that there are no impediments which would render the hauling and/or using of said trailer and its contents unsafe to any third persons, guests, the representative and Lessee, or its agents or employees.
6. Lessee shall furnish proof to GTBN of adequate liability and automobile insurance covering the use of the trailer on the roads and while at use before, during, and after the event.
7. As part of the consideration for the rental herein, Lessee shall hold GTBN and its agents, employees, or representatives harmless from any and all liability for any and all claims by any third party, whether GTBN, its agents, employees, or representatives are strictly liable or at fault in causing or contributing to the damages claimed or not. The Hold Harmless Agreement must be attached to this Rental Agreement.
8. The price for the rental for the period agreed to above shall be \$100.00 due and payable at the time of reservation.



Evangelism Trailer Rental Agreement (cont.)

9. A deposit of \$100.00 is also due and payable at the time of reservation but shall be refunded to the Lessee upon the meeting the requirements stated in the Usage Guidelines and Policy. Any damages to the trailer or its contents and/or any missing inventory items beyond the value of the deposit shall be reimbursed by Lessee to GTBN immediately.

Thus done and signed on the date stated above in (location) _____.

By: (user signature) _____

Print Name: _____

Date: _____

Golden Triangle Baptist Network

By: (office signature) _____

Print Name: _____

Date: _____



Hold Harmless Agreement

In consideration of the use of the trailer, bounce house, popcorn machine, sno-cone machine, sound system, and any other contents of the Evangelism Trailer, user covenants and agree to insure and hold harmless the Golden Triangle Baptist Network from any and all liability in the movement, use by User and guests, etc., and the return of the said equipment to the Golden Triangle Baptist Network in the same condition as received.

USER Signature: _____

USER Printed Name: _____

Date: _____

PASTOR Signature: _____

PASTOR Printed Name: _____

Date: _____