

Block Party Trailer Guidelines

Treasure Valley Southern Baptist Association

What is it?

The **Block Party Trailer** is an evangelistic tool provided cooperatively by the **Treasure Valley Southern Baptist Association**, of Nampa, Idaho with funds provided through our churches and friends outside of our association. The Block Party Trailer contains many tools and resources that can be used to reach our communities for Christ. These items are detailed in the block party manual. Churches of the **Treasure Valley Southern Baptist Association (TVSBA)** may use the trailer for the purpose of evangelism.

Where is the trailer housed?

The Block Party Trailer is housed at Anchor Baptist, Meridian, Idaho, between Kuna and Meridian. The address is:

**Anchor Baptist
7910 S. Meridian Rd.
Meridian, Idaho 83642**

How much does it cost?

1. There is a **usage fee of \$75.00**, due within 7 days of making your reservation. *If we do not receive your check within 7 days, your reservation will be canceled.*
2. If there is damage to the trailer and/or any items in the trailer, while in the care of your church, the church will be charged for replacement of broken item(s).
3. If there are missing items from the trailer, while in the care of your church, the church will be contacted in an effort to recover the missing items. If the missing items are not recovered, the church will be charged for the missing item(s).
4. If any items are returned unclean, your church will be charged a **\$75.00 cleaning fee** per item.

How do I reserve the Block Party Trailer and what is required of me?

1. **Call the TVSBA office (or use our email address) to check available dates and make a verbal reservation. Contact the office at 208-442-4448 or by email at: tvbsbaoffice.mring@gmail.com**
 - a. Please give the office the exact dates you will be using the trailer. The first and last day you request will be considered travel days. For example, if you need the trailer on July 4th and only request July 4th, you will need to pick the trailer up and drop it off on July 4th.

- b. The Block Party Trailer may be reserved up to seven (7) days. During those seven (7) days, only one (1) Saturday and one (1) Sunday may be reserved. This is due to the number of churches in the association and the number of summer weekends available for block parties.
 - c. Reservations for the year can be made beginning January 1st of that year.
 2. **Submit a reservation form and the usage fee within seven (7) days of verbal/email reservation.** If this information is not received with seven (7) days, the verbal reservation will be cancelled and the trailer will be available for reservation by another church. The insurance information must be received in the office at least fifteen (15) days prior to the pickup of the trailer.
 - a. **Insurance information:** You **must** provide TVSBA with a copy of the declaration page (this is **not** the paper that is carried in the car; this is the first page of an insurance policy that states the amount of coverage the owner carries on their vehicle) for the vehicle(s) that will be towing the trailer while it is in your church's possession. In addition, the Treasure Valley Southern Baptist Association must be named as additional insured on the vehicle owners' policy. The policy must be current. If a policy is submitted with the reservation form and the policy expires before the church event, another copy of the current policy must be submitted.
 - b. **Church Insurance:** Each church must name Treasure Valley Southern Baptist Association as "additional insured" on their policy and submit a copy to the TVSBA office. This document is obtained through your insurance agent. It may also be sent as an attachment by email. (tvsbaoffice.mring@gmail.com)
 - c. Once the trailer is picked up, only vehicle(s) in which insurance information has been provided may tow the vehicle.
 - d. Send the reservation form, usage fee, and insurance information to:

Treasure Valley Southern Baptist Association
PO Box 739
Nampa, ID 83653
 - e. **If possible, scan and email a copy of your reservation form to the office. The post office box and the actual office are in different locations, so this helps our records.**
3. Each church must send at least one person from the church to the annual Block Party Training Day. This will typically be held in the spring of each year.
4. Make arrangements to pick up the trailer. The contact person for picking up the Block Party Trailer is Ray Sparkman (208) 794-5050 or at ray.tvsbadom@gmail.com. You will need to coordinate a mutually convenient pickup time with Ray.
 - a. Make sure the transport vehicle meets the following requirements:
 - Full size truck, van or car with an 8 cylinder engine and trailer hitch
 - Hitch must be at a minimum class 2 (200lb tongue weight with 3,500 lb. load capacity)
 - Hitch ball size must be 2 15/16 inches

- Light hook up is a standard 7 prong hook with electric brakes (no adapters provided)
5. Upon picking up the Block Party Trailer, plan to spend 15-20 minutes with Ray Sparkman, the association's Director of Missions, doing a walk-through of the trailer. During this time, a visual inspection of items will be conducted, making sure items are accounted for and clean.
 6. Properly clean all concession equipment. Follow cleaning directions closely.
 7. Report any damage to the Treasure Valley Southern Baptist Association office:
208-442-4448
 8. The Block Party Trailer must be returned to **Anchor Baptist** in Meridian. Upon returning the Block Party Trailer, please leave the key in the battery box on the trailer. A second walkthrough will be done by a TVSBA representative to make sure items are accounted for, clean, and in working order. If your church would like to be present for this walk-through, please call and make arrangements with Ray Sparkman at (208) 794-5050.
 9. Each church is responsible for providing its own prizes, foodstuffs, and any other supplies needed for its Block Party.

10. If your church does not follow the provided guidelines, you will forfeit the privilege of using the Block Party Trailer.

Updated January 2017

TVSBA Ministry Assistant/Block Party Trailer/2017 BPT

Block Party Trailer Reservation Form

Today's Date: _____

Church Name: _____

Contact Person: _____

Contact Person's Phone Number: _____

Date(s) Trailer Requested: _____

(Up to seven days, but only one Saturday and Sunday are allowed. Please see #1 in Block Party Guidelines.)

By signing and submitting this reservation request, we acknowledge that we have read, understand and agree to the above stated policies related to the use of our associational Block Party Trailer.

Pastor: _____
Signature

Contact Person: _____
Signature

Please return this form within seven days. When sending in your reservation form, include the following:

- \$75.00 usage fee. (Make check payable to **TVSBA**) **MARK AS BLOCK PARTY TRAILER USAGE FEE.**

Due to the office fifteen (15) days before you pick up the trailer:

- Copy of church insurance policy naming TVSBA as additional insured.
- Copy of insurance declaration page for all vehicles that will be towing the trailer while in your church's possession. Must include TVSBA as additional insured.

Mail to:

Treasure Valley SBA
PO Box 739
Nampa, ID 83653

If possible, send an emailed copy to the office email at:
tvbsaoffice.mring@gmail.com