

Greater Cleveland County Baptist Association Block Party Trailer Guidelines:

- The Block party trailer can only be used for non profits events by churches in the GCCBA, **the food given out of the trailer cannot be sold, trailer cannot be used for fund raisers**
- The trailer will be picked up and returned to the GCCBA office at the specified times
- A person who will be attending the event where it will be used must come to pick up the trailer. When the trailer is picked up this person will be instructed on how to use each machine and supplies in the trailer. (There is a notebook inside the trailer that explains how to use each machine)
- The trailer is not to be taken out of state
- The church using the trailer and its equipment will be responsible for cleaning the equipment (following the clean up instructions in the trailer) and putting it back in its place in the trailer. If the trailer is brought back without being cleaned up the church will be charged a \$50 clean up fee.
 - Cleanup includes cleaning each machine, cleaning sno cone syrup dispenser, sweeping out trailer, etc.
- The trailer cost \$100 per event, \$50 of this is a refundable deposit that will be returned if the trailer and equipment is brought back in good condition
- The trailer is to remain locked and in a secure area when not in use
- Any supplies and/or machines that are missing or damaged will be the sole responsibility of the church borrowing the trailer. The church will be responsible for replacing each missing or broken item. Inventory will be checked before the trailer leaves the association and will be rechecked once the trailer is brought back.
- The trailer will be supplied with the following items:
 - Cotton candy machine
 - Sticks and/or bags to put cotton candy in
 - Flossine to make cotton candy
 - Popcorn machine
 - Oil & corn for the machine
 - Paper bags to put popcorn in
 - Popcorn scoop
 - Sno Cone Machine
 - Packets to make Syrup for the sno cones
 - Cups to put sno cones in
 - Sno Cone syrup dispenser
 - Sno Cone scoop
 - 2 tables
 - 2 tents
 - Cleaning supplies
 - Drop cord
 - Water hose
 - Broom, dust pan
- Each church must supply:
 - Paper towels for cleaning
 - Spoons for sno cones
 - Sugar for Cotton Candy
 - Sugar for Son cone syrup
 - Napkins
 - Cooler & Ice for Sno Cone Machine
 - Any other supplies that are not listed above but are needed

GCCBA Block Party Trailer Agreement:

I, _____, from _____ Church
have read and understand the guidelines for the use of the GCCBA Block Party Trailer.
We will fulfill each part that is stated in the above guidelines. We will return the Block
Party Trailer to the GCCBA by _____.

Signature, Church Representative

Signature, GCCBA Staff Member

Date