

# Block Party Trailer Protocols

(For Churches Affiliated with the SWBA)

## I. TRANSPORTATION

- A. **Responsibility.** The group scheduling use of the trailer assumes full responsibility for transportation of the trailer to/from the stored location or another location as indicated by the schedule. If it has been at another church location, make arrangements to pick up the trailer from the previous user.
- B. **Transportation Time.** The trailer must be delivered to the next church in time for them to use it or two (2) days following its use to a previously agreed upon site or as in agreement with the SWBA office.
- C. **Inventory.** A careful inventory of the equipment should always be made. Please call the SWBA Office at 608.244.5928 at the end of each block party with an inventory of supplies, so supplies can be purchased for restocking the trailer. If it's over a weekend, please leave a message on the voicemail. Thank you for your help with this.
- D. **Type of Vehicle.** A pickup truck is sufficient to transport trailer and accessories. The hitch requires a 2" ball and a flat four connector.
- E. **Trailer Lights.** Please make sure all trailer lights are working when transporting and when it is returned to the storage location.

## II. INSURANCE

- A. A copy of your Certificate of Liability and Hired and Non-Owned Auto insurance policies is required for your use of the block party trailer for your event.
- B. Note: If the trailer is left unattended, it would be difficult to collect from the insurance company in case of theft or vandalism.
- C. Please keep the proof of insurance and license registration in the trailer at all times.
- D. Collision Insurance: In most cases, your car's liability insurance covers vehicles you are towing. We strongly suggest you check with your agent to verify this.

## III. PERMITS

Any civil or utility permits are the sole responsibility of the user of the trailer. Check with your local City Hall and Fire Department.

## IV. DAMAGES

Please tell us about any damages to the trailer while it is in your possession. We will then find the correct resources to fix the damages.

## V. FEES

A \$150 deposit and rental fee must accompany this application along with a copy of your Certificate of Liability and Hired and Non-Owned Auto insurance policies for churches in the Southern Wisconsin Baptist Association. Other churches may rent the trailer with a \$300 deposit and rental fee accompanied by a copy of your Certificate of Liability and Hired and Non-Owned Auto insurance policies.

There is a Fifty Dollar (\$50) refund if the block party trailer is returned to the SWBA in the same condition it was received. The refund will not be returned if there is any additional clean up of the trailer or equipment is put away in the wrong place.