

# WSBMN EVENTS TRAILER POLICY AND REQUEST FORM



## Purpose

We wish to provide WSBMN churches and regions a resource to assist them  
In reaching their communities for Christ.

Note: Since the Events Trailer represents a considerable investment, users are asked to take the greatest care in their use of the trailer. It must be secured from the time it is picked up until the time it is returned to the WSBMN resource center and checked-in. The trailer must be cleaned, used, and maintained in a manner consistent with a long-term, costly investment meant to build God's kingdom.

## Equipment

The trailer is equipped with the following:

Snow Cone Machine and Supplies

Popcorn Machine and Supplies

Cotton Candy Machine and Supplies

Nacho Cheese Warmer and Nacho Cheese

Bounce House for Young Children only\* Bigger children's weight could cause smaller children to be tossed about with possible injuries.

Yard Games and Supplies

Three (3) Canopies

Hot Dog Station

Generator \*\*

Portable Sound System

Support Supplies



\*The size of the Bounce House provided in the trailer is designed for smaller children only. \*\*The generator can only supply power to a few electrical devices at one time. Be sure to plan your event location near a power source with several outlets in order to complete the food prep in a timely manner and maintain a good flow of food service to guests.

## Use

The Events Trailer is intended to be used as a packaged resource. Materials will not be booked separately or removed from the unit. Churches or regions using the equipment are responsible for cleaning and replacing the equipment in its proper places. Any missing or malfunctioning equipment must be reported to the WSBMN resource center ASAP.

Those using the Events Trailer are expected to pay for and provide their own food products (hotdogs, chips, ice, condiments, cups, drinks, etc.)

Churches or regions are required to research and secure any permits and/or licenses required for their area.

## Cost

The WSBMN will replace the disposable items that are consumed and cover the cost of normal wear and tear to the Events Trailer. These costs are not budgeted items; therefore, the following fees will be required from every church or region wishing to use the Events Trailer.

**\*\*\*\*PLEASE WRITE TWO (2) SEPARATE CHECKS\*\*\*\***

### Deposit - \$100.00

This fee is required to secure a guaranteed reservation of the trailer and is refundable with return of a completed report and verification that the trailer was returned in clean, acceptable condition. Any or all of the deposit will be withheld if repairs or replacement of non-consumable inventory items are required.

### Re-stocking & Maintenance Fee – \$150.00

This fee is non-refundable and will be used to replace those disposable items (i.e. including, but not limited to, popcorn, cotton candy sugar, etc.) that are used. This fee does not cover replacement of or repairs to lost or damaged items.

Lost Key Fee - \$5.00 per key (trailer and hitch keys)

Lost Lock Fee - \$30.00 per lock (trailer and hitch locks)

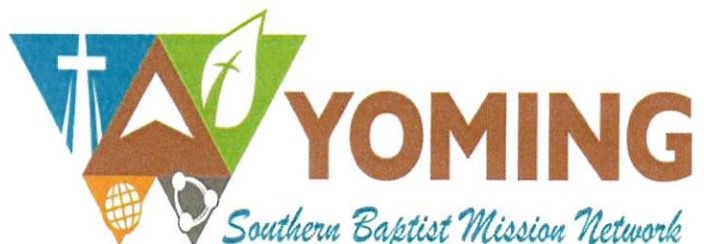
## Insurance Requirements for the Event

*The company that insures your church will be your resource for answers to questions about this section.*

Churches or regions using the Events Trailer are required to have liability insurance that covers the event they are planning.

The Wyoming Southern Baptist Mission Network must be listed as "Additional Insured" during the use of the trailer.

A copy of the Certificate of Insurance verifying liability coverage for the event from the requesting church or region must be received by the WSBMN state resource center before the reservation is guaranteed.



**Reserving the Trailer** — The WSBMN Events Trailer is owned by the Wyoming Southern Baptist Mission Network and is stored at the state resource center in Casper. Reservations, checkout, pickup and return will be coordinated through the Wyoming Southern Baptist Mission Network resource center.

Interested churches or regions should contact the WSBMN state resource center to check for availability. The telephone number is 307-472-4087. The Events Trailer will be reserved on a first come, first served basis for events that are in agreement with the purpose stated above. If the requested date is available, the church or region should complete and sign the Events Trailer Policy and Request Form and return it immediately to the WSBMN resource center.

The following items are necessary to secure a guaranteed reservation for the trailer:

- Verification of completion of the Events Trailer Training.
- Receipt of a completed Events Trailer Request Form.
- Receipt of a copy of the *Certificate of Insurance* (see below)
- Receipt of a \$100.00 Deposit.
- Receipt of a \$150.00 Re-stocking & Maintenance Fee.

Once all of the above-mentioned items are received in the WSBMN resource center, written confirmation of the guaranteed reservation will be sent to the requesting church or region. It is the responsibility of the requesting church or region to contact the state resource center if they do not receive written confirmation.

**Towing Vehicle** — Transporting the trailer requires a hitch with a two-inch ball and 4-pin flat electrical connections. The overall dimensions of the Events Trailer are: 7' x 6 ½' x 14'. The total weight of the trailer is approximately 2,000 pounds. The towing vehicle **MUST** be insured and driven by a licensed, responsible driver 21 years of age or older and covered by said policy.

The WSBMN will not be responsible for any loss, damage or repair to the towing vehicle.

The towing vehicle must be in good mechanical condition and have the ability to safely tow the Events Trailer without mechanical breakdown.

Liability for damage caused by the trailer while being towed is the responsibility of the towing vehicle's insurance. The individual towing the trailer should make sure they have adequate coverage.

**Reporting** — Each church or region must complete an Events Trailer Report form at the conclusion of their event to ensure return of their deposit. This is critical information and allows us to evaluate the effectiveness of this ministry and to be aware of use of the First Aid Kit or Fire Extinguisher. Any items used from the First Aid Kit or use of the Fire Extinguisher must be reported to the WSBMN on the Events Trailer Reporting Form. Churches or regions using the Events Trailer must report any damage to the trailer or its contents to the WSBMN.

**Liability** — Although the Events Trailer is equipped with a First Aid Kit, its availability and/or use do not imply responsibility of injury, loss or damage by the WSBMN. The WSBMN will not be responsible for injuries, loss or damage to persons or things for the duration the church or region, as the signed, responsible party of this document, has possession of the Events Trailer. Each church or region using the Events Trailer is responsible for all injuries, losses and damage which occur during its Period of Responsibility. The Period of Responsibility will be defined as the period of time starting when the Events Trailer is picked up and any and all checkout procedures are performed at the WSBMN resource center in Casper until the Events Trailer is physically returned to the WSBMN resource center in Casper and any and all check-in procedures are completed.

**Picking Up the Events Trailer and Training** —

The Events Trailer must be picked up from the WSBMN resource center located at:

**3925 Casper Mountain Road, Suite 101, Casper Suite 101, Wyoming**

**Monday – Thursday between the hours of 9:00 a.m. and 5:00 p.m.**

The Events Trailer and hitch are secured by keyed locks. Keys will be provided when the Events Trailer is picked up. Please call the **WSBMN resource center** at **307-472-4087** at least two (2) weeks before your scheduled pickup date to arrange a time the trailer will be picked up.

Training is required in order to operate and maintain a successful and safe event. Please allow one (1) hour to complete this training if you have not previously been certified.

**Re-packing the Events Trailer** — It is extremely important that all equipment is secured properly with bungee cords in the trailer! Follow the Events Trailer diagram for a view of equipment placement. Please load carefully to prevent equipment damage. Also review the Events Trailer Inventory Sheet provided to double-check every item is properly cleaned and stored. Your efforts will help us prolong the life of all the equipment and help ensure your deposit is refunded.

**Returning the Events Trailer** — It is crucial that the trailer is returned clean, in good condition and on time to ensure availability for the next reservation. The deposit will be forfeited if the Events Trailer is not returned by the recorded return date on the request.

**3925 Casper Mountain Road, Suite 101, Casper, Wyoming**  
**Monday – Thursday between the hours of 9:00 a.m. and 5:00 p.m.**