

South Roanoke Baptist Association Outreach Trailer Policies

The South Roanoke Baptist Association (SRBA) is the proud owner of an outreach trailer. The purpose of the outreach trailer is to assist churches with outreach and evangelism ministries in their communities. The outreach trailer can be utilized for community block parties, festivals/fairs, VBS, and/or other church outreach events.

Eligible to Use

Eligible churches must be member churches in good standing with the South Roanoke Baptist Association. The outreach trailer is not for the personal use of individual church members. It will be used only for congregational sponsored outreach events approved by church leadership.

Cost

- **Non-refundable Deposit/Administrative and Usage Fee is One Payment of \$200**
 - Each reservation is for two consecutive days or less
 - Check must be written by the church. Personal checks cannot be accepted as a method of payment.
 - Upon approval of the application, churches must submit the \$200 usage fee within 10 business days to guarantee the reservation.
 - As there are administrative/maintenance costs associated with all reservations, **\$100.00 is the non-refundable reservation deposit.**
 - It is the responsibility of the church to ensure that ALL items in/on/about the Outreach Trailer are returned in the original place/condition they were received.
- Failure to return items as found (or to report items as damaged/expected) may result in non-rental or increased deposits for future use.
- If outreach trailer items are returned with severe damage, the church will be held responsible for the cost of repairing the items or replacing the items if they are damaged beyond repair.
- The \$200 usage fee will be waived for SRBA affiliated church plants and language/ethnic missions of SRBA member churches for up to 5 years from the start of their ministry. The outreach trailer may be used up to two times per calendar year at no cost by qualifying church plants or language/ethnic missions affiliated with the SRBA.

Application Process

The application for using the outreach trailer must be submitted online at least 30 days prior to the event. The application can be accessed at www.southroanoke.org. Please remember that the use of the trailer is on a first-come, first serve basis. Merely submitting an application does not guarantee use of the outreach trailer on the desired date(s). Applications are reviewed and approved in the order they are received. There are no “rain dates” approved at the time applications are submitted. If your event is cancelled due to inclement weather the SRBA will work with you to set an alternative date as soon as possible.

Upon approval of the application, churches must submit the \$200 usage fee within 10 business days from the approval date to guarantee the reservation. Failure to submit payment by this date

will result in the cancellation of the reservation and the outreach trailer will be offered to a church on the waiting list.

Please Note: It is the responsibility of the church making reservations to contact the SRBA if they do not receive email confirmation of any actions in the process as no email confirmation generally means we have either not received or approved the request.

The application process is as follows:

1. Visit the SRBA website outreach trailer page and check availability on the calendar.
2. Fully complete the online application with all required information and click submit at the end of the application. Churches not wishing to complete an online form may download a hard copy of the application and mail it to the SRBA Resource Center.
3. Upon receipt of your completed application, you will receive an email confirming your tentatively approved usage date of the outreach trailer.
 - a. Included in this email will be payment amount due along with more specific instructions and documents required (see required forms below) to finalize your use of the Outreach Trailer.
4. Upon receiving this email with payment instructions, send payment of \$200.00, along with other information needed as detailed in your confirmation email.
 - a. The check must be a church check (this denotes church approval of the event).
 - b. Without the necessary documents on file, including proof of insurance and background checks, we cannot allow the outreach trailers to leave the premises.
 - c. The church's failure to comply with any document requirements (i.e. proof of insurance) that are time sensitive could result on forfeiture of the usage fee.

Cancellation Policy

You may cancel/reschedule your reservation at any time up to 15 business days prior to the event. There is NO CANCELLATION POLICY applicable for cancellations of events made within 15 business days of the event. If a cancellation occurs within 15 days of the event, the entire cost (\$250) is forfeited by the church.

If you cancel/reschedule up to 15 days prior to the event:

- You will be refunded \$100 if you do not wish to reschedule.
- The SRBA will work with you to reschedule the event within 6 months of the original date without penalty.
- If the event cannot be rescheduled within the 6 month period, you will be refunded \$100.

Weather Policy

High winds, precipitation, thunderstorms, and cold temperatures pose hazards for the safe operations of our inflatables. Our policies below outline treatment of the rentals encountering such unfavorable conditions. On a date when there is a high probability of inclement weather, we reserve the right to cancel use of the outreach trailer at any event. The decision to cancel use of the outreach trailer at an event is solely for the safety of participants and serviceability of our units.

We live and serve in eastern North Carolina where we can experience all-four seasons within 24-hours. Because of this, decisions to cancel the use of the outreach trailer at any event(s) for such reasons will be made NO SOONER than Noon on the day prior to your event, but could be made into the day of the scheduled event. The weather conditions outlined below ARE cause for the SRBA or the church to cancel use of the outreach trailer at a scheduled event. In the event this is determined, the customer will receive a “weather rain check” for the usage fee to be applied to another event within 6 months from the cancelled event date. Local weather forecasts/warnings, etc. we will be used to make decisions related to any cancellation. In any event, no church should allow the use of inflatables under these conditions:

- Winds over 20 mph
- Temperatures under 40 F
- Steady rain expected all day
- Local weather forecasts indicate a 60% or higher probability that inclement weather will occur at the time of your event.
- Inclement weather already exists in your area at the time of your event

The following reasons ARE NOT reasons to cause the SRBA or the church to cancel the use of the outreach trailer at an event under the weather policy. Normal Cancellation policy will apply in these circumstances if you choose to cancel your event. No exceptions!

- Local weather forecasts indicate a 50% or lower probability that inclement weather will occur at the time of your event
- Chance of showers or occasional rain
- Temperatures over 40 degrees F°

Once the church has picked up the equipment, you are responsible for the entire usage fee even if the weather becomes inclement.

Required Forms

- The Event Coordinator(s) and the Driver of the Trailer must undergo a **simple background check**. The SRBA can run this at no extra charge if needed. The Background Check Release form will be attached with the application approval email.
- The Driver must complete the **Driver's Form**.
- The church must provide a **Certificate of Liability Insurance** proving that they cover the inflatables.

- All forms and documents must be completed, signed, and returned to the SRBA within 10 days of receiving the email tentatively approving your date of use. Failure to submit the documents will result in cancellation of the reservation.

General Information

- The outreach trailer is not a trailer that can be "worked from" like a concession stand. It is used to haul and store the items listed below.
- To pull the trailer, a 2 and 5/16 ball is required. (We provide one if needed)
- It is the driver's responsibility to insure all tow vehicle trailer wiring is in proper working order.
- The SRBA **does not** provide supplies (popcorn, syrup, gasoline for generators, etc.) for the event - only the equipment. The supplies list is updated as churches share where they made purchases of the necessary items. A supply list is available on our website.
- The SRBA encourages every church to do background checks for ALL volunteers working with children.

Required Training

The state of North Carolina requires training before persons can use the inflatables on the outreach trailer. Training guidelines:

- If a church plans to utilize the outreach trailer, at least 2 people from each church must be trained on proper usage of the trailer and its contents.
- A mandatory hands-on training must be completed before the trailer can be used by the church. The SRBA will schedule trainings each year as needed. The hands-on training is a one-time requirement for individuals.
- To qualify to use the outreach trailer from year to year, persons who have taken the one-time mandatory hands-on training must view the online training each year and sign a document testifying they have viewed the training videos.
- Training must be done within the year the outreach trailer is used and must be repeated each year.
- At least one trained person must be with the inflatables at all times during the event.
- All items in the outreach trailer must be used in accordance with the outreach trailer training, safety labels, and operating guidelines.
- Inflatables must not be put away while they are wet.
- All items must be returned clean and dry.

February 28, 2018