

# BLUE SPRINGS CHRISTIAN CHURCH

## ADMINISTRATIVE POLICY

BSCC POLICY NUMBER: FAC-6

TITLE: BLOCK PARTY TRAILER USAGE

DATE: August 2020

**Policy:** The Block Party Trailer (including licensed trailer, bounce house, various tables, grill and games) of Blue Springs Christian Church (BSCC) is devoted to BSCC's mission, plan and steps. This policy defines guidelines in the use of the Block Party Trailer (Trailer) by BSCC members.

**Responsibilities:** The physical resources of the church are the joint responsibilities of the Overseers, Finance Team, Building and Grounds Team, Staff, members and everyone who considers BSCC their church home. The use of the Block Party Trailer is to be within the guidelines described in this policy and under the direction of the church's Executive Pastor within his reporting relationship to the Overseers.

### **Block Party Trailer Use:**

- A. The Trailer must be requested and approved through the church's facility calendar prior to their occurrence. Scheduled BSCC ministry activities and programs will take precedence over all other uses of the Trailer.
- B. Individuals using the Trailer are responsible for returning the trailer and all contents they used to the condition in which they found them and return all equipment they used to where they found it.
- C. The Trailer must not be used for revenue generating purposes or at revenue generating events unless prior approval is granted by the Executive Pastor.
- D. The Trailer may only be pulled with a vehicle who's driver if at least 25 years of age and no more than 75 years of age. The only exception to the age requirement is if a BSCC employee or overseer does not fall within the age range listed.
- E. The individual hauling the Trailer must provide a copy of their driver's license and proof of insurance at time of usage.
- F. Any accidents that take place with the Trailer must be reported within 8 hours to the Executive Pastor.
- G. Reservations of the Trailer cannot be secured more than 90 days. Events requested within a 2-week period prior to the event will be considered but not guaranteed.

**Scheduling Procedure:**

- A. Reservation request is completed online through the church website.
- B. Once received, the request will be answered within seven business days to either approve or decline.
- C. All communication on the event will take place with the church receptionist.

**Trailer Contents:**

Bounce house  
Charcoal grill  
2 6-foot tables  
Ladder ball game  
Beanbag toss game  
Bases  
Balls

Please complete this page and return it to the church office.

## Deposit

\$200

\_\_\_\_\_

- Refundable if Trailer is returned to presentable condition, no damage or loss of equipment

## Agreement

By signing below, I am affirming that:

1. I have read and understood the Block Party Trailer Usage Policy.
2. I am the responsible party for the Block Party Trailer
3. I understand that I and the group will be responsible for the costs of repair or replacement of any equipment that is damaged or goes missing during our event.
4. The deposit associated with my request will be paid to the church receptionist at least 2 weeks prior to the event. If this does not occur, the event is subject to cancellation.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

OFFICE USE:

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_