

# Ohio River Baptist Association

## REGULATIONS FOR USE OF THE MINISTRY TRAILER

(Pending) April 2013

1. The purpose and use of the trailer will be to help with outreach, and evangelism within the Ohio River Baptist Association family of churches, and reaching throughout the communities of the Kentucky Baptist Convention. It is understood that the trailer will be limited to only church ministry opportunities. **(The inflatables, snow cone and popcorn machine are not to be used for fundraising.)**
2. Reservations for the use of the trailer can be made by the pastor/or church leader of each church by contacting the ORBA Office by telephone or email. The pastor/authorized church Leader must come in and sign for the trailer to be used and/or the Pastor may call our office and authorize for a member of their church to come in and sign for the trailer. The keys for the trailer are to be picked up during regular business hours. If the trailer is reserved for the weekend keys must be picked up by 12:00 noon on Friday. The trailer will need to be returned the following business day or as arrangements are made at the time of pick up. In the event that another church has reserved the trailer during the same weekend, arrangements will need to be made by that church to pick up the trailer. They will need to inspect and check off the inventory sheet that everything on the trailer is accounted for.
3. The scheduling of the trailer will be from January 1 through December 31 of each year. No scheduling will be made for an upcoming year until January 1 of that year.
4. The trailer will generally be used on a first-come, first-served basis by the churches of the Ohio River Baptist Association except that churches may only use the trailer for VBS every other year. This is done in order to give other churches an opportunity to use the trailer for VBS. However, if the trailer is not being used by another church during your VBS time, you can make arrangements to use it for a second consecutive year. The reservation for the second year may only be made within 60 days of your VBS. **The use for VBS is not to be your week long recreation, but for promotional events, or end of VBS commencement/Family night. You may reserve it for one day during your VBS.**
5. Churches may only use the trailer for one holiday or one holiday weekend per year. You cannot reserve the inflatables for a second year on the same holiday. However, if the trailer is not being used by another church during the holiday time, you can make arrangements to use it for a second consecutive year. The reservation for the second year may only be made within 60 days of the holiday event.
6. No more than four calendar days may be scheduled 60 days in advance. Again, this is to give every church equal access to the trailer.
7. Churches **must provide a Certificate of Liability** from their insurance company when picking up the trailer if one has not been provided prior to the event.
8. If the trailer is used on an Ohio River Baptist Association sponsored mission project, the Association will assume the cost of the expense for getting the trailer to the mission site (fuel only).
9. If a church desires to use the trailer for a ministry project, the church will then be responsible to get the trailer to and from the mission site.
10. A ½ ton or larger vehicle is needed in order to adequately pull the trailer, (a truck with a towing package and an electric brake controller is recommended). The trailer requires a 2-5/16" ball, which will be provided with the trailer, if needed.
  - a. For stability, the trailer must be connected to the tow vehicle when it is being unloaded or loaded.
  - b. When the trailer is parked and disconnected from the tow vehicle, tire chocks must be chocked in front and back of the tires.
  - c. The hitch lock must be put in place when the trailer is unhooked and left unattended.

11. The trailer will contain a checklist that will be honored by all that use the trailer. All equipment, supplies, utensils, etc. must be accounted for. If there is any damage other than normal wear and tear of any equipment on the trailer, your church will be responsible for that repair or replacement of the damaged item.
12. No children are allowed in the trailer nor allowed to operate any of the equipment supplied with the trailer. All machines contain a list of rules and directions. These rules are to be followed exactly as written.
13. You must use only the popcorn kits provided by the association in the popcorn machine. The popcorn kits are \$1.50. Payment is due upon return of the trailer.
14. The use of the Snow Cone machine is 10 cents/ per snow cone following a slide scale of 1-50= \$5.00, 51-100= \$10.00. This only covers the cost of syrup at a rate of one full pump per snow cone. Paper cones are provided in the trailer.
15. We encourage a minimum donation of \$100.00 to help maintain the Ministry Trailer and equipment.
16. The trailer and all machines are to be cleaned properly before returning to ORBA. The trailer will be inspected after each use. If the trailer is not cleaned properly, your church will be responsible for the cost of clean-up.
17. All machines must be properly cleaned and securely stored. Utensils, supplies, and food materials must be put in the proper place. Churches are responsible for providing their own cleaning supplies.
18. Do not leave trash in the trailer.
19. The trailer must be locked and returned to the ORBA Office by the appointed time.
20. Trailer must be parked inside the DR building if delivered during regular office hours or parked at the office and the hitch lock put in place if returned during non-business hours. Hitch Lock must be secured and locked.
21. Keys, Talley Sheet, Checklist and Payment must be returned to the ORBA Office when you return the trailer. (They can be left inside the trailer if returned during non-office hours.
22. **Any damage that is beyond normal wear and tear is the responsibility of the church using the trailer and equipment.**

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### DRIVER SELECTION GUIDELINES

Qualified drivers are the key to safe vehicle operation and the prevention of accidents.  
Take care to select individuals based on maturity, attitude, and safe driving skills.

- (1) Drivers must be between the ages of 25 and 65. Exceptions must be approved by Director of Missions prior to usage. However, drivers 21 to 25 and 65 to 70 with no accidents or violations and no health problems may be acceptable.
  - (2) No driver should have a physical or health impairment (other than glasses)
  - (3) No driver should be allowed who is taking medication for a health problem that could affect driving abilities. (Exceptions must be approved by Director of Missions prior to usage.
  - (4) No driver should have more than one accident or one traffic violation within the last 3 years.
  - (5) No driver will be allowed who has a careless driving, reckless driving, or under the influence violation.
  - (6) All drivers must show a valid drivers license.
  - (7) Drivers must show proof of current valid auto insurance. Current insurance cards are acceptable and a copy will be made for our records.
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*I have read and understand the "Regulations for Use of the Ministry Trailer" as provided by the ORBA.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_ **Pick-up Date** \_\_\_\_\_

**Church** \_\_\_\_\_ **Return Date** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Address where inflatable(s) will be set up:** \_\_\_\_\_

\_\_\_\_\_

**Date and Time Inflatables will be in use:** \_\_\_\_\_

Please complete and sign the form and return to the Ohio River Baptist Association, P.O. Box 9, Salem, KY 42078-0009. It may be sent by fax to 270.988.0002.

Have you included the following:

- \_\_\_\_\_ Certificate of Liability from your insurance company
- \_\_\_\_\_ Copy of a valid driver's license from individual who plans to pick up the trailer.
- \_\_\_\_\_ Copy of proof of insurance for the vehicle that will be picking up the trailer.

**Items needed for the event:**

- \_\_\_\_\_ **Snow Cone machine and supplies**
- \_\_\_\_\_ **Snow Cone supplies**
- \_\_\_\_\_ **Popcorn Machine and supplies**
- \_\_\_\_\_ **Popcorn supplies**
- \_\_\_\_\_ **Small Bounce House**
- \_\_\_\_\_ **Large Bounce House**
- \_\_\_\_\_ **Obstacle Course**
- \_\_\_\_\_ **10x10 Canopy**
- \_\_\_\_\_ **10x20 Carport**
- \_\_\_\_\_ **Generator**
- \_\_\_\_\_ **Grill**