

# Outreach Trailers

*The North Central Region of NC – referred to in this document as NCR (a partnership of local associations in the North Central Region of North Carolina) in Partnership with the Baptist State Convention of North Carolina is the proud owner of two Outreach Trailers. Eligible churches must be member churches in good standing with their local association to use this valuable resource.*

## Eligible to Use

*The Outreach trailers will be perfect for community block parties, festivals/fairs, VBS, and/or other church/community events. But as you will see in the policies, it is not for use of individual church members, only for congregational sponsored events and/or activities approved by church leadership.*

## Cost:

- **Non-refundable Deposit/Administrative and Usage Fee is One Payment of \$300.00**
  - Each reservation is for two consecutive days or less
  - Check must be written by the church or church credit card/debit (not a personal check/card)
  - Preferred payment of total fee in one church check (to avoid the church making the mistake of not getting the second check in on time, resulting in cancellation of the use.)
  - This cost covers fees associated with all reservations such as administrative/maintenance costs.
  - If the church chooses to make two payments, the final payment **must be in hand 15 business days prior to the event. Failure will result in cancellation of the reservation and any church on the waiting list will be offered the opportunity to use the trailer.**
  - It is the responsibility of the church to ensure that ALL items in/on/about the Outreach Trailer(s) are returned in the original place/condition that they were received.

Failure to return items as found (or to report items as damaged/expected) could result in non-rental or increased deposits for future use.

## Application Process

Please remember that the use of the trailer is on a first-come, first serve basis. Merely making application does not guarantee use of one of the outreach trailers on the desired dates. Our notification that the dates are available does not confirm your reservation. There are no “rain dates” approved at the time applications are submitted. In the event your event is cancelled due to inclement weather, NCR will work with you to set an alternative date as soon as possible.

*To guarantee reservations, member churches MUST follow through with the application and contribution process within ten business days of the date availability notice is confirmed or the dates will be offered to the next church on the list. If the church chooses to make payment for the non-refundable deposit and the usage fee in two separate church checks, please be advised the second payment (entire usage fee) is due NO LATER THAN 15 business days prior to the event. Failure of payment by this date will result in cancellation of the reservation and the outreach trailer will be offered to a church on the waiting list.*

*Please Note: There is no “staff” for NCR. All work of NCR is done through the Tar River Baptist Association. Though communication and reservations are made through [www.tarriverbaptist.org](http://www.tarriverbaptist.org) Outreach Trailer page, it is the responsibility of the church making reservations to contact TRBA if they do not receive e-mail confirmation of any actions in the process as no e-mail confirmation generally means we have not approved the request.*

## The application process is as follows:

- (1) Check on the Tar River website, outreach trailer page ([www.tarriverbaptist.org/trailer-apply-online.html](http://www.tarriverbaptist.org/trailer-apply-online.html)) and check on availability on the calendar.
- (2) Fully complete the on-line application with all required information and click submit at the end of the application.
- (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 to finalize your use of the Outreach Trailer.
- (4) Upon receiving this email with payment instructions, send payment of \$300.00, along with other information needed as detailed in your confirmation e-mail.
  - a. The check must be a church check (seen as 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.
- (5) For office purposes, reservations received in our office other than via email will be considered received the business day received if there is no way to verify time (i.e. an email and time stamped messages might rule out some mailed applications as not all mail has a stamped date of mailing on them indication a time. Though rare, we need to establish some perimeters).

## Cancellation Policy

**You may cancel/reschedule your reservation at any time up to 15 business days prior to the event. There is the \$25 cancellation fee charged for each cancellation (separate from the deposit). **There is NO CANCELLATION POLICY applicable for cancellations of events made within 15 business days of the event.** For weather related cancellations, see "Weather Policy" below.**

### **What is the 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 they there is a high probability of inclement weather, we reserve the right to cancel any event. The decision to cancel an event is solely for the safety of participants and serviceability of our units. Certainly, such a decision is never made to ruin someone's "party," rather to insure safety of participants and property.*

*We live and serve in north central North Carolina where we can experience all-four seasons within 24-hours. Because of this, decisions to cancel any event(s) for such reasons will be made NO SOONER than 12 pm on the day prior to your event, but could be made into the day of the scheduled event. The following reasons ARE cause for NCR OR the church to cancel a scheduled event after noon the day prior to your 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 the season from the cancelled event date. Using local weather forecasts/warnings, etc. we will make decisions related to the 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 is forecasted as the above at 60% or higher
- Inclement weather already exists in your area at the time of your event

The following reasons ARE NOT reasons to cause for NCR OR the church to cancel 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 is forecasted at 50% or lower
- 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**

1. The Event Coordinator(s) and the Driver of the Trailer must have a **simple background check** done. TRBA can run this free of charge (included in your Usage Fee) or if you have had one done within the last 30 days, we just need a copy of the documentation for our records. If this requirement is necessary, the Release Form will be attached with your email from TRBA. This form must be completed, signed and returned to TRBA within 7 days of receiving the email tentatively approving your date of use.
2. The Driver must complete the **Driver's Form. (Submit Online)**
3. **The Church must provide a Certificate of Liability Insurance proving that they cover the Inflatables.**

## **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 that all tow vehicle trailer wiring is in proper working order.
- The North Central Region 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. Supply list is available on our website.
- TRBA encourages every church to do background checks of ALL volunteers working with children.

## **Required Training**

**See [tarriverbaptist.org](http://tarriverbaptist.org) website to watch the required training videos and read/understand all policy information.**