



Outreach Trailer

North Central Baptist Network

The Outreach Trailer is an evangelistic tool provided cooperatively by the North Central Baptist Network, Shelbyville, KY, with funds provided through our churches. The 5x8 Outreach Trailer contains many tools and resources that can be used to reach our communities for Christ. Churches of the North Central Baptist Network (NCBN) and other Christian organizations may use the trailer for the purpose of evangelism.

Availability

The Outreach Trailer is available for use by churches and other Christian organizations in cooperation with the NCBN for the purpose of ministry evangelism. The trailer may not be taken out the Network area without approval.

Scheduling

The Outreach Trailer will be scheduled on a first come, first serve basis for network churches. **Organization reservation requests outside of the NCBN Network will be considered "LOCKED IN" 30 DAYS PRIOR TO THE EVENT** and can not be bumped out of their reservation date/s. Requests will not be taken over one year in advance; however, requests made less than 30 days prior to event are not guaranteed to have a fully stocked trailer. Scheduling will be done through the NCBN Office Ministry Assistant. Please notify the office as soon as possible if your event is canceled. Use is for one day, unless special permission is granted. The NMS will review each completed application once received and the applicant will be notified of decision.

User Fee

A user fee of \$75 is suggested in order to maintain stock of the trailer supplies and keep the trailer in good working order.

Transportation

A half-ton pickup truck or larger with a hitch using a 2" ball and a 4 straight pin trailer hitch for turn signals **is required** to transport the trailer.

Responsibilities

1. A completed Application along with a Certificate of Liability Insurance, a copy of Vehicle Insurance (the vehicle pulling the trailer) and Driver's License **MUST** be sent to the NCBN Office for the reservation to be confirmed. These will also need to be shown and matched at time of pick up.
2. The user of the Outreach Trailer assumes full responsibility for the trailer and its contents from pickup to its return.
3. The user agrees to have a representative complete a brief overview of using the trailer and to inspect its contents before pickup.
4. The user agrees to fill out the Check Out and Check In Forms, and to sign and date them.
5. The user agrees to have the trailer clean, dry, and ready for use by the next church.
6. The user agrees to clean the bounce house of all grass, dirt, etc., and to clean the play area with disinfectant.
7. The user agrees to reimburse or replace any of the contents that are damaged or missing, with the exception of what is noted on the Check Out Form.
8. The user agrees to read and follow set up, tear down, and safety precautions of equipment stocked in trailer.
9. Any accidents or injuries must be reported within 10 hours of accident to NCBN Ministry Assistant or Associational Mission Strategist.
10. The user agrees that no animals will be allowed in the bounce house.

If these responsibilities are not met, the church may lose rights to use the trailer.

This Outreach Trailer was provided by the generous funds of the NCBN Churches and the Eliza Broadus Offering.

Acknowledgement: I have read and agree to abide by the policies, rules, and regulations concerning use of the Outreach Trailer of the North Central Baptist Network and will assume full responsibility for their enforcement.

My church and I, by acceptance and use of this equipment, hereby agree to indemnify, defend, and hold harmless the NCBN, its officers, directors, agents, volunteers, members, servants, and employees from any and all liabilities, arising from the use of the trailer.

_____/_____/2024
 Name (Printed) Signature Date

Church

***For Office Use Only:** Approved by _____ on ____/____/2024



NORTH CENTRAL
BAPTIST NETWORK

Application for Use of Outreach Trailer

Church/Organization Name _____

Church/Organization Address _____

Date of Event: _____

Trailer Check Out Date _____ Check Out Time _____

Trailer Return Date _____ Approximate Return Time _____

Person Responsible for Trailer _____

Address _____

Home Phone # _____ Cell # _____

Email _____

___ Church must furnish a copy of their Certificate of Liability from their insurance company with this form.

___ Church/Person must furnish a copy of their Insurance Card from their vehicle insurance company with this form and show at time of pick up.

___ Person driving must furnish a copy of their driver's license with this form and show at time of pick up.

Approximate number of people expected at the event: _____

Type of Event Planned _____

What items do you plan on using? _____

*For Office Use Only

Is Church/Organization Insurance/Certificate on file at the Network: (Circle One) YES NO

Is the Vehicle Insurance on file at the Network: (Circle One) YES NO

Is a copy of responsible driving party's Drivers License on file at the Network: (Circle One) YES NO

Usage Fee Paid: (Circle One) YES NO



NORTH CENTRAL BAPTIST NETWORK

Thank you so much for showing interest in the Outreach Trailer!

We are thrilled to support your ministry and/or event with the Outreach Trailer. In order to confirm your reservation for the trailer, you will need to fill out the forms in this package. Once the forms are completed, you may scan and return the forms via email to info@ncbnetwork.org. Of course, if you prefer you may print out and mail the forms.

Before your reservation is confirmed, we will need four things:

1. A copy of your Certificate of Liability Insurance (You can also send this via email).
2. A copy of your Vehicle Insurance Card (You can also send this via email).
3. A copy of the valid Driver's License for the person responsible for towing the trailer (You can also send this via email).
4. A check in the amount of \$75 sent to our mailing address: P. O. Box 1148, Shelbyville, KY 40066 or you may use the link on the website or the QR Code shown here via Tithe.ly <https://tithe.ly/give?c=6719421>



Once we have received all the necessary items for your reservations, we will contact you to arrange pickup (be prepared to show the Valid Drivers License and Insurance Card, this MUST match the ones sent in with the application) and you will be on your way to having a sensational evangelistic event!

1. When you first pick up the trailer, fill out the inventory checklist before you unpack it.
2. Make sure everything is present and accounted for before you sign off on the inventory checklist. If you can't find an item, check the previous user's inventory checklist to see if they checked it off on their list or if they reported it missing.
3. Make note of anything missing or damaged on the bottom of the inventory check sheet. Notify the Ministry Assistant at the NCBN.
4. When repacking, use this same inventory sheet to make sure you get everything back in the trailer.



The Outreach Trailer belongs to all of our churches. Please help to keep it and its content in good condition for all of us to use for years to come.

INVENTORY CHECKLIST

Place a check mark if item is on the trailer at the time of check out.

Upon return of trailer, place a check mark beside items on trailer.

CHURCH NAME: _____

	Description of Item	Check Out Item	Check In Item
1.	Popcorn Machine		
2.	Snow Cone Supplies		
3.	Snow Cone Machine		
4.	Cotton Candy Supplies		
5.	Cotton Candy Machine		
6.	Hot Dog Cooker		
7.	Cornhole Toss Game with 8 Bags		
8.	12x12 Canopy		
9.	Toss like a Boss Game		
10.	Lawn Darts & Bocce Darts Game		
11.	Large 13x13 Combo Inflatable Bounce House with		
12.	2 Wheel Cart		
13.	Tarp 15x15, heavy duty		
14.	Bungee Straps (4)		
15.	Heavy Duty Extension Cord (yellow) and 5-way		
16.	First Aid Kit		
17.	Fire Extinguisher		
18.	Generator		
19.	PA System (Available at NCBN Office if needed)		
	Initials of Person Responsible for Check In/Check Out		

Note any problem or potential problems with the equipment. Note any missing pieces of the equipment. _____
