

## Southside Baptist Network Evangelism Trailer Usage Policy

1. The trailer is available to all Southside Baptist Network churches, missions and church plants (under the auspices of a sponsoring church) on a first come, first served basis. **Churches may not reserve the trailer more than twelve months out from the date the request is made.** There will be a limit to two trailer usages per calendar year. If the trailer is available, an exception may be made by the Evangelism Trailer Team for that particular request. Rental is limited to a maximum of three days during peak seasons. Dates for peak seasons will be established by the SBN and are subject to change from year to year. Rental will be for the entire unit only. Equipment may not be rented on a piecemeal basis.
2. In order for a church to use the trailer, a church representative must have gone through training either in person or by DVD. This training demonstrates how to use the trailer and its contents.
3. The reservation form along with a refundable security deposit and maintenance fee must be completed online or turned into the SBN office to secure the reservation. If the reservation form and payment are not made on-line, please mail the form and check within two weeks. Check should be made payable to Southside Baptist Network and mailed to 2170 Jonesboro Road, McDonough, GA 30253.
4. Before the pickup of the trailer by the church, the Covenant and Release Form must be reviewed with the SBN staff and signed by a Church representative. The church must also provide a copy of the driver's license and insurance card of the driver.
5. Upon return of the trailer, any damage should be reported on the appropriate form. If there is maintenance or cleaning concerns, missing equipment or necessary repairs above and beyond the \$75 security deposit, the church using the unit will be responsible for full reimbursement of those costs.
6. Churches are encouraged to use the unit for evangelistic events, not just church fellowships. It is not for use of individual church members, only for congregational sponsored events/activities. The trailer may not be taken outside of the Southside Baptist Network area.
7. A church will not be able to reserve the trailer until any past fees for usage or damage by that particular church are paid.
8. Each church is responsible to carry insurance adequate to cover liability and damage claims associated with the use of the trailer and its contents, and is required to complete the release form provided by SBN. Churches are also encouraged to check with their local municipality regarding necessary permits for their event.
9. The trailer can be picked up and returned to Southside Baptist Network during regular office hours (Monday-Thursday 8:00 am-5:00 pm). A typical usage period would be Thursday-Monday. *There may be special arrangements for pick-up and return depending on the reservation schedule.*

10. In the event something happens and you can NOT use the trailer (including weather-related events), please notify SBN for a return of your deposit and rental fee.
11. SBN does not assume the liability for the church or the individual church's volunteers. The church should make every effort to insure the safety and protection involved in its planning of the event through training volunteers, and making sure that all persons responsible can run the equipment, that persons involved are familiar with general health and safety issues and precautions, and that background checks (including sexual offenders check), etc. are in place to insure the general safety and welfare of all participants.
12. The following items are not provided as part of the use of the trailer. The church using the trailer will need to provide these items:
  - Garbage bags and receptacles
  - Signage for your church
  - Hand sanitizer
  - Gasoline for the generator
  - Paper towels
  - Table covers
  - Tracts and Bibles for distribution
  - Food supplies (sno-cone syrup, ice, etc.)
  - Paper products (popcorn bags, sno-cone cups, etc.)

**I have read and agree to the above policies:**

**USER**

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**Signature**

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**Printed Name**