

DALLAS BAPTIST ASSOCIATION

Evangelistic Block Party Trailer (EBPT) Usage Policies

1. The Evangelistic Block Party Trailer (EBPT) is reserved for use by churches, missions and partner organizations of Dallas Baptist Association
2. The EBPT may not be taken outside of the DBA area without approval from the office of the DBA Executive Director.
3. The rental fee for the EBPT Trailer is \$200.00. A fee of \$100 will be charged for each additional use of the EBPT for the event reservation.
4. Any damage to the trailer or equipment should be reported upon return of the trailer.
5. Churches will be responsible for repair fees for damage of the trailer or equipment resulting from neglect or abuse. (Any usage not in compliance with EPBT Instructions.)
6. A church will not be able to reserve the trailer until any past fees for usage or damage by that particular church are paid.
7. Churches must reserve the trailer at least two weeks in advance. To reserve the trailer, contact Cesar Zamora at 214-319-1157 or email cesarzamora@dba.net.
8. Each church is responsible to carry insurance adequate to cover liability and damage claims associated with the use of the trailer.
9. EBPT will be picked up and returned to Mount Lebanon Baptist Encampment during regular office hours (8:30-5:00), Monday-Friday. *There may be special requirements for pick up and return depending on the reservation schedule.*
10. **Completed rental form, agreement to training requirements, proof of insurance and payment in full must be received in the DBA office before an organization can take possession of the EBPT.**

Evangelistic Block Party Trailer (EBPT) Instructions

Dallas Baptist Association

Contact Cesar Zamora to schedule the trailer
214-319-1157 or email cesarzamora@dba.net

Pick up and return the EBPT to Mt. Lebanon Baptist Encampment

This trailer provides the basic resources needed to conduct an evangelistic block party in any community within the Dallas Baptist Association. We are providing this trailer to help DBA churches maximize their outreach budget and help some that would not otherwise have the resources to conduct a block party. We also want to help churches know how to reach out to lost people through this event. The rental fee is to help offset the cost of maintaining the EBPT. It is estimated the contents would rent for \$1200 a day. Any additional contributions you wish to make will go toward adding additional items in the trailer and making repairs to equipment or the trailer that go beyond the total fees collected. You also may want to provide a scholarship for a small-membership church to use the trailer.

These instructions explain how to use each component in the trailer and return it to the Mt. Lebanon Baptist Encampment so that it is ready for the next church to use. This guide is located on the front shelf of the trailer. Please return it there when you are finished.

These instructions are also printed on individual laminated sheets that are located in the Miscellaneous Bin. They can be given to the person responsible for each area.

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CHAPTER ONE: EVANGELISM

1. Priority reservations are given to churches that are using the EBPT for evangelistic outreach.
2. The Evangelistic Block Party is intended to make contacts and present Jesus to people who will not usually come to church.
3. Assign at least three people with the responsibility to walk around and talk to people. You can talk to parents and/or children as they stand in line, eat, or following presentations. Each person should “be prepared to give an answer to everyone who asks you to give the reason for the hope that you have.”
4. Feel free to give away new testaments, videos, or other information that may be successful in communicating the gospel.
5. Visit www.namb.net/interfaith for free Belief Bulletins on witnessing to people of other religions.
6. Each person working the games and venue needs to be intentional about sharing their faith as they work.
7. Remember, you are not there to do a block party. You are doing a block party so you can share your faith in some way. Be intentional about talking about Jesus and what He’s done in your life.

CHAPTER TWO: TENTS

Before setting up any of the tents, please consider if we are having a windy day. Any winds in excess of 20mph can damage the tents. If the wind reaches these speeds during the party, the tents should be taken down immediately. Churches will be held responsible for damage to any of the tents.

If the tents become wet for any reason, please use the shop towels in the supply bins to dry them off before returning them to the trailer. If you are unable to dry them for some reason, let Wanda Hall at DBA or Roger Jackson at Mt. Lebanon know immediately upon the return of the trailer.

1. There are four 10'x10' EZ-UP tents.
2. Use four people to set up tents. EZ-UP tents can be set up in about 4 minutes each.
3. SETTING UP THE TENTS:
 - a. Take the tent out of the bag and stand it on its feet.
 - b. Place your foot on the pole foot and extend the legs to the maximum height. (Push in the silver button on each leg and pull the pole upward. The silver button will pop into the next hole. Press again and pull the pole until the tent is at the desired height.)
 - c. Push the canopy up until it snaps into the top button.
4. TAKING DOWN THE TENTS
 - a. This is most easily done with four people.
 - b. Lower the legs by pushing in the silver button until you are at the lowest height.
 - c. **Pull the pin ring at each corner to release the canopy lock.**
 - d. Have each person take a corner pole and push the tent toward the center.
 - e. The tent will collapse very easily.
 - f. Please carefully dry the canopy and clean the feet before returning to the bag.
 - g. Leave the canopy on the legs when replacing it in the bag.

CHAPTER THREE: POWER

1. The EBPT comes with a 6250 volt generator, a 2 gallon gas can, two 50 foot cords, and four 100 foot cords. It is best to use power from the facility or church.
2. The generator needs to be located far enough from the events to prevent the noise from disturbing the presentations. Two gallons of gas should run for the entire time of an average evangelistic party.
3. Instructions for starting and stopping are in the manual in the envelope on the front shelf of the trailer.
4. Please check the oil before cranking. Please note if there is a “low oil” light.
5. PLEASE TRY TO RUN THE GENERATOR UNTIL THE GAS TANK IS EMPTY BEFORE RETURNING IT TO THE EBPT.
6. You may need to alternate the popcorn and sno cone machines if you are working on generator power.
7. The generator may not have enough power to run all the equipment at one time.

CHAPTER FOUR: SOUND

The EBPT includes a sound system, CD/Cassette player, speaker stands, and 2 microphones with stands.

1. Place sound system, CD player, and stand bag on a table near the stage or program area.
2. Remove speakers and place on stands at needed height and as level land allows, (no more than 6-8 FT.)
3. Remove the speaker cords from the compartment in the sound system and attach cords in the speaker/monitor inputs on the bottom left quarter of the system.
4. Remove microphones from the compartment in the sound system and attach to the microphone stands
5. Remove microphone cords from the compartment in the sound system and attach those cords into the system.
6. Attach the CD player into the system.
7. Adjust volume to get desired sound level. (CD player volume is controlled through the system as well.)
8. Please return the **clean and dry** speaker stands and microphone stands into the bag and place on the marked top shelf in the trailer.
9. Return the CD player to the marked top shelf.
10. Return the **clean and dry** sound system to its place in the trailer.

CHAPTER FIVE: FOOD PREPARATION

The EBPT includes a sno-cone machine, popcorn machine, and grill. Your popcorn, sno-cone flavored syrup, and cups can be purchased at Sam's.

Discontinue all food preparation at least 30 minutes before the end of the party and begin cleaning the food equipment.

A. Popcorn - The easiest option for popcorn is to use the pre-mixed packs of popcorn that include pre-measured oil, flavoring, and popcorn. Open the packet, pour it in, and turn on the machine. Each ounce of popcorn is about one serving.

To make popcorn:

1. Turn on the kettle and let it warm up for 2 minutes. (Buttons are on the inside of the popcorn machine at the top)
2. Turn the rest of the buttons on.
3. Use one and a half cups of popcorn to one cup popcorn oil and one tablespoon of popcorn salt.
4. Please **clean the cooking pot and walls thoroughly** when finished. You may have to return to church to do so.

B. Sno-Cones

1. Place the sno-cone machine on a table that won't be damaged by water since the case drains water as the ice melts.
2. The sno-cone machine requires a large cup of ice for every sno-cone cup, so a lot of ice is needed.
3. Open the grinder lid and pour in the ice. Close the lid.
4. Turn on the machine and make a snow cone.
5. Place sno-cones in the holder.
6. Add flavored syrup to the cone. One pump of syrup is enough for an average sno-cone.
7. Please thoroughly **clean and dry** the sno-cone machine and syrup pumps before returning them to the EBPT.

c. Grill

The grill is a charcoal grill with a compartment for wood to use for smoking. The charcoal should be lit a full 30 minutes before you plan to cook. Upon completion of the block party, empty the grill of ash and clean it before returning it to the EBPT.

Note: Will need a 20 lb. bag of charcoal and lighter fluid.

CHAPTER SIX: BOUNCE HOUSES

PUBLIC NOTICE

FOR YOUR SAFETY

IF YOU SEE OR EXPERIENCE UNSAFE CONDITIONS ON OUR
INFLATABLES OR IF THE OPERATOR APPEARS TO BE VIOLATING
THE LAW,

PLEASE NOTIFY DALLAS BAPTIST ASSOCIATION AT
214-319-1159 OR 972-291-7156

AVÍSO PÚBLICO

PARA SU SEGURIDAD

SI USTED OBSERVA O EXPERIMENTA ALGUNA CONDICIÓN
PELIGROSA EN UNO DE NUESTROS BRINCOLINES O SI EL
OPERADOR APARECE ESTAR VIOLANDO LA LEY,

POR FAVOR NOTIFIQUE A DALLAS BAPTIST ASSOCIATION AL
214-319-1159 O 972-291-7156

Bounce Houses:

NINJA JUMP

**MAXIMUM 8 RIDERS AND
MINIMUM 3 YEARS OLD**

LITTLE TIKES

MAXIMUM 3 RIDERS

Bounce Houses:

Please consider if we are having a windy day before setting up a bounce house. The bounce houses can become dangerous or be damaged in winds of 20mph or greater. If winds reach these speeds during the block party, the bounce houses should be shut down immediately. Churches will be held responsible for any damages to the bounce houses.

If the bounce houses are wet, please dry them using the shop towels in the supply bins. This will prevent mildew from destroying them. If you must return it wet for any reason, please notify Wanda Hall at 214-319-1159 or Roger Jackson at 972-291-7156 immediately upon return of the trailer.

I. SET UP INSTRUCTIONS:

Take the bounce house out of the grey bag and unroll it. **Note the tri-fold folding pattern to replace it in the bag when finished.**

Connect the blower to either input vents on the side of the bouncer. Close off the other vent. Plug it up and turn it on. Note the blower must stay on while children are in the bouncer.

If it does not start, press the button on the plug. Each bounce house takes about 5 minutes to inflate.

Find the metal stakes in the miscellaneous storage bin and stake down the four corners of the bounce house.

II. TAKE DOWN INSTRUCTIONS:

1. *Sweep out and damp mop as needed before turning off the blower.*
(Use the small vacuum in the trailer)
2. Turn off the blower. **WARNING: THE BOUNCE HOUSES WILL IMMEDIATELY CEASE TO BEAR ANY WEIGHT.**
3. Remove the blower from the outlet vent and open both air vents.
4. Two or three people begin at the front and remove the air by rolling up the bounce house tightly toward the outlet vents.

5. Standing at the front fold the left and right sides so they touch in the center, like closing two shutters on a window leaving the outlet vent clear.
6. Two people can roll tightly from front to rear. The large bounce house should fit easily on the trolley and in the front of the trailer between the generator and small bounce house.
7. If it is too big, repeat the roll up procedure.
8. Stand it up and place a strap to hold it tightly. Replace it in the bag.
9. Attach the big house to the hand truck with the two straps. Replace in the trailer (AFTER the generator has been put in) through the side door.

III. RETURN INSTRUCTIONS:

The Texas Department of Insurance requires inspection records to be maintained on inflatables. In order to adhere to TDI requirements, you will be asked to **complete a brief inspection record** after use of the Block Party Trailer. Inspection record form can be found on page 19 of these policies.

Receive a \$25 refund upon completion and return of this form:

You may leave the form in the mail drop box at the Mt. Lebanon office **or** fax it to 214-320-5974 **or** email the form to cesarzamora@dba.net .

IV. GENERAL GUIDELINES:

1. Provide at least one volunteer to monitor each bounce house.
2. The large bounce house is for children over 4 feet tall.
3. The small bounce house is for children under 4 feet tall.
4. **Limit the number of children in the bounce houses and have them take off their shoes.**
5. Talk to the parents waiting for their children. Find out about their religious affiliation.
6. Tell them about Jesus and invite them to church.

CHAPTER SEVEN: GAMES

There are five games in the EBPT. Add additional games as you have volunteers and supplies: Include face painting, “go fish”, and any of the dozens of carnival games that are available.

Party Trailer Game Instructions

Baseball Game

(Needs one volunteer) Game pieces are in the marked bin.

Small game prizes are not essential but are well-received. Remember to take advantage of lines to share Christ with parents and children. Play the game just like baseball. When someone doesn't get it in the hole, it's an out. Men on base move the distance of the hit corresponding to the hole the ball goes through. (If the ball goes through the double hole, men on base move two bases. Triple – men on base move three bases, etc.) If no line develops, play a nine inning game. If a line begins to develop, limit the games to two or three innings.

Flying Disk Toss

(Needs one volunteer) Game pieces are in the marked bin.

Each player gets 3 tries to throw a small flying disk through the holes. Vary the distance from the game based on difficulty and age: three feet for younger ones and 6-8 feet for older children.

Ring Toss

(Needs one volunteer) Game pieces are in the marked bin.

Each player gets 3 tries to put a ring around a sucker on the board. If successful, they get the sucker. There are dowels to use in the holes if suckers are not available. Vary the distance from the game based on difficulty and age: three feet for younger ones and 6-8 feet for older children.

CHAPTER EIGHT: REPACKING THE EBPT

- 1. Please clean and dry all of the equipment before returning it to the EBPT. It may be weeks before it is used again and mildew can form. You may need to return to the church to clean everything thoroughly.**
2. Please return each item to its assigned place (locations are marked in the trailer and there is an inventory with locations on the wall opposite the small door)
3. Please be sure to ATTACH ALL CHAINS AND BUNGEE CORDS on each shelf to prevent damage in transit.
4. Please leave the equipment ready for the next church to use.
5. Please make sure everything is in its proper bin before closing the trailer. Check the inventory sheets on the wall opposite the small door for reference.
6. Please report any needed repairs resulting from normal wear and tear.
- 7. Please agree to repair or replace anything broken by negligence or abuse during your evangelistic party.**

APPENDIX 1: ITEMS NEEDED

Here is a checklist of items you may need to prepare or purchase before the party.

Evangelism

- Adequate gospel booklets, Bibles, New Testaments, or Gospels of John
- Decision/Follow-up cards
- Assigned evangelists/greeters
- Testimonies, presentations
- Beads and leather string to make witnessing bracelets

Sno-cone machine

- Ice (you may want to freeze an adequate amount that will fit in the grinder).
- Syrup
- Paper Cups
- Cleaning supplies

Popcorn machine

- Popcorn/oil/flavoring (combo packs are easiest to use)
- Popcorn bags
- Cleaning supplies

Grill

- Charcoal
- Matches and lighter fluid
- Hotdogs/hamburgers/buns/condiments or
- Chicken/rice/beans
- Plastic ware
- Plates/napkins
- Cleaning supplies

Drink Coolers

- Paper cups
- Lemonade, Tea, hot chocolate, or other drink mix
- Cleaning supplies

Registration

- Registration cards
- Pens/pencils
- Hand stamps/ink, or tickets, name tags, other registration verification
- Registration for Sunday School, VBS, or other event

Generator

- Gasoline in provided tank
- 30 weight small engine oil

General

- Helium Tank with balloon nozzle
- Balloons
- Additional games or rentals
- Face painting supplies
- Additional tents
- Garbage Cans and trash bags
- Additional tables and chairs
- Flat-bed trailer or other stage area
- Promotional tickets, yard signs, mail outs
- Door prizes for men, women, boys, and girls

Receive a \$25 refund upon completion and return of this form:

Leave in mail drop box at Mt. Lebanon office **or** fax to 214-320-5974 **or** email form to cesarzamora@dba.net

APPENDIX 2: INSPECTION RECORD

Church Name: _____ Date: _____

Signature: _____

**TEXAS AMUSEMENT RIDE SAFETY INSPECTION AND INSURANCE ACT
INSPECTION RECORD**

Ninja Jump Bounce House

Serial # 78076

GENERAL		OK Satisfactory	UN Unsatisfactory	NA Not applicable	COMMENT
	Rubber mats				
	Carrying bag				
STRUCTURE					
	Stakes				
	Sandbags				
	Fabric and seams				
BLOWER					
	Controls				
	Blower tubes				
	Wiring				
OTHER					

Little Tikes Bounce House

Serial # DBA-001

GENERAL		OK Satisfactory	UN Unsatisfactory	NA Not applicable	COMMENT
	Rubber mats				
	Carrying bag				
STRUCTURE					
	Stakes				
	Sandbags				
	Fabric and seams				
BLOWER					
	Controls				
	Blower tubes				
	Wiring				
OTHER					