

Associational Covenant

Block Party Trailer

While acting in the capacity as an employee or volunteer of the Lakelands Baptist Association, the following Associational Covenant shall apply to all:

I. General Associational Covenant Guidelines:

As an employee or volunteer of the Lakelands Baptist Association, I affirm that I am a born again Believer in the Lord Jesus Christ and have been baptized by immersion in the name of the Father, Son and Holy Spirit and that I strive daily to walk in Christ-likeness, and as such:

- A. I shall strive with my speech and actions to reflect well upon the Association and the Kingdom of God
- B. I shall affirm and live according to the doctrinal positions of the Lakelands Baptist Association as found in the Bible and summarized in the Baptist Faith and Message 2000
- C. I shall agree with, affirm and agree to advance the purposes of the Lakelands Baptist Association as outlined in its mission statement and doctrinal positions
- D. I shall live a life, both privately and publicly, including all forms of online communication, which reflects obedience to the Word and faith in Christ Jesus
- E. I shall strive to keep my mind pure by refraining from all forms of pornography
- F. I shall strive to transform my mind daily and become more Christ-like through the systematic study of the Word of God
- G. I shall maintain a healthy and supportive relationship with the church in which I am a member
- H. I shall refrain from the possession and use of tobacco products, or smoking of any form, during any activity of the Association, when in the presence of minors (under age 18).
- I. I shall refrain from the use of alcohol as an intoxicating drink and all illegal drug products, and understand that being under the influence of said products at Associational events will not be tolerated.
- J. I shall not use nor tolerate the use of profanity
- K. I shall not use nor tolerate any coarse language or off-color jokes
- L. I shall treat all people of all races, religions and cultures with respect and Christ-like consideration
- M. I shall have been a member of a church for at least six months before I agree to serve, and my pastor (or church representative in the absence of the pastor) shall have the freedom to affirm or deny my fitness for service within the Association based on their knowledge of my church attendance, my activities outside of the church and my spiritual maturity, without fear of reprisal

- N. I shall at all times reflect a Christ-like attitude and demonstrate spiritual maturity in all activities and communications with all participants and non-participants alike at any Associational activity.

II. Associational Covenant Specifically Relating to Working in the Presence of Minors

- A. Employees or volunteers serving in any capacity where minors are present shall agree to the following:
 - a. I shall not engage in sexual activity with a minor of any kind
 - b. I shall not engage in any inappropriate touching of a minor in any way
 - c. I shall not engage in any sexual advances or sexual insinuations with a minor in any way
 - d. I shall not engage in anything that could be misconstrued in any way as sexual or that could in any way make a minor feel uncomfortable or vulnerable
 - e. I shall not engage in or be in possession of any child pornography of any kind
 - f. I shall not engage in the taking of pictures nor sending of pictures, either by texting, email or by any other method, that shall in any way be sexually suggestive
- B. I shall do everything within my ability to never be placed in a position where I am alone with a minor
- C. I agree to be screened and re-evaluated every three years
- D. I understand that there must be at least two unrelated adults present at all times while supervising minors (“Two-Adult Rule”)
- E. I understand that anyone under the age of eighteen (18) is considered a minor and I shall not allow said individuals to be considered as supervisors of minors
- F. I shall agree to report any activities to Associational leaders immediately if any inappropriate behavior of any kind is observed with a minor, and shall agree to fill out an Incident Reporting Form if asked to do so
- G. I shall do all that is within my power to protect the minors in my care from any and all emotional, physical and sexual harm and neglect
- H. I shall view the opportunity to work with minors in any capacity as a sacred trust and divine gift, and will do all within my power to love them appropriately and lead them to a relationship with and faith in Christ Jesus.

III. Associational Covenant Accountability Agreement:

In keeping with the Biblical mandate as found in Matthew 18:15-17, as an employee or volunteer of the Lakelands Baptist Association, if my lifestyle as evidenced by my words and deeds do not reflect obedience to the Word of God and faith in Christ Jesus and adherence to this Associational Covenant and Operations Manual of the Lakelands Baptist Association, I would welcome the leadership of the Lakelands

Baptist Association to approach me for accountability and direction and take appropriate action if warranted.

Affirmation of Agreement: As an employee and/or volunteer of the Lakelands Baptist Association, I agree to the Associational Covenant of the Lakelands Baptist Association, and I further agree to fill out an Employee and Volunteer Application Form which will allow background checks including criminal history (for those working in any position where minors may be present), and I further understand that all records shall be maintained at the Associational office and kept where there is limited access to those records. I further agree, and in keeping with the Biblical mandate as found in I Corinthians 6:1-5, that if an unresolvable dispute arises between myself and the Association or any agent of the Association, due to any disciplinary action or termination of employment or the revoking of my volunteer status by the Association or any agent of the Association, or if any claim for damages arises between myself and the Association or any agent of the Association for any reason, I agree to engage in confidential, formal non-binding mediation in Greenwood, South Carolina as a condition precedent to any legal action. The laws of the State of South Carolina shall apply to this agreement without respect to its choice of law rules.

I understand and affirm this agreement between myself and the Lakelands Baptist Association by affixing my signature:

Signature of Pastor: _____

Signature of Applicant: _____

Print Name: _____

Date: _____

Event Request Form

Event Date: _____ Name of Church: _____

Event Supervisor: _____ Phone: _____

Supervisor Email: _____

Name of Church Insurance Carrier: _____

Policy # _____

Person Checking Out Trailer: _____

Insurance Carrier (Driver): _____

Driver's License # _____

Date of Check-Out: _____ Time of Check-Out: _____

Date of Check-In: _____ Time of Check-In: _____

By signing this form I acknowledge the following:

- When using this trailer for an event, the church must check with their insurance carrier for liability coverage and demonstrate with a copy that they are covered.
- I have read the Block Party Trailer Manual
- I agree with the Policies and Procedures, and recognizing that failure to repack the trailer as presented in the manual will result in losing the \$50.00 cleaning fee deposit.

Pastor's Signature: _____

For internal use only:

____ Payment Received Cash Check# _____
____ Associational Covenant Signed
____ Contract Signed
____ General Instruction Initialed
____ Usage Policy Initialed
____ Certificate of Liability Insurance
____ Copy Evaluation/Response Returned
____ Cleaning fee donated back to association
____ Cleaning fee refunded

Block Party Trailer Contract

Church Name: _____

To be picked up on: _____ & returned by: _____

General Information:

This trailer and its contents are made possible by each church's contributions to the Lakelands Baptist Association and are to be used ONLY by a member church for ministry. A usage fee of \$150.00 will apply to our associational churches for the use of the block party trailer, along with a refundable \$50.00 clean up fee. These fees must be paid prior to pick-up. Please make check payable to Lakelands Baptist Association. When the BPT is not signed out by a church, the inflatable video screen can be removed from the trailer for individual church usage without signing out the entire trailer. The inflatable video screen will be available to contributing churches for \$50.00 per event. These funds will likewise go to maintenance and replacement of equipment when needed. An additional \$50 per event will be assigned to churches within the association which have not contributed financially to the association within the previous (12) twelve months prior to event for either the block party trailer or the video equipment.

PLEASE NOTE: Prior to setting up the inflatable, be sure to lay tarps on the ground underneath the slide/bouncy house for protection from punctures. All inflatables are required to be staked or weighted down. Please have supervision at the inflatables AT ALL TIMES and have children remove shoes and belts before getting into/onto the inflatables.

Responsible Party Information:

Signature of responsible party: _____

Position: _____ Date: _____

If the block party trailer is to be picked up by anyone other than the above, please give the name of the person who has your permission to pick up the block party trailer:

Name: _____ Phone: _____

*****For insurance purposes, a copy of the driver's license and current insurance card is required of the person picking up the block party trailer. (The driver must have auto insurance and a valid driver's license). *****

We are happy to assist in your ministry, but also want you to understand that the Lakelands Baptist Association assumes no responsibility for accidents or injuries that may occur while the block party trailer or its contents are in your possession. This liability is fully assumed by the borrowing church. (You are required to contact your insurance company to make sure this will be covered on your policy). Any injury or damage to the property (trailer and contents) must be turned in to your insurance provider.

Please be sure that the block party trailer and contents are in good working order prior to returning. Any exception to this requires notification to the Lakelands Baptist Association.

Block Party Trailer - Usage Policy

Name: _____

Church: _____

1. Churches should contact the Lakelands Baptist Association for availability (admin@lakelandsbaptist.org) or 864-227-6261. If the requested date is available, the church's name will be put on the calendar. Requests are honored on a first come first serve basis. It is the requesting church's responsibility to make sure that their request gets into the LBA office as soon as possible. It is recommended that reservations be made as soon in advance as possible of any planned ministry event.
2. Remember a heavy duty truck is required to pull the trailer with a Reese type hitch, and preferably with a trailer brake system installed on the truck.
3. Churches using the equipment are responsible for cleaning and replacing the equipment in its proper places. (Please see photo book for instructions on where things are to be placed). **Deposit will not be refunded unless all equipment is in its place and properly cleaned.**
4. LBA will supply items that are listed on next page. Also, please note what items LBA will not supply.
5. Churches are required to secure any and all permits and/or licenses which may be required for setting up the Block Party Trailer in each particular ministry area.
6. **COST:** Contributing LBA churches will be charged \$150 per use (non-contributing LBA churches will be assigned an additional \$50 cost). This fee covers maintenance, wear and tear and supplies. The fee is to be paid at the time of confirmation of reservation and is non-refundable. In addition there is a \$50.00 refundable cleaning deposit also to be paid at the time of confirmation of reservation. If the trailer is returned in the order it was received, and the Evaluation/Response Form turned in, LBA will send the church a refund check for \$50.00. In the event that a church reserves the trailer for multiple consecutive days, the initial fee (day one) is \$150 and is \$100 per day for every day thereafter with a \$450 maximum, not including the \$50 cleaning deposit. Make check payable to Lakelands Baptist Association and send to P.O. Box 1312, Greenwood, S.C. 29648. The Event Request Form, BPT Contract, Usage Policy, Instructions-signed, and a copy of the church's liability insurance are also due at the time of payment. The trailer is not reserved until payment and forms are received in our office.
7. Expendable items, i.e. popcorn, syrup etc., included are sufficient for one day only. Additional days will be charged \$50.00 per day for said items.
8. There is an Evaluation/Response Form that each church must complete at the conclusion of their event. This is very important and allows us to evaluate the effectiveness of the ministry as well as keep up with equipment maintenance. The \$50.00 deposit will not be refunded until evaluation/response form is completed and returned to our office.
9. In case an accident occurs that requires medical attention we request an incident report (see file pocket at the back of the Block Party Trailer for this form) be filled out so that we can have it in our records for future reference. **NOTE: Lakelands Baptist Association shall not be held responsible for injuries which occur while the Block Party Trailer is in the possession of a church.** Your church is responsible for all medical occurrences from the time the Block Party Trailer is picked up and removed from LBA premises, until which time it is returned to LBA premises.
10. Please check the inventory list prior to your usage of the Block Party Trailer and notify our office of any missing items ASAP.
11. Any damage to the trailer or equipment should be reported upon return of the trailer.
12. Each church is responsible for carrying insurance adequate to cover liability and damage claims associated with the use of the trailer. A copy of insurance liability must be on file in our office. **NOTE: Some insurance policies do not cover inflatables. It is your responsibility to make sure your insurance policy does.**
13. All inflatables must be either staked down or weighted down.
14. **Since children are the primary attendees to Block Party Trailer events, each church utilizing the Block Party Trailer is responsible for conducting background checks on those individuals who will be working with the block party trailer on the day of the event. Background checks can be obtained through a link at Lifeway.com. Contact the association office if you have any questions.**
15. **Completed Event Request Form, training requirements, proof of liability insurance and payment in full must be received in our office before taking the Block Party Trailer out on any ministry event.**
16. Sign and initial each page of Usage Policy & General Instructions.

Initial: _____

Block Party Trailer - General Instructions

Name: _____

Church: _____

The Block Party Trailer is an evangelistic/mission tool, providing the basic resources needed to conduct special fellowships, outreach, or family events in any community. The Association provides this trailer as a tool to help LBA churches maximize their outreach budget and help some that would not otherwise have the resources to conduct a special event of this magnitude. We also want to help churches know how to reach out to lost people through this tool. The usage fee is to help offset the cost of maintaining the Block Party Trailer.

These instructions explain how to set up, use and return each component in the trailer, so that it is ready for the next church to checkout. This guide is provided to all persons who complete the Block Party Trailer Training. Every church must have a trained person present to oversee the unloading, use and repacking of the Block Party Trailer, to ensure proper procedures.

SET-UP

- Find a level spot to set up so that machines function properly.
- As you let down the large ramp of the trailer, if the ground is uneven, there are blocks of wood in the trailer to place under the ramp in order to make it level so as to not bend or damage ramp.
- Upon opening the trailer, note the arrangement of the contents. It will help you later when packing.
- In order to insure you will be serving safe and non-contaminated food, please clean the equipment before using it.
- EzUp Tents: When removing the tents from the bag, be careful not to lose the stakes. Hold canopy upright, with each person holding a corner pole. Walk away from the center, pulling out your corner. Place your foot on the bottom ledge of the pole, and pull up until the center and top supports, each click into place (you should push until you see and hear both supports click). If in setting up the tents something seems to catch, **DO NOT FORCE IT**. Something is not right. Checks to make sure all four corners are at the same point of setup. Position tents in desired area. These particular EzUp tents cannot withstand winds higher than 10MPH. Never leave EzUp tents in the upright position unattended. If you are leaving the area for a period of time, let the EzUp tents down in case of an unexpected thunderstorm and high winds, etc.

POWER

Generators (2)

- The generator needs to be located far enough from the event to prevent the noise from disturbing the presentations.
- Generators should be filled with gas prior to leaving the associational shed – Non-Ethanol Gas is in the shed for your use. Should you need to add gas, add gas only **“DO NOT ADD OIL TO THE GAS”** as you do a 2-cycle engine. Shut gas off and let generators run out of gas when you shut them down.
- The larger generator should be used for the two inflatables and should be positioned away from the event, but keep the drop cords between the generator and the blowers as short as possible. When turning on the blowers to the inflatables, turn them on one at a time giving the first one ample time to completely start before turning on the second one.
- The smaller generator is to be used for everything else.
- Please check oil each time prior to cranking.

Initial: _____

- We highly encourage you to utilize the GCFI appliance included with the trailer to avoid electric shock. While items are plugged in to either the generator and/or building receptacles.

TRANSPORTATION

Transporting the trailer requires a heavy duty truck with a Reese type hitch. All electrical connections from the truck must be working. A truck with electric brakes is preferred, but not required, unless it is being transported on a long trip and especially mountainous terrain. The church using the Block Party Trailer is responsible for pick-up and return of the Block Party Trailer from the Lakelands Baptist Association office (310 Panola Ave, Greenwood, S.C. 29646). Actual pick-up times and dates must be confirmed prior to picking up the trailer.

SOUND

- The sound system is an electronic device which means it is easily broken and very susceptible to rain/moister damage. Great care must be exercised when handling any sound equipment.
- Place sound system and CD player on a table near the stage or program area. **Do not allow the sound board/amplifier to get wet!**
- Remove speakers and place on stand at needed height and as level land allows (no more than 6-8 ft.)
- Remove the speaker cords from the compartment in the sound system and attach cords in the speaker/monitor inputs.
- Remove microphones from the trailer and attach to the amplifier using microphone cords.
- Microphone cords should be located in the music box
- Attach the CD player into the system.
- Adjust volume to get desired sound level. (CD player volume is controlled on the player and through the system as well).
- Please return the **clean and dry** speaker stands into the bag and replace them in the trailer where they were originally located.
- Return the CD player to the music box.
- Return **the clean and dry** sound system to its place in the trailer.
- Think safety...Do not stretch power cords and/or microphone cords across foot traffic areas unless they are sufficiently marked.

FOOD PREPARATION

The Block Party Trailer includes a snow cone machine and a popcorn machine. We will provide the popcorn, popcorn bags, snow cone syrup, and snow cone cups. You will need to discontinue all food preparation at least 30 minutes before the end of the event and begin cleaning the food equipment being careful to allow the popcorn machine to sufficiently cool prior to cleaning and packing.

A. Popcorn

We have provided 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. One pack of popcorn is approximately 12-15 servings. You will get 18 packs of popcorn, which should serve 200-250 people, depending on how much you put in each bag.

To make popcorn:

1. Turn on the kettle and let it warm up for 2 minutes.
2. **Please clean the cooking pot and walls thoroughly when finished.**

Initial: _____

B. Snow Cones

1. Place the snow cone machine on a table that won't be damaged by water since the case drains water as the ice melts.
2. The snow cone machine requires a large cup of ice for every snow 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 crush the ice.
5. Place shaved ice in a cone and add flavoring syrup. One pump of syrup is enough for an average snow cone.
6. **Please thoroughly clean and dry the snow cone machine and syrup pumps (give special effort in drying these) before repacking them.**

INFLATABLES

Please consider the weather before setting up any of the inflatables. They can become dangerous or be damaged in winds of 10 mph or greater. **If winds reach these speeds during the event, the inflatables should be shut down immediately.** Churches may be held responsible for damage to the inflatables if damage is due to carelessness.

Inflatables should be placed on the tarps which are provided. These tarps will act to reduce wear on the bottoms of the inflatables and to prevent moisture build-up on the bottom of the inflatables. DO not set up inflatables in the rain or in the event of rain. **They cannot be rolled up and placed in trailer wet or with any moisture on them, as they will mildew.** Place inflatables in trailer only when they are dry.

C. Set Up Instructions:

1. Take the inflatables out of the trailer and unroll them on top of the tarps in the position where they will be set up. **NOTE:** the folding pattern as you unfold them in order to replace them in the bag when finished. Inflatables that cannot fit back in the bag in which they came out of are not folded properly and cannot be returned to the trailer.
2. Connect the blower to the input vent on the side of the inflatable.
3. Close off the other vent.
4. When using the slide, turn on one blower at a time and allow it to fully cycle before turning on the second blower so as not to kick off the generator circuit breaker. Once both blowers are inflating the slide, it should go up very rapidly, within 5 minutes.
*****NOTE: All children must be off and away from the inflatables prior to turning them off as they will deflate rapidly trapping someone inside if caution is not taken*****
*****NOTE: The blower must stay on while children are on/in the inflatables*****
5. **Find the metal stakes, or sand bags if you are on concrete or inside a facility, and stake/weight down each side of the slide. This is required.**
6. In order to set up the sound and video equipment for the inflatable video screen, please see instruction sheet attached to the inside lid of the video equipment container.
7. Inside the video equipment container is a 16'x16' screen, blow-up motor, projector and projector stand, DVD/Blue Ray player, Audio Extractor and 50 ft. audio cables.
8. The audio cables will need to be hooked up to speakers located with the sound equipment in the BPT.

Initial: _____

D. Take Down Instructions:

1. Sweep out.
2. Turn off blower.
WARNING: THE BOUNCE HOUSE WILL IMMEDIATELY CEASE TO BEAR ANY WEIGHT
3. Remove the blower from the outlet vent and open both air vents.
4. You will need at least 4 people to roll up the bounce house and 6-8 people to roll up the inflatable slide.
5. 2-3 people need to begin at the front and remove the air by rolling up the inflatable towards the outlet vent.
6. Remember #1 above under "Set Up instructions."
7. If it is too big, repeat the roll up procedure and continue to repeat until it will go back easily into the bag.
8. Stand the rolled up inflatable upright and slide the bag over the top and then flip in order to replace it on the red dolly, strapping it securely to the dolly with 2 straps per dolly.
9. Return them to their designated area in the trailer.

E. General guidelines:

1. Provide at least two (2) volunteers to monitor each inflatable at all times.
2. Limit the number of children in the bounce house to between 8-12, depending on the size of the children. One person down the slide at a time.
3. Smaller children should be with smaller children and larger children with larger children.
NEVER LEAVE INFLATABLES INFLATED WITHOUT ADULT SUPERVISION
4. Shoes and belts must be removed before playing in/on either of the inflatables.

EQUIPMENT: SETUP, USE, CLEAN-UP

- Cleaning the equipment is VERY important and must be done immediately after use. If the equipment was not cleaned properly by the person using it before you, you must clean it before you use it (please let someone in the office know if the previous user did not properly clean the equipment). Some of the machines have special instructions regarding water, etc. Please follow these guidelines carefully. **As the equipment is electrical, unplug the machines before cleaning. NOTE: Do not use any bleach products to clean the machines; use water and rags or sponges.** Do not immerse ANY of the machines in water.
- Wipe down all tables with Clorox wipes (provided).
- Before repacking the Block Party Trailer, sweep out the trailer, and return all scoops, etc. to their proper places of storage. The snow cone and popcorn machines both have equipment of this nature, so please make sure it all returns to the Block Party Trailer.

Repacking the Block Party Trailer

1. Please clean and dry all of the equipment before returning it to the LBA office. 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 (pictures, designating locations are in photo album located in the trailer). Also, you may want to video with a cell phone the inside of the trailer prior to unpacking it so that you can refer back to the video as you repack it.
3. You will be given an inventory check-off list to make sure everything is still there.
4. Please be sure to REATTACH ALL ratchet straps and bungee cords to each item to prevent damage in transit.
NOTE: Tighten all straps but be careful not to over tighten in such a way as to damage the item or the sides of the trailer.
5. Please ensure the equipment is ready for the next church to use.
6. Please make sure everything is in its proper bin before closing the trailer.

Initial: _____

7. Please report any needed repairs resulting from normal wear and tear when you return the trailer.
8. Check to make sure that all the lids and caps are secured before loading.
9. Make sure all trailer to truck connections are complete. Please agree to repair or replace anything broken by negligence or abuse during your event.
10. Please refer to the inventory list when removing and repacking the trailer.

INCIDENT REPORT

In the event of an incident requiring medical attention or in the event of an accident with damage to the trailer please fill out an incident report form located on the back wall of the trailer.

Initial: _____

Block Party Trailer Inventory List

Food Preparation:

- Snow Cone Machine w/ scoop & ladle
- 2 Snow Cone syrup pumps
- 1 Snow Cone Cup Sleeves
- Popcorn Machine w/ scoop
- 18 bags of popcorn
- Snow cone syrup (1/2 Gallon each color)
- Ice Chest
- 2 Water Coolers

General Set-Up:

- 2 EzUp Tents in case
- Large Generator
- Smaller Generator
- Gas Can
- Portable PA System w/ 2 speakers
- CD Player
- 2 Music Stand
- 3 Microphone Sets
- 2 Speaker Stands
- 4 6ft. tables
- 8 Folding chairs
- 2 Sets of Lights
- Inflatable Bounce House w/ dolly
- Inflatable Slide w/ dolly
- 2 Electric Blowers
- 2 Tarps for protecting Inflatables
- 4 50ft. Drop Cord
- 5 Drop Cord Holders
- 3 50ft. Water Hose
- Water Nozzle
- In-Line Ground Fault (GFCI)
- Trash Can w/ bags
- 2 sets of corn-hole boards w/16 bags
- First Aid Kit
- Spare Tire
- Jack
- 4-way Lug Wrench
- Broom
- Fire Extinguisher
- Pipe for stabilizer chain tightening

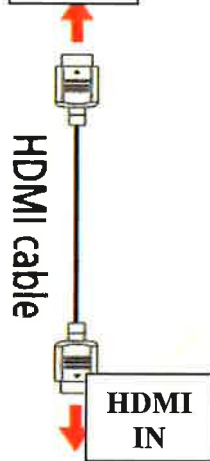
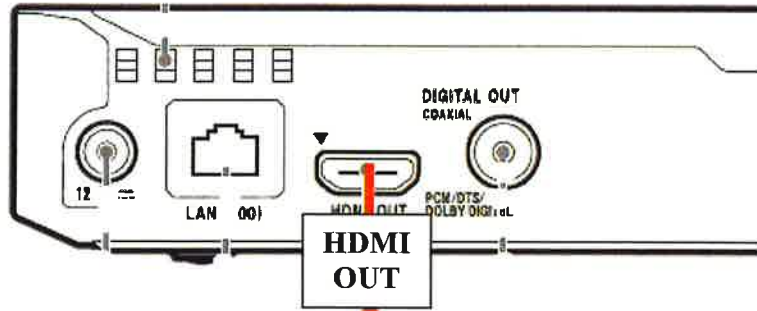
- 4 Sandbags
- 6 Large Inflatable stakes
- Inflatable movie screen w/ storage bag
- 1 Electric Blower for movie screen
- Projector w/ remote control and case
- Projector Stand
- Blu Ray/DVD player w/ remote control
- 2 HDMI Cables
- Audio Extractor
- 50ft Audio Cables

Tools:

- Duct Tape
- Electrical Tape
- Long Nose Pliers
- Razor blade
- Groove Joint Pliers
- Vice Grip Pliers
- Scissors
- 2 Hammer
- Socket Set
- 4 Phillips Screwdrivers
- 6 Flat Head Screwdrivers
- 2 Offset Screwdrivers
- 10 Ratchet Straps
- 4 Bungee Cords
- 3 Tie Downs
- Orange Cones
- Photo Album & Paperwork

Use this checklist to insure that all items are in the trailer when you unload it and returned to trailer when you reload it. Items must be clean and dry before placing in the trailer.

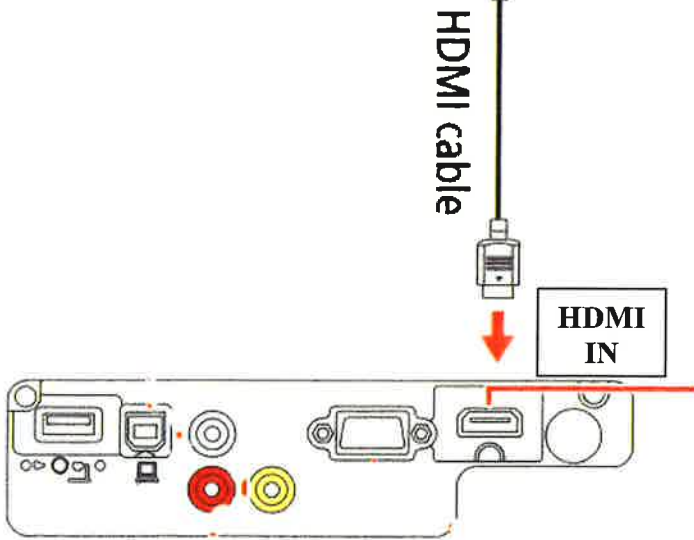
DVD Player



Audio Extractor



TO Sound System



Projector

1. Connect cables as shown in the diagram
2. Connect power to each device

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/03/2015

PRODUCER Rochester Insurance, Inc. 233 East Blackstock Road, Suite G Spartanburg, SC 29301	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Lakelands Baptist Association PO box 1312 Greenwood, SC 29648	INSURER A: Brotherhood Mutual Ins. Co.	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR. INSRG	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	39M9A0382538	03-02-2015	03-02-2016	EACH OCCURRENCE \$ 1,000,000								
					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000								
					MED EXP (Any one person) \$ 5,000								
					PERSONAL & ADV INJURY \$ 1,000,000								
					GENERAL AGGREGATE \$ 3,000,000								
					PRODUCTS - COM/OP AGG \$ 3,000,000								
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$								
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATU-TORY LIMITS	OTH-ER												
E.L. EACH ACCIDENT	\$												
E.L. DISEASE - EA EMPLOYEE	\$												
E.L. DISEASE - POLICY LIMIT	\$												
	OTHER												

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Use of facilities for Harvest Fest on October 3, 2015 by the Lakelands Baptist Association.

CERTIFICATE HOLDER Connie Maxwell Children's Home 401 Cooper Rd Greenwood, SC 29646	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL ____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Jennifer McWilliams
---	--

SAMPLE

Evaluation/Response Form

Event Date: _____

Church Name: _____

Contact's Name: _____

Location of your event: _____

Approximate # of attendees: _____ Shared Gospel with how many? _____

In what ways was the Gospel shared during the event? _____

Were there any professions of Faith/decisions made? _____ If so, how many? _____

How would you describe the overall event in terms of what went well and what were the challenges you encountered?

Do you have anything to share about the use of the Block Party Trailer? _____

Were there any items in the trailer that were broken or needs special attention? _____

Are there any additional things that could be added to the Block Party Trailer? _____

THE \$50.00 DEPOSIT WILL BE RETURNED BY MAIL WITHIN 10 DAYS. YOU MUST COMPLETE THIS EVALUATION/RESPONSE FORM BEFORE RECEIVING YOUR \$50.00 DEPOSIT.

Please return to the Lakelands Baptist Association via email to admin@lakelandsbaptist.org or fax to 864-227-3253 or mail to Lakelands Baptist Association, P.O. Box 1312. Greenwood, SC 29648.

Incident Report

Church: _____

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Event Supervisor: _____

Supervisor Phone: _____

Supervisor Email: _____

Name and address of person(s) involved in incident:

Name	Address
_____	_____
_____	_____
_____	_____

Description of injuries: _____

Emergency Notification made by: _____

Property Damage: _____

Owner of Property: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Description of Incident or accident and action taken: _____

