

Application for Reserving COT

Usage Agreement, Release, and Acknowledgment of Risks

Host Church: _____

Event Date(s): _____ Event Time(s): _____

Event Location: _____

Date(s) Trailer Reserved _____

Contact Person/Church Representative: _____ Position: _____

Contact's Phone: _____ (home) _____ (cell)

Contact's Email: _____

(Please note: We must have an email address to correspond with a borrowing church.)

General Information to Assist with Reservations:

Dates of availability of your request will be confirmed via email.

Confirmation of your reservation cannot be made until your \$50 non-refundable usage fee, and the completed application are received at the office of the Pilot Mountain Baptist Association. Borrowing churches are to send the contribution and application to Pilot Mountain Baptist Association **within 2 weeks from the date they had the reservation placed on our calendar.**

The Community Outreach Trailer is a much-used resource. In the event the application and **\$50 non-refundable usage fee** are not received by the two-week deadline noted above, the church forfeits the use of the Community Outreach Trailer on the requested date(s) and other churches on the waiting list will be notified of the Community Outreach Trailer's availability. Please note: Upon return of the Community Outreach Trailer an inspection of the condition of the trailer and all equipment will be done. If the trailer is not in the same condition as it was when borrowed, a clean up fee will be charged. The clean up fee will be determined based on the condition of the trailer and what is required to bring it back to usable condition. **In addition, a \$25.00 clean-up fee is charged per machine that is returned without being properly cleaned.**

Checks should be made payable to the Pilot Mountain Baptist Association with "Community Outreach Trailer" or COT written in the memo portion of the check. **Mail check to: PO Box 11843, Winston-Salem, NC 27116**

Expense: There is a charge for supplies that you might use with the different machines. These costs will be invoiced along with any additional clean up or equipment replacement fees following the

return of the trailer. At the time of reservation you will need to provide the expected number of attendees to your event so that we can supply the COT appropriately. *Available supplies are:*

1. Hotdog sleeves for the hotdog cooker (optional)
2. Sugar Floss, Cones and Bags for the Cotton Candy Machine (Must use products designed for Cotton Candy Machines).
3. Premeasured popcorn/oil packets for the Popcorn Machine (Must use products designed for Popcorn Machines.) Popcorn bags.
4. Syrup and Cones for the Sno-Cone Machine; cups for the sno cones

Costs for machines and products per 100 people. (minimum charge 100 people)

	Minimum				
Machine	100	200	300	400	500
Popcorn	\$12	\$22	\$32	\$40	\$50
Cotton Candy	\$15	\$28	\$40	\$52	\$64
Sno-Cone	\$20	\$40	\$60	\$80	\$100
Hotdogs	\$5	\$8	\$10	\$12	\$13

Pickup and Return: The borrowing church will pick up the Community Outreach Trailer at a pre-arranged date and time. Final pickups must be no later than 2:00 pm (Monday – Thursday). All drivers that pull the Community Outreach Trailer must provide a valid driver’s license and proof of insurance on the vehicle that will pull the trailer and must sign a Driver Information form. The driver that returns the trailer must agree to return the Community Outreach Trailer by the date and time set by the PMBA staff and must agree to contact PMBA in the case of a problem or delay. Returning the trailer later than the set date and time may hinder the ministry of another church. ***A fee may be accessed when the trailer is returned later than the set date and time.***

The person’s vehicle pulling the Community Outreach Trailer must be capable of towing with a required **2 inch ball**. The Community Outreach Trailer is not a trailer that can be "worked from" like a concession stand. It is used to haul and store the contents. **The towing vehicle must have the brake light hook-up for the trailer** since it is a closed trailer. Note: PMBA does not provide a converter attachment for the trailer hookup.

The Community Outreach Trailer remains the property of the Pilot Mountain Baptist Association at all times and is available to actively involved churches for church sponsored events. The Community Outreach Trailer is not available for personal use.

The church agrees to pay all charges for repair and/or replacement of the borrowed equipment due to damages to the equipment while in its possession and will immediately relay information on damages to the association upon the return of the Community Outreach Trailer.

- *I agree to supervise the Community Outreach Trailer, its various components, and the use of the components at all times while the Community Outreach Trailer is in our possession.*

Directions for use and safety rules will be provided and explained, which I agree to follow and utilize at all times during the operation and use of all equipment.

- I understand and acknowledge that the activity to be engaged in through our use of the Community Outreach Trailer and its components brings both known and unanticipated risks to me, the operators, volunteers, and participants. Those risks include, but are not limited to falling, slipping, crashing, colliding, cuts, burns, etc. and could result in injury, illness, emotional distress, death, and/or property damage to myself, operators, volunteers, or our participants. I agree that PMBA takes no liability or responsibility for any such risks, complications, injury or other that may result from use of its Community Outreach Trailer.

Church Representative _____ Phone: _____

Church Name & Address _____

Date of Contract: _____

Date of Event: _____

COT APPLICATION FORM

EQUIPMENT Needed	# Of People
Popcorn Machine	
Cotton Candy Machine	
Snow Cone Machine	
Hot Dog Roller	

The Supplies We Provide:

- Hotdog sleeves for the hotdog cooker
- Sugar Floss, Cones and Bags for the Cotton Candy Machine
- Premeasured popcorn/oil packets for the Popcorn Machine; Popcorn bags.
- Syrup and Cones for the Sno-Cone Machine; cups for the sno cones

Please Check One:

Trailer and Equipment

Equipment Only

There is no need to buy your own supplies - but if you choose to **please check with us first** as these machines only use certain kinds.

_____ 9 Square In The Air Game (\$25 rental fee).

HOLD HARMLESS AGREEMENT

I voluntarily release, indemnify, hold harmless and discharge the Pilot Mountain Baptist Association, and individuals working with the PMBA from all liability, claims, demands, actions, or rights of actions, whether personal to me or to a third party which are related to, arise out of, or are in any way connected with our use of the Community Outreach Trailer and its components, including those allegedly attributable to negligent acts or omissions. I agree to reimburse any reasonable attorney's fees and costs which may be incurred by the PMBA that I am borrowing from in the defense of any such liability claim, demand, action or right of action. I understand that all equipment must be cleaned and properly stored.

- I understand that the safety of the children and all participants depends on me. My personal supervision is absolutely required. As the borrower of the Community Outreach Trailer, the safety of all operators, volunteers, and participants is my responsibility.
- I understand that PMBA encourages churches to do background checks on all persons involved with the event when using the Community Outreach Trailer. This is an important responsibility of the sponsoring church to insure the safety of children and youth.
- While in your possession, you may not sublease, rent, sell, loan, etc. the Community Outreach Trailer or its components to anyone.
- I agree to observe all safety precautions.

Check this box and write your signature below after reading this entire document.

[] I acknowledge and certify, with my signature below, that I have had sufficient opportunity to thoroughly read this document and have done so, that I understand its content, that I execute it freely, intelligently, without duress of any kind, and that I am authorized as a leader in my church to make such agreement, and agree to be bound by its terms.

Church _____

Church Representative: _____ (print)

Signature: _____ Date: _____