



Block Party Trailer Policies and Procedures

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What Is The Block Party Trailer Used For, And Who Can Use It?

The Block Party Trailer is a ministry provided by the Mid-Maryland Baptist Association. Block parties and community events provide a great opportunity for churches to minister to their communities, improve their image in a community, increase prospects, have fun with the un-churched, and provide a variety of platforms to share the Gospel.

Churches and ministries of the Mid-Maryland Baptist Association can use the trailer for the purpose of evangelism and outreach. Churches outside of the association are ***not*** able to use the block party trailer due to Maryland regulations.

MMBA churches **should** have Liability Insurance of \$300,000; a certificate of insurance is not required.

How Much Does It Cost?

There is a \$50 rental fee and a \$150 security deposit. You will get your security deposit back when the trailer is returned in the same condition as when you picked it up. If it comes back in a disarrayed state, you will **NOT** receive your deposit back. If it has missing or broken items your deposit will cover the replacement fee and the rest will be returned to you.

How Do I Reserve It?

You can reserve the trailer by:

- **Click on “Events”** to check the calendar for trailer availability.
- **Download and fill out the reservation form** found online at www.midmarylandba.org.
 - o Go to “Resources” tab at the top of the page and select “Block Party Trailer Rental” in drop down list.
 - o Scroll down to find all the forms related to the trailer.
 - o Download/print off the “Block Party Trailer Reservation Form” and fill it out with requested information.
- Mail a \$200 check and the completed form to:
 - o “MMBA Block Party Trailer, Attn. Jim McCaffrey” at 20074 Middletown Rd. Freeland, MD 21053.
- Please make checks payable to the Mid-Maryland Baptist Association.

If you are using the moon-bounce, reservations MUST be made 35 days in advance so that a Maryland DLLR safety inspection of the moon bounce can be made at your site. You are not officially registered until you fill out a reservation form, submit payment

and receive notification back from the Association confirming your reservation. A confirmed reservation by MMBA Admin is required before picking up the trailer.

Are Permits Necessary?

Permit requirements vary according to your location. You are responsible to call your local municipality for the particular requirements in your area.

Where Is the Trailer Housed?

The trailer is kept in the parking lot of the Manchester Baptist Church at 2933 Manchester Baptist Church Rd. Manchester MD 21102.

You will need to get a security code from MMBA Admin for the lockbox that houses the key to open the trailer. Jim McCaffrey, MMBA Admin, is the point of contact to arrange a pick-up and return time. He will go over procedures with you and answer any questions you may have.

What Steps Are Necessary to Use the trailer?

- 1. Complete the reservation process.**
- 2. Contact your local municipality to see if permits are necessary in your area.**
- 3. Plan your block party using the following principles:** Attract Attention / Build a Bridge to Your Community / Communicate Christ / Determine a Decision / Evaluate the Event / Faithfully Follow-up / Glorify God.
- 4. You are responsible for providing pick-up and return of the trailer. Make arrangements to pick the trailer up with Jim McCaffrey.** You will be responsible for having the necessary equipment to pull the trailer. The trailer is dual wheeled and includes brakes. The hitch ball size is 2^{5/16} with 7-pin hookup. **You will need a security code to unlock the trailer.** If there are any issues or problems with the trailer please contact Jim McCaffrey at 443-848-939 or email at admin@midmarylandba.org.
- 5. Conduct your block party.**
- 6. Please designate one individual to unload, repack, INVENTORY and INSPECT the trailer.**
 - INVENTORY**-fill out the “MMBA Block Party Trailer Inventory” form, and leave it inside the Block Party Trailer Notebook.
 - INSPECT**
- 7. Return the trailer in the same condition that it was found or better.**
- 8. FOLLOW-UP** on all prospects.

Supply List for Churches

Each Church will need to supply the following for their event:

- Prizes for games.
- Snow Cone Machine Supplies
 - * 8 oz cups
 - * Plastic spoons
 - * Snow cone flavoring
 - * Ice
- Tables will be needed for the following:
 - * For games depending on your set up
 - * Snow Cone Machine / Popcorn Machine
 - * Sound System
- Popcorn Supplies
 - * Regular popping corn
 - * Butter Oil or Vegetable Oil if preferred
 - * Bags to put popcorn in

Snow Cone Machine Instructions

NEVER PUT YOUR HANDS OR FINGERS INSIDE OF MACHINE!!!!

Set on table.

Plug it in.

Fill with ice.

Put cup to silver plate and push in – ice should come out.

If ice gets impacted, unplug machine.

Use a yard stick or metal spoon to break up ice.

To clean – Wipe out inside with a clean damp cloth.

Popcorn Machine Instructions – 8 oz. capacity

1. Secure the kettle onto the hanger of the main unit. Make sure the cord is in the proper place.
2. Plug it in.
3. Switch on the light and heater (1&3) and fill the kettle with the correct amount of oil. 1TBS to ½ cup popcorn, 1.5 TBS to ¾ cup popcorn, 2 TBS to 1 cup popcorn.
4. You may use regular popping corn and the butter flavor oil. Do NOT use butter.
5. Kettle should be preheated for 3 to 4 minutes with oil (until steam rises from the pot).
6. Measure out the corresponding popcorn. Make sure you use plain popcorn.
7. Lift lid and pour kernels in carefully! **LID WILL BE HOT.**
8. Turn **ON** the stirrer switch (2).
9. Shut door carefully.
10. Popcorn starts popping out through the lid after about 2 to 3 minutes.
11. Switch **OFF** the stirrer & heater switches (2&3) when popping is complete.
12. Rotate handle on kettle counter clockwise to pour out all remaining popcorn.
13. Keep heater switch **OFF** if the unit is not being used continuously.

Popcorn Machine – Cleaning and Maintenance

1. Let unit cool down before cleaning
2. Use wet towel to clean the kettle surface inside and out.
3. With a clean damp cloth, wipe down the glass, acrylic doors and metal surfaces.
4. Do not use any acidic, citrus based cleaners or abrasive cleaners on the 5. Acrylic doors as it may scratch or become dull.
6. Frequently empty the catch tray of old popcorn kernels and clean with soap and water and dry thoroughly.
7. To thoroughly clean the kettle, turn off the unit and add 1-1/2 to 2 cups of hot water (no detergent is necessary) into the kettle. Turn ON the stirrer and the heater and bring water to boil for 1 to 2 minutes. Place a towel in the bottom of the unit with a large bowl on top (make sure bowl is large enough to pour out the water from the kettle). Turn off the stirrer and heater and carefully pour out the water into bowl. CAUTION: Kettle and water will be extremely HOT!
8. Repeat this same procedure 2 to 3 times for best results.

Moon Bounce Procedures

1. The moon bounce is very heavy. You must have **at least two strong** people to adequately handle this item.
2. Locate area that is free from loose debris (rocks, sticks, gravel, etc.) The moon bounce is 15ft. wide x 15ft. long x 15ft. high. It is recommended you find an area 20ft. x 20ft.
3. It can be setup inside a building if you have the height clearance of at least 16ft.
4. Locate the large grey tarp in the trailer. Put it down on the area where the moon bounce will set. This is to protect and keep the bottom of the moon bounce clean. There are stakes in one of the drawers you can use to stake the tarp down so it does not move around.
5. Set the moon bounce in the center of the tarp and unfold it. The white banner that has Mid Maryland Baptist Association on it is the front of the moon bounce. The door is directly under the banner. Position moon bounce where you want the door.
6. Locate the blower. Go to the rear of the moon bounce. There are two tube like appendages. You will only use one or the other. Slide the tube over the blower housing. Tighten down with strap provided. Close off the other tube with strap.
7. Plug in blower and turn on the switch. The moon bounce will begin to inflate. It only takes two minutes to inflate. You must leave blower turned on to keep it inflated.

Proper Way to Take Down the Moon Bounce

1. Before deflating make sure clothing and other items are not in moon bounce.
2. Turn off blower and unplug from source. Remove blower from moon bounce. Gently press down on areas around moon bounce to help exhaust air out.
3. Begin to fold moon bounce; while at the same time continuing to remove air; fold as small as possible.
4. Return to cart and back to trailer.
5. Make sure stakes and tarp are folded and put back into trailer.

Cleaning and Caring for the Moon Bounce

1. Clean dirt and leaves and debris out of crevices and seams. When blower is running it is normal to feel a small amount of air from sewn seams.
2. **NEVER PUT MOON BOUNCE AWAY WET. IT WILL MILDEW.**
3. Wipe down dirty areas with a damp cloth and dry.

Game List

Basketball

1. Basket balls and BB hoop provided.
2. Put together the BB stand and Hoop and stand it up.
3. Competition may be by teams, or by individuals who score the most baskets out of a set number of tries.
4. You decide on prizes awarded. Prizes may be decided by age.

Bean Bag Toss

1. See Game instruction sheet to assemble the target and for rules of the game.

Bowling

1. Set up the pins and knock down with the rubber “bowling balls.” – 2 sets.

Hoola Hoop Competition

1. See who is best at doing the Hoola! Aloha!

Wiffleball

1. Wiffleballs and bats are provided.
2. Layout the wiffleball field. Improvise for bases.

Floating Ducks Game

1. Fill tub of water.
2. Place ducks in water.
3. Pick a duck; prize determined by number on the bottom of duck.

Floating Ping Pong Game

1. Fill tub with water
2. Place a plastic white ring in water.
3. Use Ping Pong balls to throw into the ring.
4. Prize determined if someone gets a ping pong in the ring and it remains.

Potato Sack Race

1. Jump into a potato sack and hop to the finish line! Award prizes win, place or show.

Shuffleboard

1. Lay the shuffleboard mat on the ground, and play by standard rules.

Target Lotto Game

1. Lay mat out on a flat surface.
2. Have a starting line and toss bean bags on mat from behind the line.
3. Keep backing up to make game more challenging.
4. Total points at the end to determine who gets the prize.
5. Decide how many rounds you are going to have.

Washer Toss Game

See the Instruction sheet for playing the game.

Wooden Milk Bottle Game

1. Stack them up in a pyramid shape.
2. Knock them down with either soft baseballs or bean bags.
3. Prize determined by how many you knock down.