

# Loudon County Baptist Association

## REGULATIONS FOR USE OF THE MINISTRY TRAILER

June 12, 2009

1. The purpose and use of the trailer will be to help with outreach evangelism within the Loudon County Baptist Association family of churches, and reaching throughout the communities of the Tennessee Baptist Convention. It is understood that the trailer will be limited to only church ministry opportunities. **The trailer is not to be used for any fundraising or selling of any kind.**
2. Reservations for the use of the trailer can be made by the pastor of each church by contacting the LCBA Office. The Pastor must come in and sign for the trailer to be used and/or the Pastor may call our office and authorize for a member of their church to come in and sign for the trailer. The keys for the trailer are to be picked up during regular business hours. If the trailer is reserved for the weekend keys must be picked up by 12:00 noon on Friday. The trailer will need to be returned the following business day. In the event that another church has reserved the trailer during the same weekend, arrangements will need to be made by that church to pick up the trailer. They will need to inspect and check off the inventory sheet that everything on the trailer is accounted for.
3. The scheduling of the trailer will be from January 1 through December 31 of each year. No scheduling will be made for an upcoming year until January 1 of that year.
4. The trailer will generally be used on a first-come, first-served basis by the churches of the Loudon County Baptist Association except that churches may only use the trailer for VBS every other year. This is done in order to give other churches an opportunity to use the trailer for VBS. However, if the trailer is not being used by another church during your VBS time, you can make arrangements to use it for a second consecutive year. The reservation for the second year may only be made within 60 days of your VBS.
5. Churches may only use the trailer for one holiday or one holiday weekend per year. However, if the trailer is not being used by another church, you can make arrangements to use it.
6. No more than eight calendar days may be scheduled 60 days in advance. Again, this is to give every church equal access to the trailer.
7. If the trailer is used on a Loudon County Baptist Association sponsored mission project, the Association will assume the cost of the expense for getting the trailer to the mission site (fuel only).
8. If a church desires to use the trailer for a ministry project, the church will then be responsible to get the trailer to and from the mission site.
9. A ½ ton or larger vehicle with a towing package, including an electric brake controller, is needed in order to adequately pull the trailer. The trailer requires a 2-5/16" ball, which will be provided with the trailer, if needed.
  - a. For stability, the trailer must be connected to the tow vehicle when it is being unloaded or loaded.
  - b. When the trailer is parked and disconnected from the tow vehicle, tire chocks must be chocked in front and back of the tires.
10. The trailer will contain a checklist that will be honored by all that use the trailer. All equipment, supplies, utensils, etc. must be accounted for. If there is any damage other than normal wear and tear of any equipment on the trailer, your church will be responsible for that repair or replacement of the damaged item.
11. No children are allowed in the trailer nor allowed to operate any of the equipment supplied with the trailer. All machines contain a list of rules and directions. These rules are to be followed exactly as written.

12. You must use only the popcorn kits provided by the association in the popcorn machine. The popcorn kits are \$1.50. Payment is due upon return of the trailer.
13. We encourage a minimum donation of \$25.00 to help maintain the Ministry Trailer.
14. The trailer and all machines are to be cleaned properly before returning to LCBA. The trailer will be inspected after each use. If the trailer is not cleaned properly, your church will be responsible for the cost of clean-up.
15. All machines must be properly cleaned and securely stored. Utensils, supplies, and food materials must be put in the proper place. Churches are responsible for providing their own cleaning supplies.
16. If your church uses the propane tanks provided in the trailer, they must be refilled prior to returning them to the association office. The tanks may be filled at the Valley Farmers Co-op in Loudon.
17. Do not leave trash in the trailer
18. The trailer must be locked and returned to the LCBA Office by the appointed time.
19. Trailer must be parked behind the office building on the pavement.
20. Hitch Lock must be secured and locked.
21. Keys, Talley Sheet, Checklist and Payment must be returned to the LCBA Office when you return the trailer.

### DRIVER SELECTION GUIDELINES

Qualified drivers are the key to safe vehicle operation and the prevention of accidents.  
Take care to select individuals based on maturity, attitude, and safe driving skills.

- (1) Drivers must be between the ages of 25 and 65. Exceptions must be approved by Director of Missions prior to usage. However, drivers 21 to 25 and 65 to 70 with no accidents or violations and no health problems may be acceptable.
- (2) No driver should have a physical or health impairment (other than glasses)
- (3) No driver should be allowed who is taking medication for a health problem that could affect driving abilities. (Exceptions must be approved by Director of Missions prior to usage.
- (4) No driver should have more than one accident or one traffic violation within the last 3 years.
- (5) No driver will be allowed who has a careless driving, reckless driving, or under the influence violation.
- (6) All drivers must be properly licensed for the size of vehicle being driven.
- (7) Drivers must show proof of current valid auto insurance. Current insurance cards are acceptable.

***I have read and understand the above listed rules and regulations.***

**Signature**

**Date**

**Name**

**Pick-up Date**

**Church**

**Return Date**

**Phone**

**Cell Phone**