

Guidelines & Covenant Agreement for Tent/Block Party Equipment

Deposit required: \$250 per event for churches; \$100 per event for missions/planters Non-contributing churches will be charged \$250.00

1. Block party equipment pick-up and delivery needs to be coordinated with Lynn Thomas -e-mail ithomaslinda@aol.com -cell phone 317-522-6720
2. Contact Lynn Thomas 2-3 days prior to requested dates to arrange to pick-up and return of the requested equipment. You are responsible for picking up and returning the equipment.
3. All equipment must be cleaned and put back where it belongs. Tent is to be put back in the garage at Living Word Baptist. Do not put tent, stakes or poles on the floor.
4. Partial or Full deposit will be forfeited if:
 - a. Equipment is not cleaned properly
 - b. equipment/supplies not where they belong
 - c. equipment/tent picked up or dropped off w/o making arrangements with Lynn Thomas
 - d. Any problems not reported to Lynn Thomas (equipment not working or broken) or equipment/tent not picked up or returned on scheduled date

Cut on dotted line and return the lower portion of this with your deposit made out to CROSSROADS BAPTIST ASSOCIATION.

Mail it to:

Living Word Baptist Church, 4934 E 21st St, Indianapolis, IN 46218

I/We have reviewed the Tent and Trailer Guidelines and understand that the tent and trailer are for use of the association's churches and covenant to return the property in a clean and orderly manner. I/We also understand that if these guidelines are not adhered to, the deposit may be forfeited.

Signature _____ Date _____

Printed Name _____

telephone number _____ Church _____

Dates of use _____

Tent _____ Cotton Candy _____ Snow Cone _____ Popcorn Equipment/supplies

- A. Cotton candy machine cotton candy floss metal tub cotton candy cones plastic dome plastic mesh for inside of metal dome
- B. Snow cone machine –Make sure you do NOT throw away the caps and that they are replaced on the containers prior to storage snow cone syrup
- C. Popcorn machine popcorn with oil metal scoop snow cone cups popcorn bags
- D. Miscellaneous Equipment tables (1) propane tank crock pot with stand for propane tank

NOTE: Churches will need to provide their own extension cords.

Things to be done before returning the equipment:

1. All equipment needs to be cleaned before returning.
2. All equipment needs to be put where it belongs in garage -machines on the shelves in corresponding places -cones/floss on shelves.

Please initial one of the following when picking up/transferring/returning the equipment.

_____ I have received the equipment with the above items properly stored and in clean condition.

_____ I have returned the equipment with the above items properly stored and in clean condition