

PPBA Celebration Station  
Request Form

Church Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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Event Type: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Pick Up Date \_\_\_\_\_ Return Date \_\_\_\_\_

Alternate Date: \_\_\_\_\_ Pick Up Date \_\_\_\_\_ Return Date \_\_\_\_\_

Person responsible for the Celebration Station while it is at this event: This person must be trained on the use of the Celebration Station. \_\_\_\_\_.

*Please use multiple forms for multiple events*

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**POLICIES**

**Booking:**

Churches should contact Chris Nason @the Pikes Peak Baptist Association (PPBA) office at 635-0026 or [chris@ppba.org](mailto:chris@ppba.org) (please put Celebration Station in the subject line) for availability. If the requested date is available, the church's name will be tentatively put on the calendar and held for 10 days, pending the receipt of the signed REQUEST FORM and a \$50.00 deposit. Mail to PPBA at P.O. Box 9340/Colorado Springs, CO 80932. If the REQUEST FORM and deposit are not received at the PPBA office during that time frame, the date will be released. The Celebration Station cannot be picked up if we have not received a REQUEST FORM and deposit. Signed REQUEST FORMS are honored on a first come, first served basis.

**Use:**

Priority will be given first to evangelistic efforts and to church planting efforts. The station is intended to be used as a packaged resource. Materials will not be booked separately. Churches need to notify the association at once of any malfunctioning or missing equipment. The churches are expected to pay for and provide their own food products: hot dogs, rolls, ice, condiments, cups and drinks. Churches are required to secure any permits, licenses required for their area and their event.

**Cost:**

We have instituted a \$25.00 usage fee and a 25¢ per person served restocking fee. (The \$50.00 deposit will be considered pre-payment toward the cost of using the Celebration Station.) Keep in mind that we will need to replace whatever you consume or lose and normal wear and tear. This is not a budgeted item; therefore, without support from the churches this ministry will be short-lived. We also expect the churches to pay for fixing any damage done at their event to the Celebration Station and/or the equipment on it including items not returned. This can be taken out of the deposit received at booking.

**Logistics:**

The week before the event have the person picking up the Celebration get in contact with Chris Nason at [chris@ppba.org](mailto:chris@ppba.org) or 719-635-0026 or 719-314-5239 to set up a pick up time.

The church using the Celebration Station is responsible for pick-up and return of the Celebration Station from Eagle's Nest (550 W. Woodmen Rd.), unless other arrangements have been made.

The Towing vehicle MUST BE INSURED AND DRIVEN BY A LICENSED DRIVER OVER 18.

Transporting the trailer requires a hitch with a two-inch ball and 4-pin flat electrical connections.