

PPBA Celebration Station Request Form

Church Name: _____

Contact Name: _____ Phone: _____

Email: _____

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

POLICIES

Booking:

Churches should contact the Pikes Peak Baptist Association (PPBA) office at 314-5239 or 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 and \$50.00 usage fee. Mail to PPBA at P.O. Box 9340/Colorado Springs, CO 80932. If the REQUEST FORM and deposit is 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/usage fee. 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 wagon 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. Within five business days the church using the Celebration Station will fill out accompanying Reporting Form and return it to chris@ppba.org. If the form is not completed and received within the five business day period any reservations the church has, as well as future reservations, will be withheld until such time as the reporting form is turned in.

Cost:

We have instituted a \$50.00 usage fee (50¢ per person served restocking fee), and a \$50.00 non-refundable deposit, totaling \$100.00 to reserve the trailer. 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. The church is responsible for the full repair and replacement cost of any damage that happens outside of normal wear and tear. All equipment is expected to be left inside of the trailer, not removed for external use.

OVER



Logistics:

The week before the event have the person picking up the Celebration get in contact with the PPBA office 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.

Cleaning:

The reserving church is required to clean the trailer prior to returning it. This includes all equipment used as well as sweeping out the trailer itself and putting everything back in its appropriate positions. Failure to clean the trailer and equipment will result in the offending church being unable to reserve the trailer for a period of six months.