



## OPERATIONS AND PROCEDURES MANUAL

The Longs Peak Baptist Association

PO Box 755

Loveland, CO 80539

(Located at 1825 W. 37th Street, Loveland, CO 80538)

PHONE: 970-532-1083

[office@lpbaonline.org](mailto:office@lpbaonline.org)

# Owned and Operated by the Churches of the Longs Peak Baptist Association

Purpose: To assist Southern Baptist churches in serving their neighborhoods, developing healthy relationships with lost and unchurched people, and introducing them to Christ and His church.

The LPBA Celebration Station trailers are owned by the Longs Peak Baptist Association and are for the use of the ministries affiliated with the LPBA. All scheduling is done through the Longs Peak Baptist Association office.

Each trailer comes fully equipped with:

- Sno-cone Machine (with all needed supplies, except ice)
- Popcorn popper (with all needed supplies)
- Inflatable(s) with tarps, tie downs and blowers
  - Trailer A:
    - Obstacle Course (32'X11'x11') and Bounce Castle (13'x13'x14')
  - Trailer B:
    - Combo Bouncer/Slide (21'x13'x15')
- Generator
- 2 - 4-foot tables
- 1 ice chests
- 2 beverage coolers
- 1 trash can

Our Celebration Station trailers afford the opportunity for conducting evangelistic block parties and outreach events for groups who might not otherwise be able to afford one. Since the trailers are mobile, they will also provide the opportunity to have more block parties than could otherwise be held.

This ministry will assist churches in reaching:

- Apartment communities
- Manufactured homes communities
- New subdivisions within a church field
- Inner city ministries
- VBS preparation day or parents' night
- Preparations for revivals
- New work starts
- Fairs and festivals

The Celebration Stations are stocked ready for your use with most of the needed supplies for the Sno-cone Machine, Popcorn Popper, and cleaning supplies. **We will not be providing: ICE, Beverage cups, napkins, plates, drink mix, and other items specific to your event.**

Since there is considerable investment in the trailer and its contents, users are asked to take the greatest precautions and care in their use of a Celebration Station trailer. It should be secured from the time it is picked up until the time it is returned.

## **Celebration Station Policies**

### **Booking:**

Churches may contact the LPBA office for trailer availability to check for availability, or may use the online reservation form at: <http://www.lpbaonline.org/lpba-church-resources.html>

**Your reservation is tentative until confirmed by the office and your deposit check is received.** Requests for a trailer are handled on a first-come-first-served basis. We will make every effort to accommodate your request for a trailer, subject to the dates already on the calendar.

### **Use:**

Priority will be given first to evangelistic and church planting efforts.

The trailer is intended to be used as a packaged resource. Materials will not be booked separately or removed from the unit. Churches using the equipment are responsible for cleaning and replacing the equipment in its proper places. Churches need to notify the association at once of any malfunctioning or missing equipment.

It is HIGHLY recommended that ONE person from each church be the MAIN contact and the one responsible for the use of the trailer and its contents.

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 or license required for their area.

### **Costs:**

We have scaled the cost of trailer rental across the size and age of the requesting ministry, and price our rentals at covering the cost of consumable supplies, maintenance and repair of equipment, and insurance and other fees. The trailers are not a budgeted item in the LPBA budget, but are a self-sustaining ministry. Your care of the trailers and contents will help us keep costs down as much as possible.

**After confirming your deposit amount with the office, please mail your deposit check, with “Celebration Station” noted on the memo line, to:**

**Longs Peak Baptist Association, PO Box 755 Loveland, CO 80539.**

### **FEE SCHEDULE:**

<b>Size/Type Church</b>	<b>Event Type</b>	<b>Deposit</b>	<b>Refund**</b>
Small (<75) or Church Plant	Regular, abt 4 hrs	\$125	\$50
Existing Churches (>75)	Regular, abt 4 hrs	\$175	\$75
	All day or multi-day rental	\$225	\$50

**\*\*Refund Notes:** In order to receive the refund, the trailer, equipment and all contents must be returned cleaned and stored properly. For events with extremely high supply use (i.e. 1000+ people contacted), we may need to adjust the refund so that our supply costs are covered.

### **Reporting:**

Evaluation & Feedback: Please send us feedback from your event. Your input about how the trailers operate at events will assist us in making changes and future planning - like the purchase of our second trailer. Please send your feedback to [office@lpbaonline.org](mailto:office@lpbaonline.org).

Incident Reports: There is an incident report form available in Celebration Station binder should any injury or other incident happen that the LPBA may have to respond to at a later time. PLEASE use this form and alert us to your incident as soon as possible.

# **PLANNING YOUR EVENT**

There are some things that are essential to a successful event. The following is not an exhaustive list but will cover most of the crucial areas.

## **LOCATION PLANNING**

You will need enough flat space to use the inflatables. Check with all of your local authorities for information about reserving a park and having a block party. These regulations vary by location and may include the need to use sandbags instead of stakes, limits on the number of inflatables allowed, insurance requirements and more.

## **DATE**

Selecting a date that is conducive to the greatest number of people attending is very important. For example, in the summer when children are out of school, families can attend late evening events. Consider what else is going on: Little League playoffs, fairs, VBSs, and town and nearby events. Joining a town or school event can position you for more contacts with the community.

## **TIME**

Experience has shown that on weekdays events held on late afternoons and evenings work best. Saturdays are often good. As a general rule, during the summer anytime between 9:00 A.M. and 9:00 PM is considered acceptable. In selecting your time, be mindful of the heartbeat of your community.

## **PUBLICITY**

Announcements in community calendar programs, local radio stations, trade magazines, and social media can all be free. Announcements in local newspapers have some effect but a door to door blitz/canvassing remains the most effective. The first blitz in your community should be two weeks in advance of the evangelistic event. Housing projects, trailer parks, and housing complexes normally have a monthly newsletter of which you will want to take advantage. Any promo should emphasize that everything is free and is sponsored by a church {name of church}.

Either on the day of the block party or the preceding day, the final blitz should be made. This should be an extensive blitz, targeting especially those areas that have been previously canvassed. A positive church attitude is vital to the evangelistic block party. A close check ensuring that all equipment is available and in working condition before the evangelistic event is important.

## □ TRANSPORTATION

The church using the Celebration Station is responsible for pick-up and return of the trailer to its storage location on the Bent Tree Church property located at 1825 W. 37th Street, Loveland, CO 80538. The only exception to this is if your event has been scheduled as a back-to-back outing and you are making arrangements with the preceding/following church for one to pickup and another to return the trailer.

**The towing vehicle MUST be insured and driven by a licensed driver over 18.** Our proof of insurance and registration is in Celebration Station binder.

Transporting the trailer:

- Trailer A (dual axle, 12' length) requires a hitch with a 2 5/16" ball and has an adapter for electrical connections. Some towing equipment (drop-hitch, etc) is available inside the trailer.
- Trailer B (single axle, 12' length) requires a hitch with a 2" ball and 4-pin flat electrical connections. Some towing equipment (drop-hitch, etc) is available inside the trailer.

The trailers are secured by keyed locks at the doors and hitches. Please keep them secured any time you have them out from our property. Pick up the keys from the lockbox at Bent Tree Church after getting the code from the office. The key to the trailer side door is in the lockbox and all the other keys inside the trailer at the Information Center just inside the side door.

**PLEASE ENSURE YOU TAKE THE TRAILER YOU BOOKED.**

## **BASIC SET-UP & CLEANUP**

\*\*\* If you do not receive the trailer with clean equipment and supplies, please let the office know. Pictures of the problem(s) would be helpful.\*\*\*

Upon opening the trailer, note the arrangement of the contents so that you can repack the trailer easily.

Find a level spot to set up so that the machines and inflatables will function properly. Listed below is a brief description of proper setup, use, and cleanup.

Cleaning the equipment after your event is very important and *must* be done immediately after use. Some of the machines have special instructions regarding water or ammonia cleaner (Windex) etc., but as a general rule **DO NOT USE ANY CLEANER WITH AMMONIA!** Please follow these guidelines carefully. As the equipment is electrical, please unplug the machines before cleaning and also allow time for the popcorn machine to cool down before attempting to clean it.

**NOTE - Do not use any bleach products to clean the machines; use soapy water and rags or sponges without abrasives. Do not immerse ANY of the machines in water.**

Basic cleaning supplies are included on the trailer. Wipe down all tables with soapy water; dry. Before packing the trailer, be sure to return all scoops and ladles, etc. to their proper places. The Sno-cone and popcorn machines both have equipment have equipment of this nature; please make sure it all returns to the trailer.

# EQUIPMENT SPECIFIC USE & TIPS

## Generator Basics

Before using the generator, please check the oil level (use SAE 10W-30 Straight Grade Oil - no additives) and the fuel level. Make sure no electrical devices are connected and that the generator is properly grounded.

Note: We keep a small amount of fuel in a red gas can in the trailer that you may use to replenish the generator. If you use up the gas, please refill the gas can before returning the trailer so that it is ready for use by the next church. The generator uses unleaded fuel only. DO NOT mix oil and fuel.

### To start the generator:

1. Turn the fuel valve to the "ON" position
2. Move the choke level to the "CLOSED" position
3. Set the engine switch to the "ON" position
4. Pull the recoil starter handle slowly until a slight resistance is felt, then pull quickly to start the engine. Return the cord gently into the machine - never let the cord snap back into place. Repeat if needed.
5. After the engine catches and runs for about a minute, move the choke lever halfway towards the "OPEN" position. Wait another 30 seconds and then move the lever all the way to the "OPEN" position.
6. **Wait five minutes** before attempting to connect electrical devices.

### APPLYING LOAD:

Apply largest load first. Each receptacle can handle 20 amps of power:

Sno-Cone Machines - 7 amps

Popcorn machines - 15 amps

Blowers - 7 amps each

### To turn off the generator:

1. Unplug all electrical devices from the unit
2. Let the engine run for a few seconds without the electrical load
3. Set the engine switch to the "OFF" position
4. Turn the fuel valve to the "OFF" position

After generator use, please check the gas level and refill the can if low. Return the generator to the trailer and secure with ratchet straps in its designated position.

## Sno-Cone Machine

**Setup:** We have provided one large cooler for ice. You may need additional coolers and **you must provide the ice**. Squirt bottles for syrups, scoops, etc. are stored either inside the machine or in the appropriate labeled plastic container. Please open only one gallon for each flavor of syrup at a time. Pour syrup into the squirt bottles for making the cones. Sno-cone cups are provided..

**Use:** To grind ice, flip the on-switch (motor) and pull up the handle. Scoop ice from the cooler, fill the machine, and close with the handle. Do not force the handle, the machine will grind without much pressure. Ice will fill the machine. Use the ladle to scoop out balls of ice and fill the Sno-cone cups. If you are anticipating a large crowd, do not overfill the cones. Everyone wants a large sno-cone, but the children tend to throw them away without finishing them if they are too large. ***Do not let children serve themselves as it gets incredibly messy and wasteful.*** Use the time in line to speak with each person. If the machine does jam, **turn off the machine** and use the spoon handle to dig out the jammed ice. **NEVER PUT YOUR HAND DIRECTLY INTO THE SHAVER.**

To make sno-cones ahead, overturn the syrup crates and place ice filled cones in the holes.

**Clean-Up:** Pour syrup remaining in squirt bottles back into the syrup jugs, replace jug caps, wipe down the jugs to remove all syrup on the outsides, and return the syrup jugs back to their proper storage container.

Wash cooler, tray, scoops, squirt bottles and lids, and ladles with soapy water; dry every item and return them to the sno-cone caddy. Please leave the lids off the squirt bottles so they can thoroughly dry. Return clean, unused cups to their sleeve. The ice machine does not require washing, but needs to be dried to prevent rusting.

**SINCE THE SYRUP IS VERY STICKY, PLEASE DO A THOROUGH JOB OF CLEANING ALL ITEMS THAT COME INTO CONTACT WITH THE SYRUP.**

# Popcorn Machine

**Setup:** Your popcorn supplies may be in crates labeled for your use or in the original boxes. Please do not use someone else's supplies.

The popcorn machine should be placed on a level table so that the door faces the worker. The popcorn machine requires a warm-up period and take 5-7 minutes to pop a kit that makes approximately 12 servings. **Be sure to START POPPING EARLY is you expect your crowd to arrive all at once.**

**Use:** After connecting the power, turn on all 3 switches along the top inside of the machine. Wait 4 minutes and then begin popping. We provide all-in-one kits for your use. If the weather is cold and the oil packet is hard, put the oil in the kettle first and allow it to melt before adding the popcorn and seasoning. As popcorn pops, it will begin to fall from kettle. As you notice popping begin to slow, dump kettle using the handle. Check kettle for any remaining kernels; shake them loose and let them fall below. If you have a lull in popping, turn off the two right switches, leaving on only the overhead light switch. Use the popcorn scoop to fill the bags. Kernels will fall through the holes and collect in the bottom drawer. HINT: To melt the oil in the popcorn packs, just place them under the heat lamp.

**Clean-Up:** ***Do not attempt to clean the machine until completely cool.*** You might want to stop popping popcorn a little while before your event ends.

Remove any remaining popcorn from the machine and wipe the leftovers towards the "drain" holes. Empty the bottom drawer of kernels, etc (one machine is missing its drawer - please tilt the machine forward to get kernels out). Unplug kettle and remove by sliding it off the hinges. Wipe down the machine interior surfaces and serving tools thoroughly with soap and water; clean the kettle inside and outside with soap and water; ***do not immerse any of this equipment in water.***

Replace the kettle and drawer. Return all unused supplies to the trailer. Please load the popcorn machine with the door facing the front of the trailer so that it will not swing open during transport.

**AGAIN, DO NOT USE ANY CLEANER WITH AMMONIA or BLEACH or sponges with abrasive sides.**

# Inflatables

We have provided many videos on our website with instructions for setup and roll up of inflatables. **Please watch them at: <http://www.lpbaonline.org/inflatables-101.html>.**

**Setup:** Be sure to allow time for the inflatable(s) to fully inflate before your event starts. Be sure to find a level patch of ground for the setup and PLEASE utilize the tarps under the inflatables to protect them from unnecessary wear-and-tear. Also be mindful of overhanging branches or power lines before inflation.

Use the stakes and tie downs to ensure you do not have problems with tipping or wind. The obstacle course has 6 tie downs and the other units have 4. Be sure the inflatable is oriented the way you want it before inflating. Watch that the stakes are not tripping hazards for children running by.

Ensure that all vents except the one used for the blower are completely closed - some are velcro and others are vent tubes.

**Use:** Inflatables must be supervised by a qualified volunteer at all times. You may want to station someone at the midpoint of the obstacle course to help small children up the climbing wall.

Limit the number of riders to the capacity specified on the unit. Have riders remove shoes, keys, glasses or other sharp objects before entering. Do not mix widely different ages of riders (height & weight) for safety reasons.

Plan space for the lines to form.

Incident weather: DO NOT INFLATE in the event of rain or snow. Do not put the inflatables away wet as this can cause mildew and damage. If rain persists and the inflatable must be temporarily stored wet, it is the responsibility of the renting church to re-inflate and dry the bouncer thoroughly before returning the trailer.

If winds gust above 20mph, evacuate the riders and deflate the unit.

Please get as much dirt and grass out of the inflatable before deflating it. Spot clean with soapy water and a soft towel as needed.

IN THE EVENT YOU ARE TOLD NOT TO USE STAKES - you must provide a minimum of 50-75 pounds of sand/water/concrete at each tie-down point. Please be especially aware of winds.

**PACKING:** Please watch the videos at <http://www.lpbaonline.org/inflatables-101.html> for the best instructions. The key to getting the inflatables stored back on the trailer properly is taking the time to get all of the air out of the inflatable before and during the roll-up process.

**Obstacle course:** Fold in half lengthwise (make it 5.5' x 32') and begin rolling as tightly as possible. Two people rolling and one walking just ahead of the roll to remove air will work best.

**Combo Unit:** Fold in thirds lengthwise (make it approximately 4' x 21') and begin rolling as tightly as possible. Two people rolling and one walking just ahead of the roll to remove air will work best.

**Bounce castle:** Point the castle points towards the center of the house and fold in the stairs. Fold the castle in thirds with the vent tubes sticking out. Roll towards the vent tubes while stomping out all remaining air.

**STRAPPING:** Secure each inflatable with a strap around the middle (you might use two for the obstacle course). Secure the wrapped inflatable to the handtruck - we have one per inflatable. Then secure the inflatable and handtruck to the e-track or tiedowns in the trailer. NOTE: Make sure the ratchet straps are not twisted and pull them tight before you begin ratcheting. You should only ratchet 2-3 times.

Final notes:

- Never leave the inflatable unattended whether inflated or not.
- Do not drag the inflatables across the ground.
- Please inform the LPBA of any tears or damage to the units

## RE-PACK THE TRAILER

Diagrams follow:

1. Popcorn Machine - make sure the door faces the front wall of the trailer
2. Sno-cone Machine - make sure the door face the front wall of the trailer (Trailer B machine)
3. Generator - use floor tie-downs to secure it
4. Gas Can \*with nozzle cap secured\*
5. Ice Chest for your Sno-cone ice
6. Inflatable(s) strapped to the utility truck & secured above the axel(s) of the trailer
7. Stakes and tarps for inflatables
8. Tables
9. Chalkboard signs (2, Trailer A only): welcome signs or bouncer instructions, etc.
10. Sn-cone syrups in milk crate(s)
11. Power cords
12. Megaphone and first aid kit
13. Popcorn kits/bags labelled for your event
14. Orange water coolers
15. Blower(s) for bounce house
16. Trash can

***It is extremely important that all equipment is secured properly with bungee cords in the trailer!*** Follow the Celebration Station diagram, located on the wall, for a view of equipment placement. Please load carefully to prevent equipment damage. Also, view the provided checklist to double-check that every item is properly cleaned and stored. Your efforts will help us prolong the life of all the equipment!

**TRAILER A:**



**FULL CONTENTS UPON OPENING**



**KEYS AT THE SIDE DOOR**

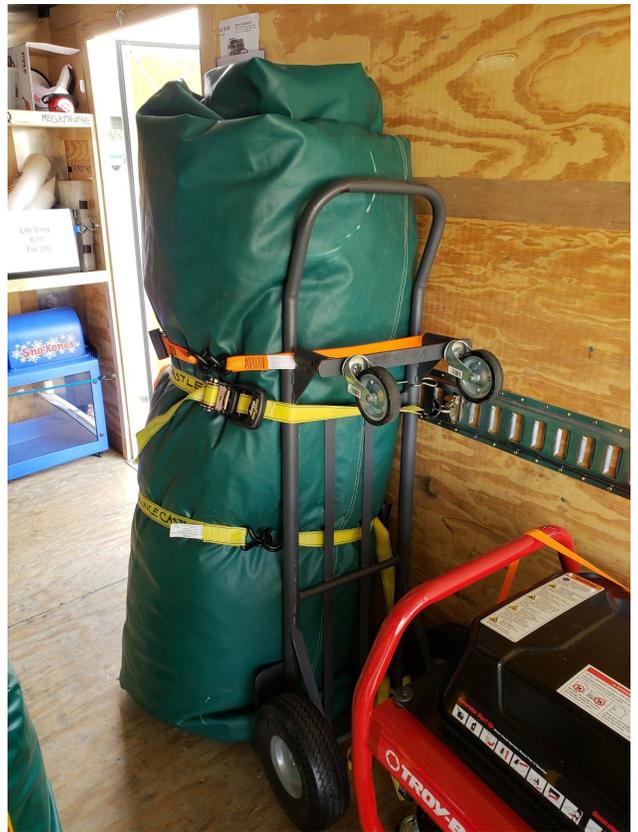


**FRONT SHELVING W SUPPLIES**



**SIDE SHELVING**

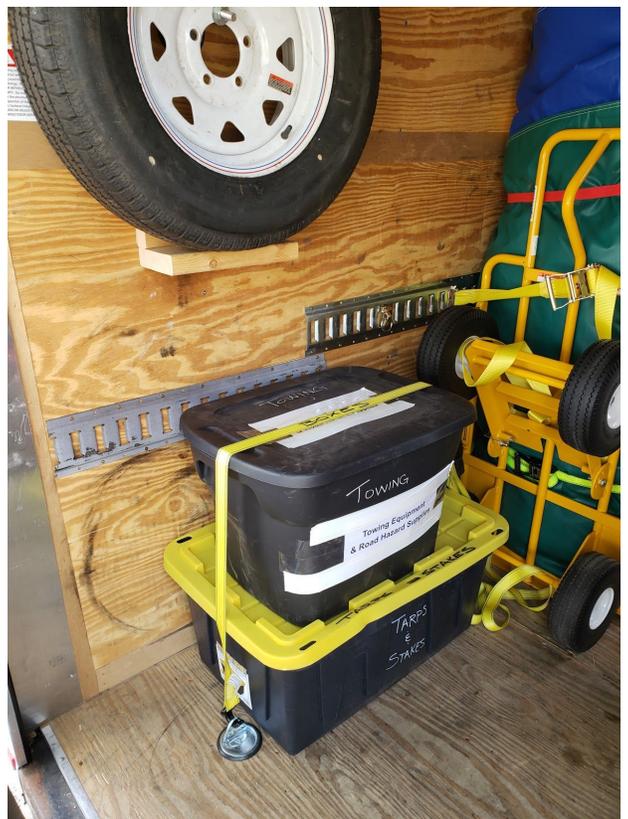
**TRAILER A CONTINUED:**



**OBSTACLE COURSE (left) & BOUNCE CASTLE (right) - properly rolled and secured**



**GENERATOR**



**TOWING EQUIPMENT & TARPS & STAKES**

**TRAILER B:**



**FRONT & SIDE SHELVING WITH SUPPLIES**



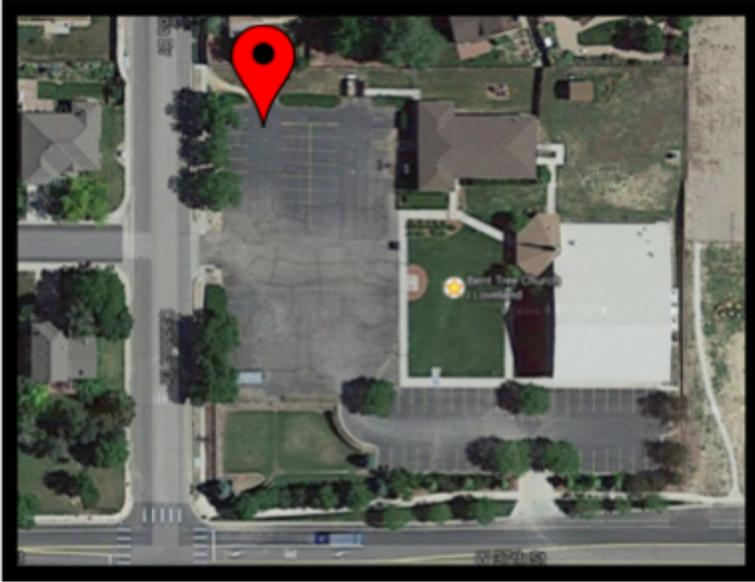
**KEYS AT THE SIDE DOOR  
DOWNS**



**INFLATABLE STRAPPED TO FLOOR TIE**

# TRAILER LOCATION GUIDE

1825 W. 37th Street, Loveland, CO  
in the NW corner of the Bent Tree Church parking lot



## TRAILER PICKUP & DROP OFF

The trailers are secured by keyed hitch locks. Please make arrangements to get the lockbox code from the LPBA Office prior to your pick-up time.

LPBA Office Hours:

**Monday to Thursday\***

**8:00 AM— 2:00 PM**

*\*Office hours subject to change*

LPBA Office Phone: **970-532-1083**

The towing vehicle **MUST** be insured and driven by a licensed driver over the age of 18. If towing the double axle trailer, a full-sized vehicle is recommended. The trailers are 12' in length. Proof of insurance and registration for each Celebration Station is located inside the trailer.

At time of pick-up, please inspect the trailer and its contents. If anything appears to be in non-functional, in poor condition, or otherwise in need of attention, please snap a photo and text it to **210-913-3409**.

Trailer A requires a hitch with a 2 5/16" hitch and Trailer B requires a 2" hitch . Drop-hitches and electrical adaptors are in each trailer in the towing equipment tubs.



<----- TRAILER A - Double Axle

TRAILER B - Single Axle ----->

