



## APPLICATION FOR RESERVING COMMUNITY OUTREACH EQUIPMENT

Usage Agreement, Release, and Acknowledgment of Risks

Host Church:

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Event Date(s): \_\_\_\_\_ Event Time(s): \_\_\_\_\_

Event Location:

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Date(s) Equipment

Reserved \_\_\_\_\_

Contact Person/Church Representative: \_\_\_\_\_

Position: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ (cell/home)

Contact's Email:

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**(Please note: We must have an email address to correspond with a borrowing church.)**

General Information to Assist with Reservations:

**Dates of availability of your request will be confirmed via email.**

Any additional cost for machines and supplies are on the application forms and will be invoiced after your event.

**Confirmation of your reservation cannot be made until your completed application is received at the office of the Triad Church Network.** Borrowing churches are to send the application to **Triad Church Network within 2 weeks from the reservation date they request.**

**For Payments Online:**

<https://onrealm.org/PilotMtBapAsoc/-/form/give/now>

Next to the amount hit the drop-down box beside it for FUND and click COE and complete form.

**Payments by Check:**

Checks should be made payable to the Triad Church Network with "Community Outreach Equipment" or COE written in the memo portion of the check.

**Mail check to:** PO Box 11843, Winston-Salem, NC 27116

The Community Outreach Trailer is a much-used resource. In the event the application and **\$50 non-refundable usage fee** are not received by the two-week deadline noted above, the church forfeits the use of the Community Outreach Trailer on the requested date(s) and other churches on the waiting list will be notified of the Community Outreach Trailer’s availability. Please note: Upon return of the Community Outreach Trailer an inspection of the condition of the trailer and all equipment will be done. If the trailer is not in the same condition as it was when borrowed, a clean up fee will be charged. The clean up fee will be determined based on the condition of the trailer and what is required to bring it back to usable condition. **In addition, a \$25.00 clean-up fee is charged per machine that is returned without being properly cleaned.**

Checks should be made payable to the Triad Church Network with “Community Outreach Equipment” or COE written in the memo portion of the check.

**Mail check to:** PO Box 11843, Winston-Salem, NC 27116

Expense: There is a charge for supplies that you might use with the different machines. These costs will be invoiced along with any additional clean up or equipment replacement fees following the return of the trailer. At the time of reservation, you will need to provide the expected number of attendees to your event so that we can supply the COE appropriately. *Available supplies are:*

1. Hotdog sleeves for the hotdog cooker (optional)
2. Sugar Floss, Cones and Bags for the Cotton Candy Machine (Must use products designed for Cotton Candy Machines).
3. Premeasured popcorn/oil packets for the Popcorn Machine (Must use products designed for Popcorn Machines.) Popcorn bags.
4. Syrup and Cones for the Sno-Cone Machine; cups for the sno cones

**Costs for machines and products per 100 people. (minimum charge 100 people)**

**PLEASE CIRCLE WHAT MACHINES/EQUIPMENT YOU NEED AND FOR HOW MANY PEOPLE BELOW**

	<b>Minimum</b>				
<b>Machine</b>	<b>100</b>	<b>200</b>	<b>300</b>	<b>400</b>	<b>500</b>
Popcorn	\$25	\$50	\$75	\$100	\$125
Cotton Candy	\$20	\$40	\$60	\$80	\$100
Sno-Cone	\$35	\$70	\$105	\$140	\$175
Hotdogs	\$5	\$10	\$15	\$20	\$25
9 sq. in the Air	\$25				

**Pickup and Return:** The borrowing church will pick up the Community Outreach Equipment at a pre-arranged date and time. Final pickups must be no later than 1:00 pm (Monday – Thursday) unless other arrangements are made. The driver that returns the trailer must agree to return the Community Outreach Trailer by the date and time set by the Triad Church Network staff and must agree to contact Triad Church Network in the case of a problem or delay. Returning the equipment later than the set date and time may hinder the ministry of another church. ***A fee may be accessed when the equipment is returned later than the set date and time.***

The Community Outreach Equipment remains the property of the Triad Church Network at all times and is available to actively involved churches for church sponsored events. The Community Outreach Equipment is not available for personal use.

The church agrees to pay all charges for repair and/or replacement of the borrowed equipment due to damages to the equipment while in its possession and will immediately relay information on damages to the network upon the return of the Community Outreach Equipment.

- *I agree to supervise the Community Outreach Equipment, its various components, and the use of the components at all times while the Community Outreach Equipment is in our possession. Directions for use and safety rules will be provided and explained, which I agree to follow and utilize at all times during the operation and use of all equipment.*
- *I understand and acknowledge that the activity to be engaged in through our use of the Community Outreach Equipment and its components brings both known and unanticipated risks to me, the operators, volunteers, and participants. Those risks include, but are not limited to falling, slipping, crashing, colliding, cuts, burns, etc. and could result in injury, illness, emotional distress, death, and/or property damage to myself, operators, volunteers, or our participants. I agree that Triad Church Network takes no liability or responsibility for any such risks, complications, injury or other that may result from use of its Community Outreach Equipment.*

Church Representative \_\_\_\_\_ Phone: \_\_\_\_\_

Church Name & Address \_\_\_\_\_

Date of Contract: \_\_\_\_\_ Date of Event: \_\_\_\_\_

## HOLD HARMLESS AGREEMENT

I voluntarily release, indemnify, hold harmless and discharge the Triad Church Network, and individuals working with the Triad Church Network from all liability, claims, demands, actions, or rights of actions, whether personal to me or to a third party which are related to, arise out of, or are in any way connected with our use of the Community Outreach Equipment and its components, including those allegedly attributable to negligent acts or omissions. I agree to reimburse any reasonable attorney's fees and costs which may be incurred by the Triad Church Network that I am borrowing from in the defense of any such liability claim, demand, action or right of action. I understand that all equipment must be cleaned and properly stored.

- I understand that the safety of the children and all participants depends on me. My personal supervision is absolutely required. As the borrower of the Community Outreach Equipment the safety of all operators, volunteers, and participants is my responsibility.
- I understand that Triad Church Network encourages churches to do background checks on all persons involved with the event when using the Community Outreach Equipment. This is an important responsibility of the sponsoring church to insure the safety of children and youth.
- While in your possession, you may not sublease, rent, sell, loan, etc. the Community Outreach Equipment or its components to anyone.
- I agree to observe all safety precautions.

Check this box and write your signature below after reading this entire document.

[ ] I acknowledge and certify, with my signature below, that I have had sufficient opportunity to thoroughly read this document and have done so, that I understand its content, that I execute it freely, intelligently, without duress of any kind, and that I am authorized as a leader in my church to make such agreement, and agree to be bound by its terms.

Church \_\_\_\_\_

Church Representative: \_\_\_\_\_  
(print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TRIAD**  
church network



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