



# Savannah

BAPTIST ASSOCIATION

704 Wheaton Street

Savannah, GA 31401

Phone: 912-232-1033

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## Rev. Buddy Wasson, Associational Missionary

Mr. Tommy Pirtle, Admin Assistant

Mrs. Connie Martin, Financial Secretary

Rev. *Everett Tumblin*  
*Seafarers Ministry*

*Savannah Baptist Assembly*

*Mrs. Stephanie Carr*  
*Savannah Baptist Center*

## Equipment Rental Policy and Procedures

**1.0 Purpose.** The purpose of this policy is to outline the correct procedures for checking out, operating, cleaning, and checking in ministry equipment.

### **2.0 Available equipment:**

- Popcorn Machine
- Snow Cone Machine
- 6500w Generator
- Large Grill
- 2 Tents
- Any Accessories

**3.0 Check Out.** Only Savannah Baptist Association affiliated ministries or churches may use equipment. No individual, nonaffiliated church or organization may use the equipment, unless approved by the Associational Missionary.

**3.1 Reservations.** The Associational office requires a reservation of at least **one-week advance notice**. This can be done through either email, face-to-face, or phone.

**\*3.2 Replacement.** If any equipment is returned damaged or unusable and requires replacement or repair, the church or organization checking out equipment will be expected to replace or repair equipment based on costs provided by the Association.

**3.3 Supplies.** The person or organization checking out equipment is responsible for their own supplies. The Savannah Baptist Association will not furnish supplies for equipment. This includes: fuel, popcorn, snow cone juice, propane, etc.

**3.4 Generator Fuel.** The fuel tank on the generator must be returned to ½ tank before returning. This is to help others who follow supply their own fuel.

**3.5 Forms.** The person picking up equipment will be required to sign off agreeing to the policies set forth in this policy. They will include name and contact person for the event.

**3.6 Liability.** Due to insurance reasons, no one under the age of 18 is to be operating any of the equipment.

## **4.0 Operating and Cleaning**

### **4.1 Popcorn Machine**

#### **Setup Procedure**

- All supplies are in a container marked grey tub
- Follow instructions on machine
- Do not operate off same 20-amp circuit as snow cone machine. *(13 amps alone)*

#### **Operating Instructions**

- Follow instructions on machine.
- Use caution, machine is **HOT**
- Do not let children operate the machine
- Use gloves when handling popcorn.

#### **Take Down Procedure**

- Let it cool down 30 minutes
- The popcorn machine must be cleaned
- Use supplied degreaser
- Wipe clean and dry

### **4.2 Snow Cone Machine**

#### **Setup Procedure**

- Shave ice and scoop into cone
- Squirt juice on cone of ice

#### **Operating Instructions**

- **Use caution!**
- Do not place anything in the snow cone grinder except ice
- Use gloves in container

#### **Take Down Procedure**

- Dump remaining ice
- Clean and wipe down machine
- Place all supplies back in the grey tub
- The snow cone machine must dry before storage

### **4.3 Generator**

#### **Instructions for setup**

- Make sure ALL electrical is unplugged until running
- Fill fuel tank with regular unleaded fuel to needed supply
- Turn fuel valve to 'on' (vertical)
- Turn switch to 'on'
- Choke the engine and start (pull out)
- Once running, set idle to run (push in)
- Popcorn machine and Snow Cone machine cannot be ran off the same 20 amp circuit, it will pop the circuit

#### **Take Down Procedure**

- Unplug ALL electrical from sockets
- Set switch to 'off'
- Turn fuel valve 'off' (horizontal)
- Allow to cool before storing

## 4.4 Grill

### Setup Procedure

- Remove cover and open grill all the way
- Ensure all burners are off prior to opening propane tank
- Ensure propane tanks have a proper seal
- Open the propane tank
- Turn burners all the way on & ignite
- Allow grill to heat properly before cooking

### Take Down Procedure

- Turn all burners off
- Turn off propane tanks
- Allow grill to cool before cleaning
- Scrub clean with brush
- Wipe down grill inside and out
- Clean off burner covers from any remaining food or grease

## 4.5 Tents

### Setup Procedure

- Once removed, take four people and pull open
- Place canopy on before raising and Velcro down on corners and underneath canopy
- Lock all corners in place
- Raise to desired level (*all corners at the same time or it will bend*)

### Take down Procedure

- Simply reverse setup procedures
- Store properly back in bag
- Do NOT store wet (*damage or mold will result in loss of deposit*)



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## **Equipment Rental Check Out**

Church/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

### **Equipment:**

- |  |  |
|--|--|
| <input type="checkbox"/> Grill           | <input type="checkbox"/> Snow Cone Machine |
| <input type="checkbox"/> Generator       | <input type="checkbox"/> Tents x2          |
| <input type="checkbox"/> Popcorn Machine |  |

Date(s) Reserved: \_\_\_\_-\_\_\_\_-\_\_\_\_ through \_\_\_\_-\_\_\_\_-\_\_\_\_

Contact Phone Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

Church/Organization Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Name of Person Checking Out: \_\_\_\_\_

Signature of Person Checking Out: \_\_\_\_\_

Association Representative Name: \_\_\_\_\_

Association Representative Signature: \_\_\_\_\_

Date: \_\_\_\_-\_\_\_\_-\_\_\_\_

### **Additional Notes:**

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