

The SonShine Express



OPERATIONS AND PROCEDURE MANUAL

*OWNED AND OPERATED BY THE CHURCHES OF THE
BLACK CREEK BAPTIST ASSOCIATION*
384 LOGAN AVENUE • ORANGE PARK, FLORIDA • 32065
PHONE 904-272-1707 FAX 904-272-8683

Purpose: To assist the churches of the BCBA in serving their communities, developing healthy relationships with the lost and unchurched people, and introducing them to Jesus Christ and His church.

The **SonShine Express** affords the opportunity for conducting Evangelistic Block Parties and Outreach events for groups who might not otherwise be able to afford one. Since the trailer is mobile it will also provide the opportunity to increase the number of Block Parties in our Association. This ministry will be able to assist churches ministering to:

1. Apartment Communities
2. Manufactured Homes Communities
3. New Subdivisions
4. Vacation Bible Schools
5. Revivals
6. New Work Areas
7. Fairs and Festivals
8. Homecomings, etc...

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TRAILER CONTENTS:

Use of the BCBA SonShine Express will be calendared through the Black Creek Baptist Association Office in Orange Park, Florida, during regular operating hours (Monday-Friday, 8:00 A.M. – 1:00 P.M.). This trailer comes fully equipped with the following items:

1. 1 Bounce House (15 feet by 15 feet) for children 8 years and under
2. 1 Slip N Slide (36 feet by 12 feet)
3. 4 Electric Blowers – **Use only ONE blower unit per inflatable.** Using more than one will damage the inflatable.
4. 3 Extension Cords for Inflatables
5. 2 Milwaukee 4-in-1 Hand Trucks with Noseplate Extension – Used for easy transport of the inflatables.
6. Ground stakes used to secure each inflatable...must be used on each unit
7. Washer Toss Game
8. Corn Hole Game
9. Three 6-foot Tables
10. 2 Ice Chests
11. 2 Trash Cans
12. Gas Powered Generator
13. 1 Electric Leaf blower – Used for cleaning Bounce House, Slip N Slide, and inside of trailer to remove sand, leaves, and debris that has been tracked in during use.

Since there is a considerable amount of investment in the SonShine Express, we ask that all users take extreme caution and care when using this resource for ministry! **The trailer should be secured by lock and key from the time it is picked up until it has been returned.**

BOOKING:

Churches should contact the BCBA office for its availability. If the requested date is available, the church requesting should fill out a **Request Form** within ten days and turn it in to the Association office. If the Request Form is not received within ten days of the initial contact, the date will be released for someone else to use. **Signed Request Forms** will be honored on a first-come, first-serve basis. We will try to balance out the use of the trailer among the BCBA churches. **Please keep in mind that the requesting church is responsible for transporting the trailer in a safe and careful manner. Read section on Transportation.**

BEFORE PICKING UP TRAILER:

The individual(s) who will be responsible for putting up the units of the SonShine Express will need to set up a time to **meet with the Director of Missions** of the Black Creek Baptist Association to go over procedures and to be shown proper use and transportation of the trailer. This must be done one to seven business days before use of the trailer.

USE:

Priority will be given to evangelistic and new-work ministries. **The trailer and contents are a package deal; individual items will not be booked for separate events. Materials in the trailer will not be removed or used separately from the unit.** Churches using the trailer will be 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. An inventory form is provided (pg 23).

FEES:

Usage Fee: \$100.00 per usage for up to 3 days unless needed by another church and \$25 for each additional day after the first three days.

Deposit: \$75 per use. This is a **CLEANING/ORGANIZATION DEPOSIT**. The deposit will be returned if the trailer is cleaned, put back in the proper order, and the **Return Check-Off List and Report** is returned to the office at the time the keys are returned. Once the Office Manager or Director of Missions of the Black Creek Baptist Association inspects the trailer upon return, you will be notified if the deposit will be returned.

Please mail check payable to the **Black Creek Baptist Association**, 384 Logan Avenue, Orange Park, FL 32065. Please make a notation that it is for the **SonShine Express**.

2-PART RETURN FORM (must be completed to receive full \$75 Cleaning/Organization Deposit):

There is a **Return Check-Off List and Report Form** on the trailer that is provided at the end of this manual (pg. 23). The Return Check-Off List is to be used once items have been put away, neatly, and securely at the end of your event.

The second part of the form is a Ministry Report/Comments (pg. 24) section which is used to let the Association Office know about the success of the event, so we can rejoice along with you!

REMINDER: In order to receive the full **CLEANING/ORGANIZATION DEPOSIT** of \$75, the **Return Check-Off List and Report** will be read and the SonShine Express will be inspected.

EVENT PREPARATIONS:

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.

DATE:

Selecting a date that is **conducive to the greatest number of people attending** is very important. For example, in the summer, children are out of school; in the late evening, families can attend. Also, you need to take into account other events happening in the area such as sports, fairs, Vacation Bible Schools, other church events, and so on.

PUBLICITY:

Announcements in community calendar programs, local radio stations, and trader magazines are all 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 at least two weeks in advance of the event. Housing projects, trailer parks, and housing complexes normally have a monthly newsletter you may want to take advantage of. Any promotions should emphasize that everything is free and is sponsored by your church (or a group of churches).

Either on the day of the event, or the day before, the final blitz should be made. This should be an extensive blitz, targeting those areas that have been previously canvassed. **A positive church attitude is vital to the success of promoting your event.** A close check ensuring that all equipment is available and in working condition before the event is important. **MAKE SURE STAFF WORKERS OPERATING THE EQUIPMENT KNOW HOW TO PROPERLY USE THE EQUIPMENT BEFORE THE EVENT BEGINS.**

WEATHER POLICY:

If winds **equal or exceed 25 miles per hour**, evacuate the unit, unplug the blowers, and bring the blowers inside until it is safe to operate again. If blowers are left in the rain, the **user will be liable** for the blowers if they are ruined or water gets in them.

Units should **NOT be operated in the rain**. If it begins to rain evacuate the unit, **unplug the blowers, and bring the blowers inside** or into the trailer until it is safe to operate again.

TRANSPORTATION:

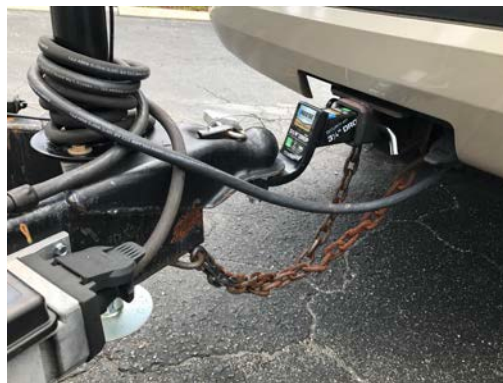
Transporting the trailer requires a **hitch with a 2 5/16- inch ball and a 7-pin round electrical connection**. There is a 4-point vehicle connector pigtail adapter available in the nose of the trailer. The overall dimensions of the SonShine Express are: 7 1/2' x 8 1/2' x 20' including tongue. The maximum capacity of the trailer is 7,700 lbs.

The towing vehicle must be insured and driven by a licensed driver that is indicated on the Request Form (pg. 22). The Association Office will verify that the individual picking up the trailer is the same driver indicated on the Request Form (pg. 22).

The church using the SonShine Express is responsible for pick-up and return of the SonShine Express from the Black Creek Baptist Association. Located at 384 Logan Avenue, Orange Park, FL, 32065, unless other arrangements have been made. Times and dates must be confirmed through the Black Creek Baptist Association office in advance.

The SonShine Express and hitch are secured by keyed locks. Be sure to get the keys from the Black Creek Baptist Association Office during regular office hours: Monday – Friday, 8:00 A.M. – 12:00 P.M. Please call Black Creek Baptist Association, at 272-1707, to let us know you are coming.

ELECTRONIC TRAILER JACK:



SUSPENSIONPRO® ACME Screw Electric Jack Instructions

3,500, 3,000, & 2,500 Lb

Read and follow all instructions. If you do not understand the proper use of the product, ask your dealer/installer for assistance. Never remove any warning decals from the product.

Specifications

- Models Applicable..... SP3500, SP3000, & SP2500
- Maximum Lift Capacity 3,500 lb / 3,000 lb / 2,500 lb (continuous use)
- Retracted Height..... 31-3/8"
- Vertical Travel..... 18"
- Power Requirements..... 12 Volt DC
- Outer Tube Diameter..... SP3500 & SP2500 – 2 1/4"; SP3000 – 2"
- Power Cord Length 6 ft of 4mm Wire
- Foot Pad Diameter..... 5 1/2"
- LED Work Lights On 3 sides for Easy Nighttime Hookups
- Shipping Weight SP3500 – 28 1/2 lb; SP3000 – 27 1/2 lb; SP2500 – 26 1/2 lb

Tools/Components Required

- Three (3) Grade 5, 1-1/2" Long, 3/8"-16 UNC Bolts
- Three (3) 3/8" Flat Washers
- Three (3) 3/8" Star Washers (included)
- 9/16" Wrench
- Torque Wrench
- Wire Cutters
- Wire Strippers
- Crimpers OR Soldering Iron

WARNING » Keep hands, feet and body clear of the jack and trailer to avoid the risk of injury or death!

Installation

1. Before installation, compare the lift capacity of the Suspension Pro jack with your trailer to ensure safe operation of the jack.
2. Park the trailer on a level surface and block the wheels.
3. Support the trailer tongue by the frame with jack stands.
4. If replacing an old jack, disconnect the power line and remove the old jack from the coupler, saving the washers and bolts. Insert the Suspension Pro jack into the jack hole and align the bolt holes so the motor housing is facing forward as shown in Figure 1.
5. Secure the jack with three (3) grade 5, 3/8"-16 UNC bolts and washers. Place the star washers between the flat washers and mounting plate as shown in Figure 1. The star washers are intended to penetrate through the paint on the mounting plate to ensure direct metal to metal contact. Bolts should be tightened to 15-20 ft•lb.

TIP » The salvaged bolts from the old jack are acceptable for reuse if they are grade 5 and in good condition.

6. Install the manual reset circuit breaker by either crimping or soldering the wire from the jack to the terminal marked "Load" on the breaker. Connect the "Line" terminal of the breaker to the positive terminal of the battery. The breaker should be located as close to the battery as possible and stored inside the battery box. Since the jack is internally grounded, a ground wire is not necessary.

WARNING » When using an extension wire, DO NOT use a wire smaller than 4mm gauge.

Operation

1. Park your trailer on a level surface and block all dolly and trailer wheels.

TIP » For nighttime hookups, flip the light switch ON to illuminate your work area.

2. Before operating the jack, attach the foot with the 3/8" safety lock pin provided.

WARNING » Do not stack blocks under the jack's foot to increase the height. Stacked blocks may become unstable and fall.

3. Extend the jack by pushing the operating switch UP.

NOTE » To prevent the motor from overheating due to heavy use, the internal circuit breaker may open, switching off the motor. Release the operating switch and wait approximately 15 seconds for the breaker to reset before resuming operation.

4. Retract the jack by pushing the operating switch DOWN.

NOTE » The jack will stop automatically at the end of the extension or retraction stroke. If you attempt to extend or retract the jack and it does not respond, it may be at the end of the stroke. If the jack fails to respond, try operating it in the opposite direction. If it will not operate in either direction then see the troubleshooting guide.

5. Before driving, remove the foot or position it in the highest position and completely retract the jack.

Manual Operation (for Back-Up & Emergency Use)

1. Disconnect the jack from the power source. (Failure to disconnect the power could result in serious injury.)
2. Remove the rubber access cover on the top of the jack.
3. Insert the manual crank handle into the access hole on the top of the jack, engaging the drive screw.
4. Rotate the manual crank handle counter-clockwise to extend the jack, and clockwise to retract it.
5. When the jack is at the desired height, remove the crank. Replace the rubber cover.

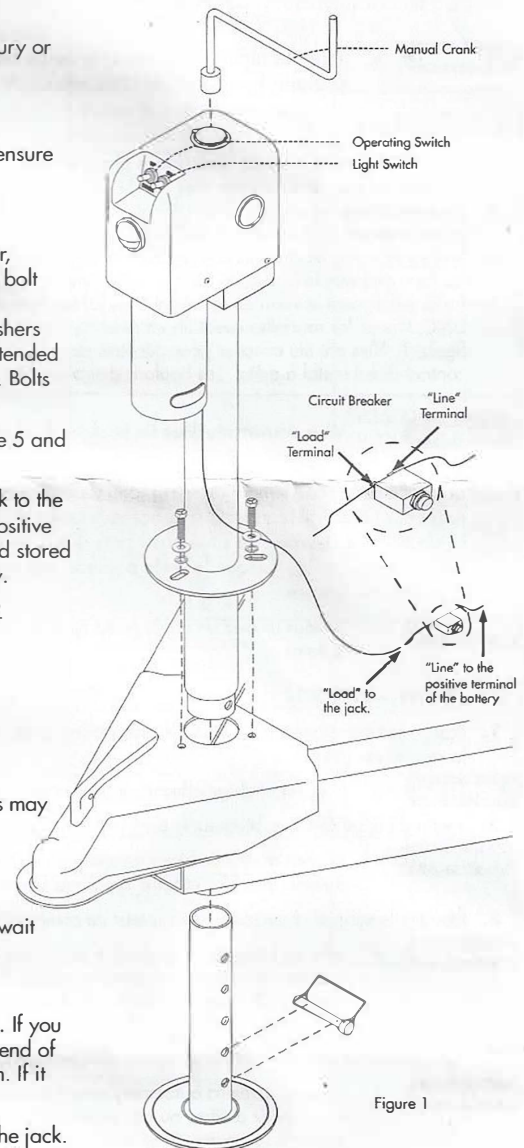
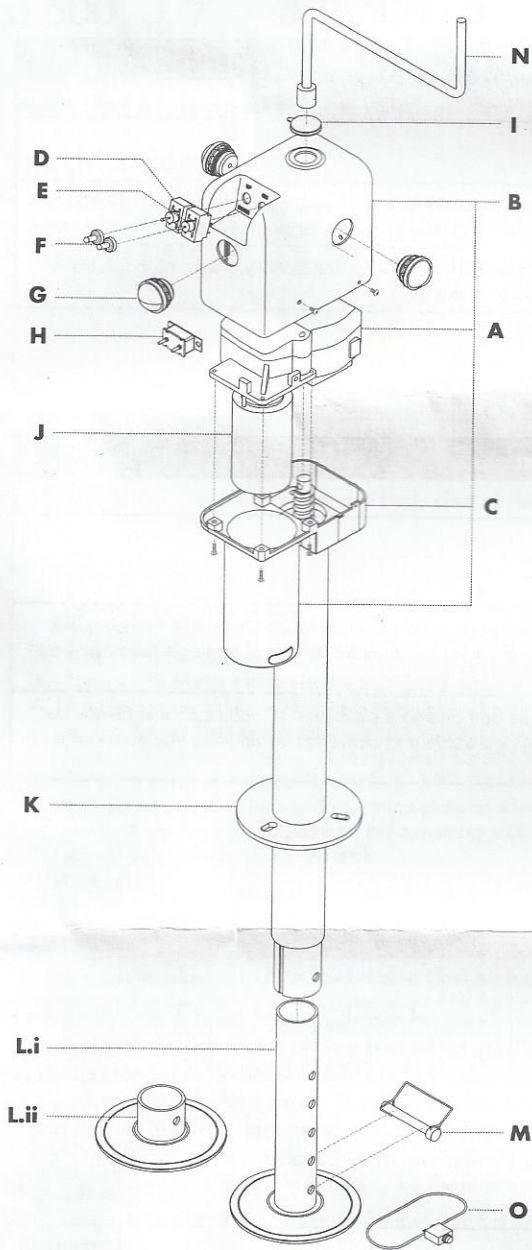


Figure 1



Ref/ Réf	Description	Description	Part #/ N° pièce
A-J	Upper Jack Assembly: includes all Housing, Gear Motor Box Assembly, & items B-J .	Partie supérieure du vérin : inclut le boîtier, l'ensemble du boîtier du moteur à engrenages, et les articles B et J :	SP3500: 81494 SP3000: 81493 SP2500: 81492
B	Upper Housing Kit: includes Upper Housing.	Trousse du boîtier supérieur : comprend le boîtier supérieur.	SP3500: 81915 SP3000: 81916 SP2500: 81917
C	Lower Housing Kit: includes Gear Box Cover and Motor Cover.	Trousse du boîtier inférieur : comprend le couvercle de la boîte de vitesse et le couvercle du moteur.	87645
D	Operating Switch; includes one (1) Switch Boot ref. F .	Interrupteur de commande; inclut une (1) protecteur d'interrupteur réf. F .	87452
E	Light Switch; includes one (1) Switch Boot ref. F .	Commutateur d'éclairage; inclut une (1) protecteur d'interrupteur réf. F .	87453
F	Switch Boot (2 Pack).	Protecteur d'interrupteur (ensemble de 2).	87454
G	LED Work Lights w/ Rubber Seals (3 Pack).	Ampoules DEL fonctionnelles avec joint d'étanchéité en caoutchouc (ensemble de 3).	87455
H	25 Amp Circuit Breaker.	Disjoncteur 25 ampères.	13847
I	Access Cover for Crank and Rubber Seal for Housing.	Couvercle d'accès pour manivelle et joint en caoutchouc pour boîtier.	87456
J	Motor.	Moteur.	SP3500: 81490 SP3000: 81489 SP2500: 81489
K-M	Lower Jack Assembly: includes Outer Jack Tube, Inner Jack Tube, ACME Screw Shaft, & items L & M .	Partie inférieure du vérin : inclut les tubes intérieur et extérieur du vérin, tige avec vis à billes, et les articles L et M .	SP3500: 81496 SP3000: 81495 SP2500: 81496
L.i	Adjustable Leg with Foot Pad; fits the SP3500 & SP2500.	Pied ajustable avec support; convient au SP3500 et SP2500.	87461
L.ii	Removable Foot Pad; fits the SP3000.	Socle d'assise amovible; convient au SP3000.	87491
M	3/8" Safety Lock Pin.	Clavette de sécurité de 3/8 po.	47175
N	Manual Crank.	Manivelle manuelle.	87639
O	30 Amp Manual Reset Circuit Breaker.	Disjoncteur à réenclenchement manuel de 30 A.	87526

Troubleshooting

Problem: Motor isn't operating.

Cause	Solution
Open Internal Circuit Breaker	Wait 15 seconds for breaker to close.
Open Manual Reset Circuit Breaker	Reset the breaker by pressing the button on the breaker.
Poor Ground	Clean area between the jack mounting plate and coupler, and ensure paint has been removed by the star washers. Direct metal-to-metal contact must exist between mounting components to ensure good electrical contact.
No or Low Voltage	Check battery & electrical connections. Power supplied must be at least 10 Volt DC. If the battery is low, plug the trailer cable into the tow vehicle, and start the tow vehicle to provide power to the jack.

Dépannage

Problème : Le moteur ne fonctionne pas.

Cause	Solution
Disjoncteur l'interne déclenché	Attendez 15 secondes, le temps que le disjoncteur se réenclenche.
Disjoncteur à réenclenchement manuel déclenché	Le réenclencher en appuyant sur le bouton du disjoncteur.
Mauvaise mise à la terre	Nettoyez la zone entre la plaque de fixation du vérin et le coupleur et assurez-vous que les rondelles éventails ont bien enlevé la peinture qui s'y trouvait. Il doit y avoir un contact direct, métal à métal, entre les composants de montage pour assurer un bon contact électrique.
Peu de tension ou basse tension	Vérifiez la batterie et les connexions électriques. La tension fournie doit atteindre au moins 10 volts c.c. Si le niveau de la batterie est bas, branchez le câble de la remorque dans le véhicule tracteur et démarrez le véhicule tracteur pour qu'il envoie de l'énergie au vérin.

Suspension Pro 1 Year Warranty

To obtain warranty services

Contact any authorized dealer or contact our national customer service center at:

Phone: 1-877-544-4449

Fax: 1-855-242-8922

Pre-approved parts will be covered for any failure that is proven to be a failure in material or workmanship under normal use during the applicable warranty time period. This coverage is limited to parts only. It is the responsibility of the end user to return the product to the nearest authorized repair center as directed by the warranty administration center. In the event that the jack is deemed to be not repairable or the necessary repair would be economically unfeasible, the warranty department will authorize its return and will prepay the returned shipping to the dealer, repair center, or consumer. Coast Distribution reserves the right to repair or replace any part or unit at its option. Coast Distribution may request defective parts be returned. Anything replaced under warranty becomes the property of Coast Distribution.

Garantie d'un an Suspension Pro

Pour obtenir des services sous garantie

Communiquez avec un commerçant autorisé ou notre centre de service à la clientèle national au :

Téléphone : 1-877-544-4449

Télécopieur : 1-855-242-8922

Les pièces pré-approuvées seront couvertes pour toute défaillance qui est indiscutablement une défaillance du matériel ou de la main-d'œuvre en condition d'utilisation normale durant la période de garantie applicable. Cette couverture est limitée aux pièces uniquement. L'utilisateur final est responsable du retour du produit au centre de réparation autorisé le plus proche, conformément aux indications fournies par le centre d'administration de la garantie. Si le vérin est réputé être irréparable ou si la réparation requise n'était pas économiquement viable, le centre de garantie autoriserait son retour et le retournerait à port payé au commerçant, centre de réparation ou consommateur. Coast Distribution se réserve le droit de réparer ou remplacer toute pièce ou l'unité entière à sa seule discrétion. Coast Distribution peut exiger que les pièces défectueuses lui soient retournées. Toutes les pièces remplacées en vertu de cette garantie deviennent la propriété de Coast Distribution.

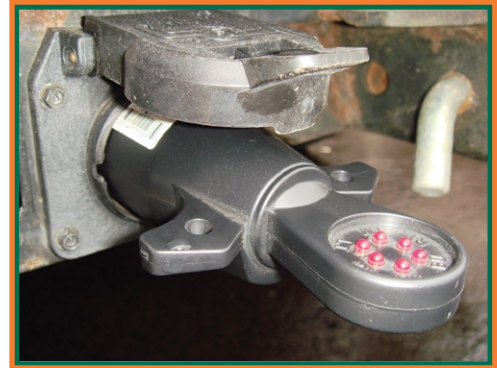


HOW TO TEST A 7-WAY RV BLADE STYLE PLUG USING THE I-27 TESTER

The basis of this exercise is to figure out if each function on your vehicle is working correctly.

STEP 1:

Plug I-27 into 7-way housing in back of vehicle.



STEP 2: Read the following abbreviations and their description to understand the correlations between the lights and their meanings.

RT - Right Turn/Brake

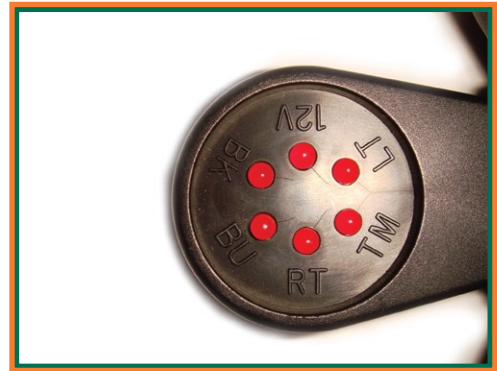
BU - Back-up or Auxiliary

BK - Electric Brakes

12V - 12 volts (+)

LT - Left Turn/Brake

TM - Taillights



STEP 3: Start vehicle and perform a function test for each of the circuits as listed below:

RT - Turn right turn signal on, light should flash intermittently. Depress brake pedal, light should stay on constantly.

BU - Shift vehicle into reverse, light should stay on constantly.

BK - Depress brake pedal or press manual override on brake controller, light should stay on constantly.

12V - Light should be on constantly.

LT - Turn left turn signal on, light should flash intermittently. Depress brake pedal, light should stay on constantly.

TM - Turn on headlights, light should stay on constantly.

EQUIPMENT SET-UP, USE & CLEAN-UP

SET-UP:

When you open the trailer, be sure to note the arrangement of the contents. It will help you later when packing. Find a level spot to set up so that the machines will function properly.





When you begin to unload the trailer, place the white board in the gap between the door and floor of the trailer. This allows for the inflatables to be removed from the trailer in an easy and safe manner.

INTERIOR/EXTERIOR TRAILER LIGHTING:

Interior:

The SonShine Express Trailer has lights inside to help you see. Be sure you **TURN OFF ALL LIGHTS** when you are not unloading or loading the trailer.

Leaving the lights on without being powered by the towing vehicle will **CAUSE THE TRAILER BATTERY TO DRAIN**. If this happens, you must **MANUALLY CRANK** the electric/power jack (**this is no fun**).



Exterior:

The SonShine Express does have some limited exterior lighting for use at night. It is wise to schedule your ending time to allow day light time to clean, pack away items, and secure the trailer. Once everything is secured in the trailer, be sure to turn off all lights.

GENERATOR FOR POWER:

How to use the Generator:

1. The Generator **MUST** be moved OUTSIDE THE TRAILER to operate.
2. Check the oil level – Use SAE 30w Straight Grade Oil
3. Check the fuel level – Use Unleaded Fuel Only
DO NOT MIX OIL AND FUEL!
4. Disconnect all electrical loads from the generator.

To TURN ON the generator, follow these steps:

1. Open the fuel shut-off valve. Turn the metal gasoline valve counter-clockwise to open the gas lines.
2. Click the “Choke-Run” switch on opposite side left to “choke” (which resembles “N”).
3. Twist the ON/OFF dial to “On.”
4. Pull the cord to crank the engine.
5. Immediately click “Choke-Run” switch right to “Run”
6. **Wait five minutes and then plug in extension cords on the left-hand side of the outlet face.**

Applying Load:

APPLY LARGEST LOAD FIRST. Each receptacle can handle 20 amps of power.

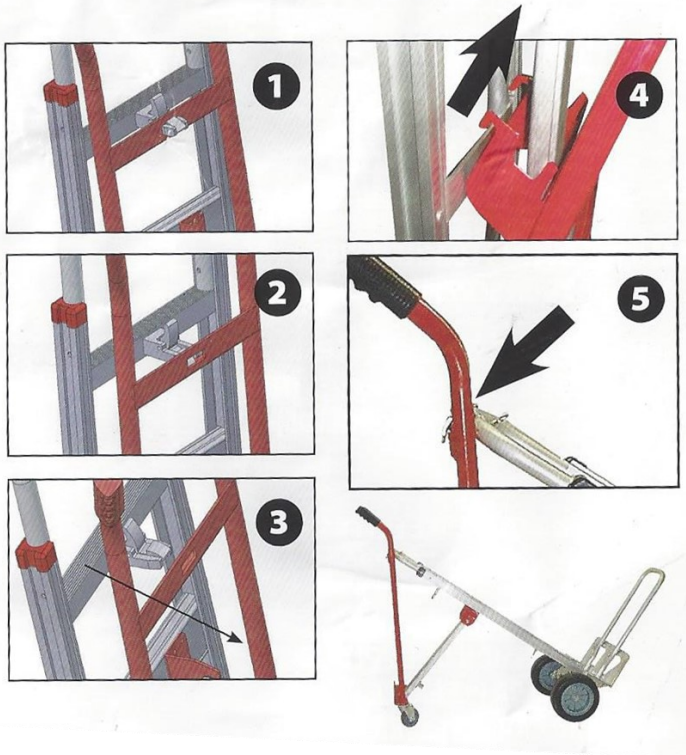
To TURN OFF the generator, follow these steps:

1. Unplug all extension cords from the outlet face.
2. Let the engine run for a few seconds without the load.
3. Twist the ON/OFF dial to “Off.”
4. Turn the metal gasoline valve counter-clockwise to close off the gas line.

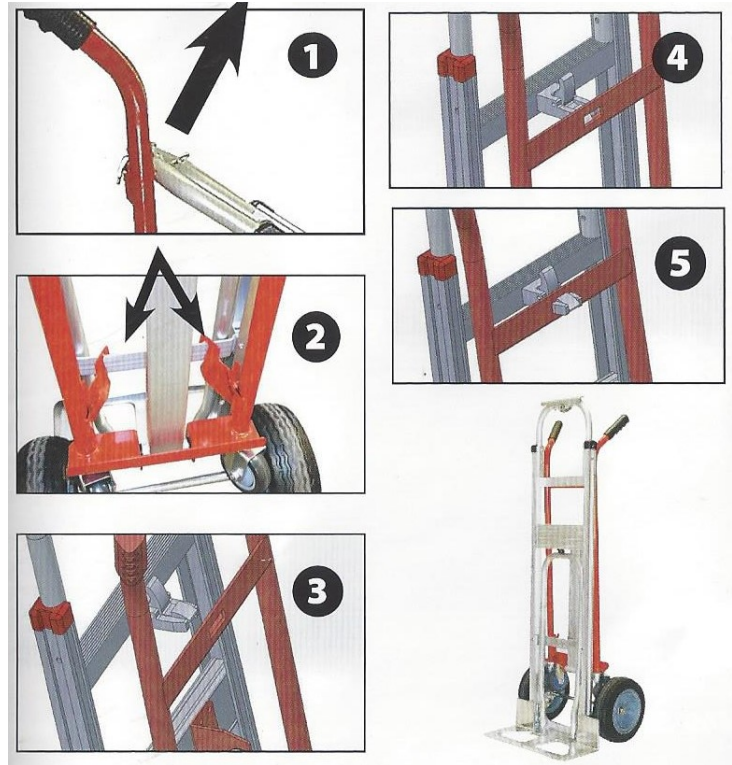
4-in-1 Hand Truck with Noseplate Extension

Each inflatable is secured to the side of the trailer with a strap. Be sure to unload and load the inflatables on the hand trucks. When loading them back into the trailer, secure them with the straps equipped. **Failure to strap them properly will forfeit the return of the \$75 Cleaning/Organization Deposit.**

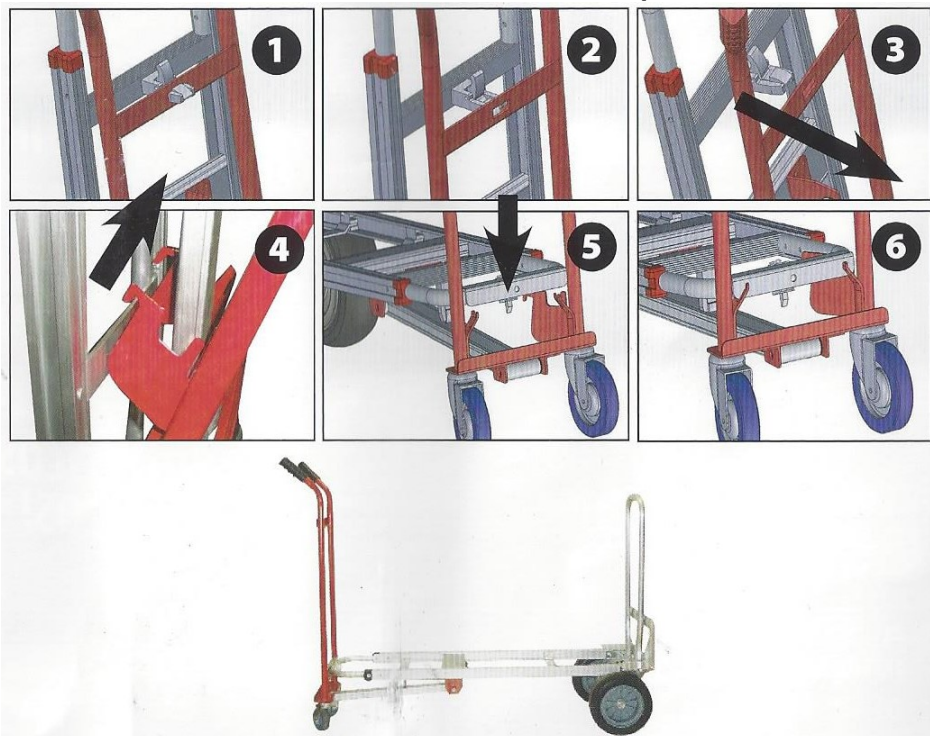
To convert to an angled truck



To convert back to a 2-wheel hand truck



To convert back to a horizontal platform truck

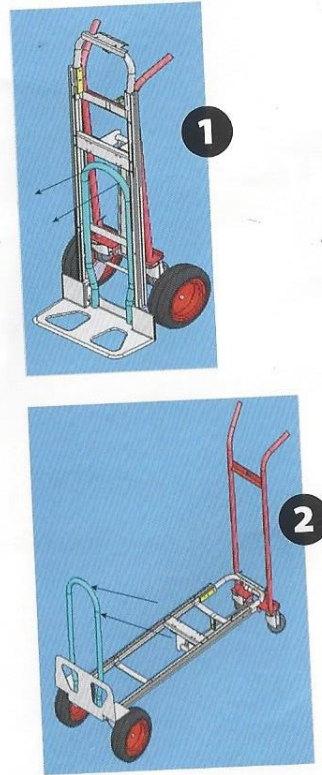
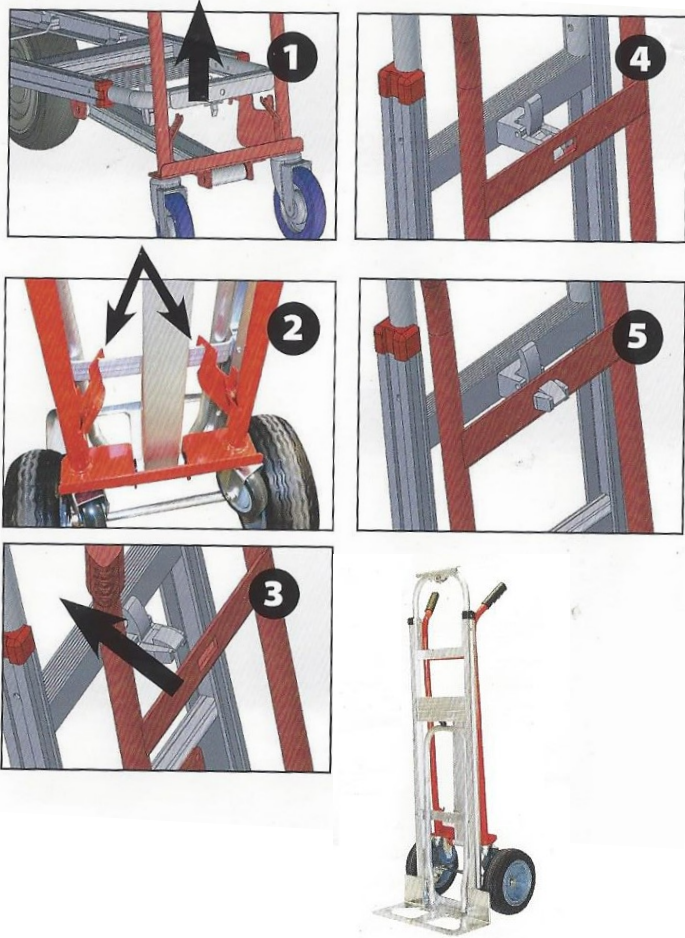


4-in-1 Hand Truck with Noseplate Extension

Each inflatable is secured to the side of the trailer with a strap. Be sure to unload and load the inflatables on the hand trucks. When loading them back into the trailer, secure them with the straps equipped. **Failure to strap them properly will forfeit the return of the \$75 Cleaning/Organization Deposit.**

To convert back to a 2-wheel hand truck

To use the noseplate extension



POWER FOR INFLATABLES:

Each blower must be on a separate circuit. Plugging in two or more blowers into one circuit will OVERLOAD THAT CIRCUIT.

YOU ARE RESPONSIBLE for ensuring that the size of your game will fit the dimensions of your desired space. There must be 3 feet of clearance **on all sides** of the inflatable. For example, the Bounce House is 15 feet by 15 feet, so your space needs to be 18 feet by 18 feet. Also, note the height of the game. There can be no lighting, branches, electrical wire, telephone wire, or any structure that would come within 3-5 feet of the inflatable.

SETTING UP THE BOUNCE HOUSE:

1. Use the 4-in-1 Hand Truck to move the inflatable from the SonShine Express to your desired location. There should be **NO limbs or roots** exposed at this location.
2. Use the large tarps to place on the ground and then move the inflatable to that location. This helps to protect the Bounce House.
3. Unroll the Bounce House in the direction you wish it to face.
4. Attach the blower to the air hose on the back of the unit. Only use 1 blower per unit.
5. **Close the zippers and flaps and tie off the exhaust tube.**
6. Attach the extension cord to the blower and plug it into an acceptable outlet.
7. Some will immediately start up while others require a switch to be flipped (see underside, or side of motor).
8. It should take about **fifteen (15) minutes to inflate.** Make sure the air hose to the blower is not twisted.
9. Stake the unit using the supplied stakes to the unit to prevent movement of the unit. Stakes should be hammered in at a **45-degree angle.**

SETTING UP THE SLIP N SLIDE:

1. Use the 4-in-1 Hand Truck to move the Slip N Slide from the SonShine Express to your desired location. There should be **NO limbs or roots** exposed at this location.
2. Use the large tarps to place on the ground and then move the inflatable to that location. This helps to protect the Slip N Slide.
3. Unroll the Slip N Slide in the direction you wish it to face.
4. Attach the blower to the air hose on the back of the unit. Only use 1 blower per unit.
5. **Close the zippers and flaps and tie off the exhaust tube.**
6. Attach the extension cord to the blower and plug it into an acceptable outlet.
7. Some will immediately start up while others require a switch to be flipped (see underside, or side of motor).
8. It should take about **fifteen (15) minutes to inflate.** Make sure the air hose to the blower is not twisted.
9. Stake the unit using the supplied stakes to the unit to prevent movement of the unit. Stakes should be hammered in at a **45-degree angle.**

INFLATABLES RULES OF OPERATION:

- Do not bounce on the **step or near the doorway**.
- Do not bounce closer than 4 feet from another person.
- Exit the unit in a **sitting position**.
- Keep toddlers, and all participants, from putting **netting in their mouth**.
- No one is allowed on the ride **while it is being inflated or deflated**.
- Place the inflatable on a **concrete or grassy area** away from electric meters, electric lines, poles, and dirt. Be sure to place the supplied, large tarps on the ground and then place the inflatable on top of the tarp.
- **Do not use the inflatables on, near, or around clay. Clay will discolor the unit. There can be no clay in the area that may be tracked onto the inflatable.**
- Divide children by ages and give each group their own time to bounce, jump, or slide in the unit.
- NO FOOD, DRINKS, GUM, OR PETS inside the inflatable.
- NO SILLY STRING. This eats through the lining of the units. **Abuse of this rule will result in the renter being responsible for any damage to unit. If found, user will be charged a fee.**
- All riders **must** empty pockets, remove shoes, eyeglasses, jewelry, and any other hard or sharp objects that can cause injury.
- **The Black Creek Baptist Association is not responsible for lost articles during rental.**
- **No** flips, wrestling, running, or pushing. **Do not** jump on others, pile on others, or wrestle with others. **No** ramming into the sidewalls.
- **No** climbing or hanging on the nets or the outer wall of the unit.
- **No** jumping from netting or sides of the unit down slides or onto bouncers.
- **No** foreign objects such as body boards or rafts of any kind should be used in the inflatables.
- Keep participants **away** from the blower motors, generators, and any other electrical connection.
- ★ **Every effort has been made to ensure that the rental unit is safe and reliable for our customers. The safe operation of the inflatable unit and adherence to all rules is the sole responsibility of the lessee.**

REMEMBER: PARTICIPANT'S SAFETY DEPENDS ON YOU! Your personal supervision is absolutely required. As the renter of the SonShine Express, the safety of **all** the riders is **your responsibility**.

TAKING DOWN THE BOUNCE HOUSE:

1. Make sure the unit is **empty** of toys, clothes, etc.
2. Make sure the area around the Bounce House is **clear** before deflating.
3. Before deflating the Bounce House, **be sure to use the leaf blower** to blow out all dirt and sand particles. If dirt is visible, use the Simply Green cleaning fluid in the front cabinet area in the trailer, to wipe down the interior and exterior to remove dried mud/dirt.
4. If it has rained and the Bounce House is wet, **IT MUST BE DRIED BEFORE IT CAN BE ROLLED UP AND PLACED BACK IN THE TRAILER.** The leaf blower can be used for this, but you may also need to let it dry out in the sun or use a towel to dry some spots (i.e. corners and creases).
5. Once the unit is dry, take the **stakes out of the ground** and put them where they won't be forgotten or lost (on top of blower, etc.)
6. Turn the **blower off** and **push the back of the unit so it falls forward** (this allows air to escape faster).
7. Disconnect the air hose from the blower.
8. When the unit is flat, **fold the top back** so that all the vinyl is on top of the bouncing surface (the bottom square).
9. Fold the steps back and fold the **sides in about 2 feet.**
10. **Fold the game in half.**
11. Begin to roll the Bounce House from **the front towards the back as tightly as possible.**
12. When rolled to the end, **run the buckle of the tying strap underneath the Bounce House.**
13. Roll the Bounce House back just a little and pull the buckle through from the other side.
14. Tuck the **air hoses** and any **extra material** into the Bounce House.
15. Finish rolling unit and **thread the strap through the buckle and cinch tightly.**
16. Use the 4-in-1 Hand Truck to transport the Bounce House back to the SonShine Express.

TAKING DOWN THE SLIP N SLIDE:

1. Make sure the unit is **empty** of toys, clothes, etc.
2. Make sure the area around the Slip N Slide is **clear** before deflating.
3. Make sure the Slip N Slide has as much **water** as possible removed before deflating. Water can build up at the bottom of the unit where individuals slide into. **BE SURE YOU DRAIN ALL OF THE WATER OUT!** There is a leaf blower in the trailer that can be used to assist in getting excess water off the slide. **Sitting water will cause the Slip N Slide to mold and wear out quickly.**
4. If possible, let the unit **sit out in the sun** for as long as possible to air dry. You may also need to **deflate** the unit and then **re-inflate** on a **sunny day** to increase longevity of the Slip N Slide. Any water found on the inflatable upon return **will forfeit the \$75 deposit.**
5. During use, it is common for mud/dirt to get on the entrance of the Slip N Slide from individuals running to slide. Please be sure to **remove as much dirt as possible before you put it away.** This is vital to ensure the longevity of the Slip N Slide.
6. Use the **Simply Green cleaning fluid** in the front cabinet area in the trailer, to **wipe down** the interior and exterior to remove dried mud/dirt.
7. Once the unit is **clean and dry**, take the **stakes out of the ground** and put them where they won't be forgotten or lost (on top of blower, etc.)
8. Turn the **blower off** and **push the back of the unit so it falls forward** (this allows air to escape faster).
9. Disconnect the air hose from the blower.
10. When the unit is flat, **fold the top back** so that all the vinyl is on top of the bouncing surface (the bottom square).
11. Begin to **roll the inflatable from the front towards the back as tightly as possible.**
12. When rolled to the end, **run the buckle of the tying strap underneath the Slip N Slide.**
13. Roll the Slip N Slide **back** just a little and pull the buckle through from the other side.
14. Tuck the **air hoses** and any **extra material** into the Slip N Slide.
15. **Finish rolling the unit and thread the strap through the buckle and cinch tightly.**
16. Use the 4-in-1 Hand Truck to transport the Slip N Slide back to the SonShine Express.

GENERAL CLEAN-UP:

If the equipment was not cleaned properly by whoever used it before you, **you must clean it before you use it. If equipment is not properly cleaned when you get it, please note this on the Return Check-Off List and Report that you turn back in to the Association Office.**

Cleaning up the equipment is very important and must be done IMMEDIATELY AFTER USE. **As the equipment is electrical, UNPLUG THE MACHINES BEFORE CLEANING.**

NOTE – DO NOT use any BLEACH PRODUCTS to clean equipment. Inside the nose of the trailer is Simply Green, the only cleaning fluid, other than water, that is to be used on the inflatable. Please make sure the unit is free of all dirt and debris. **DO NOT IMMERSE ANY OF THE MACHINES IN WATER.** Never use a foreign substance to lubricate or clean a slide. These materials are designed to handle water and specific cleaning solutions only. Other substances can harm the fabric of the unit and cause injury to participants or damage the unit.

- Be sure there is no dirt/mud on the Corn Hole game or Washer Toss game. Make sure all pieces are included before packing these items away. **If something is missing when you use the trailer, please note this on the Return Check-Off List and Report (pg. 23) that you turn back in to the Association Office.**
- Wipe down all tables with soapy water; allow to dry.
- If there is spilled soda or other liquids on the trash cans, please wipe them off.
- Make sure ice chests are dry before closing them and storing them in the SonShine Express Trailer.

RE-PACKING THE SONSHINE EXPRESS:

*It is extremely important that **ALL EQUIPMENT IS SECURED PROPERLY** with bungee cords and straps in the trailer!* Please load carefully to prevent equipment damage. Also, view the provided **Return Check-Off List and Report** (pg. 23) to double-check every item and make sure it is properly cleaned and stored. Your efforts will help us prolong the life of all the equipment!

Storing all the equipment back in its original, secure location, prepares the SonShine Express for the next user. Refer to the pictures on page 10 if you need help replacing the equipment where they belong. If the Bounce House and Slip N Slide are not secured properly or too loose, the user forfeits the \$75 Cleaning/Organization Deposit.

RETURN OF THE SONSHINE EXPRESS:

You do not have to return the SonShine Express during regular office hours. If the office is closed, put the trailer back under the light pole by the small building at the back of the property. **You will need to plug in the trickle charge that charges the battery for the electric jack and indoor lights.** There is an extension cord outside of the building for this purpose.



Return the keys and the **Return Check-Off List and Report Form** (pgs, 23-24) through the **mail slot on the front door** of the office building.

Your feedback on your event and any incidences that we should be made aware of is critical to the ongoing ministry of the SonShine Express. There is a **Return Check-Off List and Report Form** found in the back of this manual on pages 23-24 that you need to **FILL OUT BEFORE** the SonShine Express leaves your premises.

We would also ask that you would include written testimonies on the Ministry Report/Comments section of the Return Check-Off List and Report Form to tell us how God used the SonShine Express to advance Kingdom work through your ministry.

You will not be eligible to receive the \$75 Cleaning/Organization Deposit back if this form is not returned to the Black Creek Baptist Association Office when you return the keys.

Thank you for being a faithful partner with the Black Creek Baptist Association! We are ALL making a difference. Romans 8:31

TERMS OF RENTAL

The renter (Church or Organization) is in charge of the rental property and is fully responsible for the safe operation after receiving the units as well as the return of the units in working order. Black Creek Baptist Association employees are not liable for any injury or property lost. In case there is damage, do not try to repair or replace the unit. The renter is responsible for securing the unit and all components to prevent theft. In the event that the units or any of their components are stolen or destroyed, the renter agrees to be fully responsible for the replacement cost of the units and/or components.

The renter agrees that “items” in this contract refers to anything that belongs to the Black Creek Baptist Association, but is in our possession by contractual agreement.

If the items are returned damaged or not clean, the renter agrees to pay for all the damages and/or cleaning charges and **will not receive their \$75 Cleaning/Organization Deposit back.**

The renter agrees to use the equipment responsibly in the manner it was intended and manufactured for. The renter agrees to follow the instructions for use that are outlined in this packet and on the items themselves. **Failure to do so will forfeit your \$75 deposit.**

The renter agrees to pay any and all costs and fees that may have to be expended in order to collect the items, or to collect for damages and cleanings fees, or to collect for the theft of stolen property.

The renter agrees to pay for the cost of repairs on damaged items and/or for the replacement of items that are damaged beyond repair.

In addition, if you discover that you have inadvertently damaged the game or created a tear that is causing the deflation of the game **DO NOT ATTEMPT TO REPAIR THE GAME. Stop use and take pictures of the damage before you put the unit away. Please email pictures of the damage to office.blackcreek@gmail.com.** If you attempt to repair a unit on your own, it will usually cost more to have the unit repaired professionally. We appreciate your assistance in this and hope these instructions can ensure a safe and enjoyable experience.

By signing this document, I affirm that I have read and agree with all pages of the SonShine Express Operations and Procedures Manual.

Print Name: _____ Date: _____
(of person submitting request)

Signature: _____
(of person submitting request)

This page needs to be returned to the Black Creek Baptist Association Office when you submit the BCBA SonShine Express Request Form.

**BCBA SONSHINE EXPRESS
REQUEST FORM**

Church Name: _____

Contact Name: _____ Phone: _____

E-Mail: _____ Fax: _____

Event Type: _____

Requested Date: _____ Time: Morning (8 A.M. – NOON) Afternoon (1P.M. – 4 P.M.) Evening (5P.M. – 8 P.M.)

Alternate Date: _____ Time: Morning (8 A.M. – NOON) Afternoon (1P.M. – 4 P.M.) Evening (5P.M. – 8 P.M.)

Please use multiple forms for multiple events

POLICIES:

Booking: Churches should contact the Black Creek Baptist Association Office at 272-1707 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 (enclosed). If the REQUEST FORM is not received at the BCBA office during that time frame, the date will be released. 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 trailer is intended to be used as a packaged resource. Materials will not be booked separately or removed from the unit. 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, drinks, etc. Churches are required to secure any permits or licenses required for their county or community.

Cost: Usage fee is \$100.00 per use for up to 3 days and \$25 for each additional day after the first three days. There is also a \$75 Cleaning/Organization Deposit. The deposit will be returned if the trailer is cleaned and put back in the proper order.

Logistics: Get the keys from the BCBA office. The church using the SonShine Express is responsible for pick-up and return from **Black Creek Baptist Association, 384 Logan Avenue, Orange Park, FL 32065, Orange Park**, unless other arrangements have been made. Pick-up needs to be done during office hours, Monday – Friday from 8:00 a.m. – 12:00 p.m. If you return the trailer after office hours, the keys and the Return Check-Off List and Report can be dropped through the mail slot on the front door.

The towing vehicle MUST be insured and driven by a licensed driver. Transporting the trailer requires a hitch with a 2 5/16" inch ball and 7-pin round electrical connections.

Signature: _____ Date: _____
(of person submitting request)

As the individual transporting the SonShine Express, I affirm that I have read and agree with all pages of the SonShine Express Operations and Procedure Manual.

License #: _____ ID Expiration: _____
(of person towing trailer)

Signature: _____ Date: _____
(of person towing trailer)

**BCBA SONSHINE EXPRESS
Return Check-Off List and Report**

NOTE: This form MUST be returned with the keys in order to receive the full \$75 cleaning/organization deposit. The deposit will be returned if the trailer is cleaned, put back in the proper order, and this form is returned to the office at the time the keys are returned.

Name of Church: _____

Date Used: _____ Time Used: _____

Contact Person: _____ Phone: _____

Event Type: _____

Attendance Number: Children _____ Teenagers _____ Adults _____

EQUIPMENT USED (Check all that apply):

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Bounce House | <input type="checkbox"/> Slip N Slide | <input type="checkbox"/> Electric Blowers | <input type="checkbox"/> 3 Extension Cords |
| <input type="checkbox"/> 2 Milwaukee Hand 4-in-1 Hand Truck | <input type="checkbox"/> Ground Stakes | <input type="checkbox"/> Washer Toss Game | |
| <input type="checkbox"/> Corn Hole Game | <input type="checkbox"/> 3 Tables | <input type="checkbox"/> 2 Ice Chests | <input type="checkbox"/> 2 Trash cans |
| <input type="checkbox"/> Gas Powered Generator | | | |

CLEAN UP CHECKLIST (Check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Bounce House – free of mud/dirt/leaves and DRIED with towels and/or the electric leaf blower | | |
| <input type="checkbox"/> Slip N Slide – free of mud/dirt/leaves and DRIED with towels and/or the electric leaf blower | | |
| <input type="checkbox"/> Equipment cleaned with water and/or with Simply Green located in nose of the trailer | | |
| <input type="checkbox"/> Equipment bungeed & tied down | <input type="checkbox"/> Extension Cords wrapped & packed | |
| <input type="checkbox"/> Tables wiped down and dry | <input type="checkbox"/> Coolers emptied & dried | <input type="checkbox"/> Supplies properly stored |

Please make sure that the trailer is returned and parked on Associational property as you found it so that it is ready for immediate use by the next booking party. **“Return it better than you found it”** is our motto. **Please do not store the Bounce House and Slip N Slide wet. Please deflate and then re-inflate on a sunny day for drying purposes. THE \$75 CLEANING/ORGANIZATION DEPOSIT WILL NOT BE RETURNED IF ANY ITEMS HAVE BEEN STORED WHILE WET. Thank you!**

**See next page for Ministry Report/Comment Sheet.
DO NOT LEAVE BLANK!!**

BCBA SONSHINE EXPRESS

Ministry Report/Comments:

DO NOT LEAVE BLANK!! This page is to let the BCBA Office know how your event went and for comments you need to make to the BCBA Office. If you prefer, you may type out this report and attach it to the Return Check-Off List and Report Form.

Ministry Report: _____

Comments: _____

