

# The Celebration Station



## OPERATIONS AND PROCEDURE MANUAL

*The Longs Peak Baptist Association*

PO Box 737 (Location: 1040 North 4th Street)

Berthoud, CO 80513

970-532-1083 – phone

970-532-2875 – fax

[info@longspeakba.com](mailto:info@longspeakba.com)



**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.

Our Celebration Station 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 have more block parties than could otherwise be held. This ministry will assist churches reaching:

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

The Longs Peak Celebration Station is owned by the Longs Peak Baptist Association in Berthoud, CO. All calendaring is done through the Longs Peak Baptist Association. It comes fully equipped with the following equipment:

- Snow Cone Machine (with all needed supplies, except ice)
- Popcorn popper (with all needed supplies)
- A portable sound system
- Bounce House (13'X13', 14' high, with tarp, tie downs & blower)
- Generator
- (4) 4 foot tables
- 2 ice chests
- 2 beverage coolers
- 1 trash can

The Celebration Station is stocked ready for your use with most of the needed supplies for the Snow-Cone Machine, Popcorn Popper, and cleaning supplies. **We will not be providing: ICE, Beverage cups, napkins, plates, drink mix, and other items specific toward 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 the Celebration Station. It should be secured from the time it is picked up until the time it is returned.

### **Longs Peak Celebration Station Policies**

#### **Booking:**

Churches should contact the Longs Peak Baptist Association (LPBA) office 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 LPBA office during that time frame, the date will be released. Signed REQUEST FORMS are honored on a first come first served basis. It is the requesting church's responsibility to make sure that their request gets into the LPBA office in a timely manner.

Please keep in mind that when you reserve your dates, transportation needs to be included when booking the trailer. The trailer is booked for morning, afternoon and evening time frames.

#### **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.

#### **Cost:**

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.

**Deposit fee—\$50 (refunded when returned properly)**

**Usage Fee - \$25**

**Restocking Fee - \$25**

**Total due at booking - \$100**

Please mail check to Longs Peak Baptist Association, PO Box 737 Berthoud CO 80513. Please make a notation on the check that it is for the "Celebration Station".

#### **Reporting:**

There is a **REPORT FORM** in the trailer that each church needs to complete at the conclusion of their event. This is critical information and allows us to evaluate the effectiveness of this ministry. There will also be an **incident report** available in the wagon should anything happen that we may have to respond to at a later time.

## BLOCK PARTY 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 such as Little League playoffs, fairs, Vacation Bible Schools, church events, and so on must be considered when figuring the date of a block party.

### TIME

Experience in other areas has shown that on weekdays, late afternoons and evenings work best. Saturdays are often good. As a rule, anytime between 9:00 A.M. and 9:00 PM is considered acceptable. You need to be aware of and keep in mind the heartbeat of your community.

### 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 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

Transporting the trailer requires a hitch with a two-inch ball and 4-pin flat electrical connections. The overall dimensions of the Celebration Station Trailer (CST) are: 6 ½' x 12' x 7' tall. The total weight of the trailer is approximately 2,000 lbs.

The church using the CST is responsible for *pick-up and return* of the CST from the Loveland Community Church property (308 East County Rd. #30, Ft. Collins), unless other arrangements have been made with the church using the CST prior to your usage. Times and dates *must* be confirmed through the LPBA office in advance so that keys can be provided to the person responsible for transportation of the CST.

The towing vehicle **MUST** be insured and driven by a licensed driver over the age of 18.

**The CST and hitch are secured by keyed locks.**

**Be sure to get the keys from the LPBA office during regular office hours – Monday – Thursday / 9 am – 4 pm.**

**Please call to let us know you are coming.**

## SET-UP

In order to insure that you will be serving safe and non-contaminated food, please clean the equipment before using it. Upon opening the wagon, note the arrangement of the contents. It will help you later when re-packing. Find a level spot to set up so that the machines will function properly. Listed below is a brief description of proper setup, use, and cleanup. For further instructions, please see the complete manual (listed underneath 'equipment').

## POWER

### How to use the Generator

1. Check the Oil Level – Use SAE 30W Straight Grade Oil.
2. Check the Fuel Level – Use Unleaded Fuel Only – DO not mix oil and fuel!
3. Disconnect all electrical loads from the unit.

### To turn on the generator, follow these steps

Open the fuel shut-off valve (Turn the metal gasoline valve counter-clockwise to open up the gas lines)

Click the “Choke-Run” switch on opposite side left to “choke” which resembles “\|”

Twist the ON/OFF dial to ON

Pull the string to crank engine

Immediately click “Choke-Run” switch right to “Run”

**Wait five minutes** and then plug in extension cords on left-hand side of outlet face

### APPLYING LOAD:

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

|                            |                           |
|----------------------------|---------------------------|
| Snow-cone Machine (7 Amps) | Popcorn Machine (15 Amps) |
| 13 Amps Remaining          | 5 Amps Remaining          |

### To turn off the generator, follow these steps

Unplug all extension cords from outlet face

Let the engine run for a few seconds without the load

Twist the ON/OFF dial to OFF

Turn the metal gasoline valve counter-clockwise to close off gas line (let it run out of gas)

## EQUIPMENT SETUP, USE & CLEAN-UP

### Clean-Up

Cleaning up the equipment is very important and *must* be done immediately after use. If the equipment was not cleaned properly by whomever used it before you, you must clean it before you use it. Some of the machines have special instructions regarding water or ammonium cleaner (Windex) etc., but as a general rule **DO NOT USE ANY CLEANER WITH AMMONIUM!** Please follow these guidelines carefully. As the equipment is electrical, please unplug the machines before cleaning. **NOTE - Do not use any bleach products to clean the machines; use soapy water and rags or sponges. Do not immerse ANY of the machines in water.**

Wipe down all tables with soapy water; dry. Before packing the CST, be sure to return **all** scoops and ladles, etc. to their proper places (see 'Check List'). The snow cone and popcorn machines both have equipment of this nature; please make sure it **all** returns to the CST.

## **Snow Cone Machine**

**Setup:** If planning to use the Snow Cone machine, remove the large cooler and fill it with ice. Pumps, scoops, etc. will be stored either inside the machine or in the appropriate labeled plastic container. Remove the caps of the syrup jugs and insert pumps (make sure to keep all syrup caps for storage). Prime syrup pumps before using to prevent a huge mess. Set-up one 4-foot table and cover one half with aluminum foil, placing syrups on top so that the foil will catch and help prevent big messes—this makes for an easier clean-up. Snow Cone cups are also in the CST.

**Use:** To grind ice, flip the on-switch (motor) on the left side of machine and pull up the handle on the right top-side. 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 snow-cone cups. Pump syrup onto ice, using one good long squirt. ***Do not let children serve themselves, i.e. squirting the syrup pumps-- this gets incredibly messy and wasteful.*** 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.** (Don't worry, syrup generally washes out of clothes and will wipe easily off the tables).

**Clean-Up:** Remove pumps from syrup, pour syrup remaining in pumps back into the jugs, replace jug caps, and put syrup jugs back into their proper storage container. Wash cooler, tray, pumps, scoops, and ladle with soapy water; dry every item and store smaller items inside the snow-cone machine. Return clean, unused cups to their box. 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 CAME IN CONTACT WITH THE SYRUP!**

## **Popcorn Machine**

**Setup:** A plastic container holds popcorn packs and bags can be found in the boxes below that container. The popcorn machine should be placed on a table so that the doors face the worker.

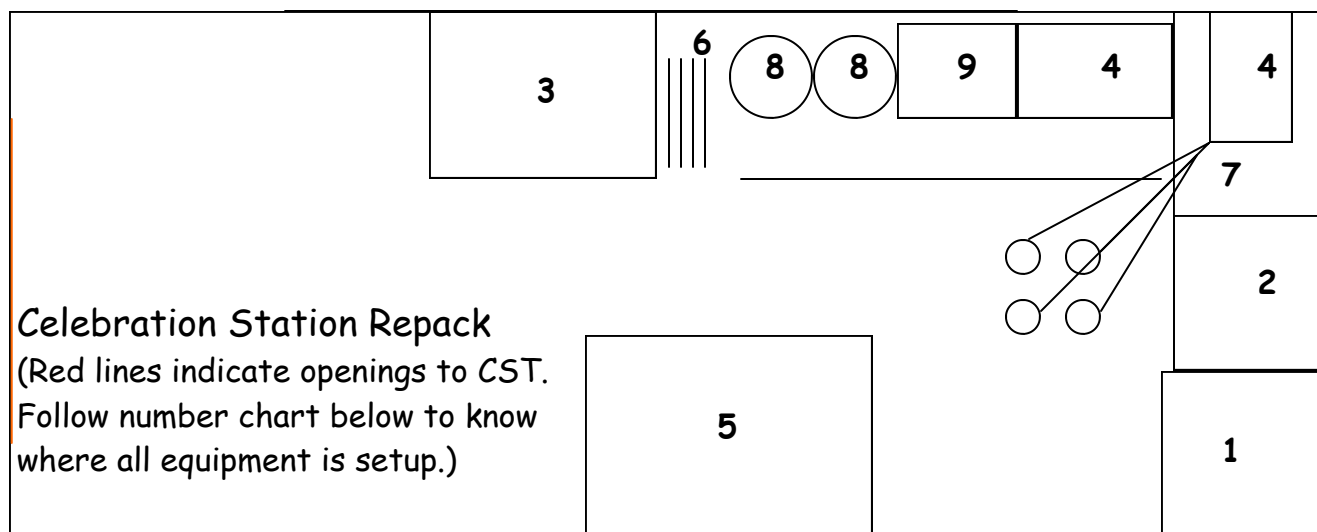
**Use:** Turn on all three switches along the top inside of the machine. Wait four minutes – then insert the cooking oil. When oil has melted, add the popcorn kernels and all of the flavoring. As popcorn pops, it will begin to fall from kettle. As you notice popping begin to slow, dump kettle using the handle. Check kettle for any remaining kernels; shake them loose and let them fall below. Repeat this process until three batches of popcorn are made. When finished with the initial batch, 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.* Remove any remaining popcorn and empty the bottom drawer of kernels, etc. Unplug kettle and remove by sliding it off the hinges. Wipe down everything thoroughly with soap and water; ***do not immerse any of this equipment in water.*** Replace doors, kettle, and drawer. Return all unused supplies. **AGAIN, DO NOT USE ANY CLEANER WITH AMMONIUM! NOTE - Do not use any bleach products to clean the machines; use soapy water and rags or sponges.**

**\*NOTE: For an example of effective setup, please see 'Setup Diagram' on page 6.**

## CST RE-PACK FOR EFFECTIVENESS

Review the following diagram to setup the CST for use during your event. Keep in mind that setup is important and should be designed to effectively minister during your event. We have found this setup to be effective and still provides room for two to three people to operate all equipment within the CST.



1. Popcorn Machine—make sure doors are facing toward front wall (towards the inside of the CST)
2. Snow-Cone Machine—make sure doors are facing toward front wall (towards the inside of the CST)
3. Generator, with gas can attached to it
4. Grey Ice Chests for your Snow-Cone Machine ice
5. Bounce house strapped to the utility truck & secured
6. One 4-foot table for registration, snow cone machine, popcorn machine, etc.
7. Four snow-cone syrups in milk crate, 2nd shelf
8. Orange Water coolers
9. Blower for bounce house

**\*NOTE:** all other items found within the CST are not on this diagram...they are to be placed outside or out of the way in order to make enough room for servers. Trash cans should be available to encourage people to clean up after themselves; Bounce House should be setup far enough from the CST to allow room to serve people; Generator can be placed outside the CST even if not in use (just to get out of the way); Extra tables can be used to setup drink coolers or to have available for people to sit around.

## RE-PACKING THE CST

***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 'Check List' (found in the CST) to double-check that every item is properly cleaned and stored. Your efforts will help us prolong the life of all the equipment!

## REPORTING

Your feedback on your event and any incidences that we should be made aware of is critical to the ongoing ministry of the CST. There is a Reporting Form found in the CST that you need to fill in before the CST leaves your premises. If any injuries incurred requiring the use of the first-aid kit on the CST or other incidences that we need to be made aware of, we ask that you complete an incident report located in the CST. We would also ask that you send us written testimonies to tell us how God used the CST to advance kingdom work through your ministry.

**LPBA Celebration Station  
Reporting Form**

Name of Church: \_\_\_\_\_

Date Used: \_\_\_\_\_ Time Used: \_\_\_\_\_

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

Event Type: \_\_\_\_\_

Event Attendance Estimate: \_\_\_\_\_ Children \_\_\_\_\_ Teenagers \_\_\_\_\_ Adults

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**Trailer Usage and Restocking**

Equipment Used (Check all that apply):

\_\_\_\_\_ Popcorn Machine      \_\_\_\_\_ Sno-Cone Machine      \_\_\_\_\_ Generator

Deposit (\$50.....).....\$ \_\_\_\_\_

Usage Fees (\$25 per day).....\$ \_\_\_\_\_

Restocking Fees (\$25 per day).....\$ \_\_\_\_\_

**TOTAL** .....\$ \_\_\_\_\_

**Clean Up Checklist**

\_\_\_\_\_ Equipment Cleaned      \_\_\_\_\_ Tables Wiped Down      \_\_\_\_\_ Coolers Emptied and Dried

\_\_\_\_\_ Cords Wrapped and Packed      \_\_\_\_\_ Equipment Bungeed and Tied Down

\_\_\_\_\_ Supplies Properly Stored

\*Please make sure that the trailer is stored – ready for immediate use by the next booking party. ***“Return it better than you found it”*** is our motto – leave non-perishable goods or extra supplies in the trailer.

**Comments/Ministry Report:**

Return Form to:

PO Box 737

Berthoud, CO 80513

or

fax: 970-532-2875

or

Email: [info@longspeakba.com](mailto:info@longspeakba.com)

LPBA Celebration Station  
Request Form

Church Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

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Event Type: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Time: \_\_\_\_\_ Morning \_\_\_\_\_ Afternoon \_\_\_\_\_ Evening  
(9 am – noon) (1 pm – 4 pm) (5 pm – 9 pm)

Alternate Date: \_\_\_\_\_ Time: \_\_\_\_\_ Morning \_\_\_\_\_ Afternoon \_\_\_\_\_ Evening  
(9 am – noon) (1 pm – 4 pm) (5 pm – 9 pm)

*Please use multiple forms for multiple events*

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**POLICIES**

**Booking:**

Churches should contact the LPBA office 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 LPBA 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, and drinks. Churches are required to secure any permits or licenses required for their area.

**Cost:**

We have instituted a \$25 usage fee and a \$25 restocking fee. 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. A \$50 deposit is added to the above fees as well and will be returned when the CST is returned and cleaned properly. Therefore, a check for \$100 is due at booking. Please mail check to Longs Peak Baptist Association, PO Box 737, Berthoud, CO 80513 and please make a notation on the check that it is for the "Celebration Station".

**Logistics:**

Get the keys from the LPBA office.

The church using the Celebration Station is responsible for pick-up and return for the Celebration Station from LCC property (308 East County Rd. #30, Ft. Collins), 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.

RETURN FORM TO: Fax 970-532-1083 or PO Box 737, Berthoud, CO 80513