



# The Council Bluffs Neighborhood Block Party Trailer

## Rules & Responsibilities Guide for Trailer and Contents

You must read this information in its entirety and indicate your understanding of the information on the reservation form. Upon receipt of the trailer, you will find this information inside the trailer in a plastic binder located at the front of the trailer in the shelf which also holds the first aid kit. Please refer to each section prior to use.

**IMPORTANT:** The trailer is designed to sit on a flat surface. You will need to identify a location for the trailer that is flat in order to use it for your event. You will need to be very specific about the location and describe it precisely in your application. This is to make sure police and/or fire department responders can plan their routes accordingly in case of an emergency. If the location requires a permit, you will need to follow that process in order to obtain a permit, prior to the event, or you will not be allowed to reserve the trailer. You must be 21 + years of age to register and/or transport the trailer.

### General Care

Please treat the trailer as if it were your personal property. Think about the next user and try to ensure they will find the equipment inside the trailer in better shape than you received it. Pay attention to how things are removed. Have several people involved for safety and memory and use the instructions as a guide for safe removal and security of items. PLEASE DO NOT SPRAY THE INTERIOR WITH WATER; rather wipe down dirt or mud. Clean contents prior to returning them to the trailer to avoid residue build-up inside the trailer and place them in the correct location.

Spend time prior to the event to familiarize yourself with the trailer and its contents. Be sure to have several people who are helping host the event review this guide and become comfortable with setup. The binder inside the trailer includes directions for setup, rules to games and other helpful information to ensure you have a safe and enjoyable block party.

### Trailer Setup

You must complete one of the following options to ensure safety for everyone at your block party. The end goal is for the trailer to be setup so it is level before unloading. Note: If either option is not complete, you will not be able to use the trailer.

#### Option #1

##### Keeping the cargo trailer attached to the tow vehicle

Step 1: Make sure the trailer is attached securely to the tow vehicle

Step 2: Ensure the tow vehicle and trailer on a firm and level surface

Step 3: Lower the rear stabilizers so they are touching the level surface

## **Option #2:**

### **Detaching cargo trailer from tow vehicle**

If you choose to detach the trailer from the tow vehicle these items must be in place prior to opening the back door on the trailer. Be sure to grab these items before detaching from the tow vehicle. To access the safety items, open the side door of the trailer where they will be located on the (right) side in a tub.

Wheel chocks - Be sure both black rubber blocks are in place to safely stabilize the trailer. One should be on each side of the trailer and placed in front of the rear wheels to secure the trailer. These prevent the trailer from rolling when the trailer is disconnected from a vehicle. See picture below for reference:



Wooden Block – Be sure to place the wooden block underneath the tongue of the trailer so you will not need to fully extend the tongue to the level surface. The wooden block will provide more stability for the tongue. See picture below for reference:



**Rear Support Jacks** – These are attached to the bottom of the trailer and are located at the rear. There is one on both sides of the trailer to ensure stabilization and make it safe for use/entry. To lower the rear support jacks, push them inward and pull them down to the ground. They must be set so they are firmly planted on the ground. See picture below for reference:



**Wheel Lock** – To secure the trailer and prevent theft, you will need to attach the wheel lock to either of the rear wheels when it is not attached to a vehicle. See picture below for reference:



## Security

As an event host, you assume liability for the trailer. Please help The 712 Initiative in the effort to make this trailer remain available at no cost for neighborhood events by protecting it from theft.

There are a few security measures in place that we need your assistance with. Below are the security measures for the trailer:

1. **Hitch lock:** The driver will keep the key to this lock. Please make sure it is installed on the hitch when the trailer is not attached to a vehicle. Pictured Below:



2. Wheel lock: This is a yellow lock that prevents the wheel from rolling. Please make sure it is locked in place.



3. Padlocks: There are four of these that must be used when the trailer is unattended. One for the hitch lock, one for the side door (Door should also be locked), and two for the rear door.



The individual who will transport and set up the trailer will be given the Three (3) keys for the above locks. They are responsible for these keys and must return all of them when they bring the trailer back to Hy Vee's parking lot.

## Doors

### ***Back door***

The back door to the trailer is large, heavy, and can be very dangerous if the trailer is not parked on a flat surface. To open the door, remove the padlocks and move the latches upwards and outwards. Once this is done, you will need to pull the handle on the right side of the back door to begin opening the door.

When the door is opening, be sure to have two people (one on each side of the trailer) to safely lower it to the ground. **DO NOT stand directly under the door when opening it.** Both individuals must stand to the side when opening and closing the back door to the trailer

### ***Side door***

To open this door, remove the padlock, move the latch upward and outward, and unlock the door. Once this is complete, pull the handle towards you to open it. If there is heavy wind the day of your block party be sure to keep the door secured at all times. Do this by closing the door and putting the latch in its secure position. This is fine during your event for easy access

## Contents inside the trailer

### Barricades

Four (4) LaneGard 3 Type III barricades are included so that you are able to close both sides of a street. These are only for use if you are intending to close the street for your event.

**IF YOU DID NOT OBTAIN A BLOCK PARTY PERMIT, THEN YOU MAY NOT CLOSE THE STREET OR USE THESE BARRICADES. DOING SO, WITHOUT A PERMIT, IS ILLEGAL AND COULD RESULT IN CRIMINAL CHARGES, FINES OR LAWSUIT.**

The barricades are located on the back right side of the trailer. To remove the barricades, remove the bungee cords holding them in place. **MAKE SURE TWO PEOPLE ARE IN PLACE, ONE ON EACH SIDE** (one person near the side door and the other at the back door, ready to catch the barriers and begin to unload them as they are loosened) to slide the barriers out of the rear door. The barricade will fit through the door if you move it straight out. Two people should then carry the barricade to its destination for street closure. Once the barricade is at its location, push the upper crossbar away from you with your foot to open the legs completely. Push the upper crossbar until the back leg locks in its open position.

Below are directions on how to properly set up the barricades:

Where barricades extend entirely across a roadway, the stripes should slope downward in the direction toward which road users must turn.

Where both right and left turns are provided, the barricade stripes should slope downward in both directions from the center of the barricade or barricades. See Below:



Where no turns are intended, the stripes should be positioned to slope downward toward the center of the barricade or barricades. *Opposite of above photograph*

Barricade rails should be supported in a manner that will allow them to be seen by the road user, and in a manner that provides a stable support that is not easily blown over or displaced.

There are also 8 sandbags (**20 – 25 lbs. each**) located in trailer to weigh down the street barricades. When barricades are in position to block off the street be sure to place a sandbag on each leg of the barricade at opposite corners.

**Important Reminder:** The party host and/or the person who signs the block party permit is responsible for following all of the associated rules/procedures indicated by the block party permit process.

**To return the barricades:** Wipe them down if dirty and be sure they are dry. Slide them straight into the trailer with the legs touching the floor of the trailer. Make sure the bungee cord(s) is around the middle of the barricades to secure them before transporting the trailer.



## P A System (Speaker & Stand)

The PA system included in the trailer is the ION Total PA Max. It is 500 watts and can either be setup on its stand or left on the ground, depending on your block party needs. The PA system also comes with a remote control and a microphone. The system weighs 53 pounds, but has wheels and a handle to pull or push the speaker to its desired location. The PA system is pictured below:



For features and setup instructions, please refer to the binder located on the inside of the trailer located at the front next to the first aid kit.

## Folding Tables

There are Eight (8) folding tables in total (**DO NOT SIT OR STAND ON TABLES**) Two people should be available; one person slides out the table then each grabs a side. Lay the table on the ground and unfold it with the top side being up. Once table is laid out complete the following steps for setup:

1. Push the red button on the bottom of the table to its locked position. If not locked before use, this could result in personal injury.
2. Unfold the legs of the table
3. Lock table braces by moving the silver ring around the base of the leg (slide it to the bottom of the post it is on) to lock the table leg. Do this on both sides and then, with two people, turn the table upright.

After use, the tables must be broken down and folded up to be placed back in the trailer. To break down the tables, make sure two persons are involved and complete the following steps.

- Lay the table on its side and then push the silver rings toward the top of the table to release the legs.
- Push in the legs and make sure that they are locked in place
- Pick up the corners of the table and move toward one another until the table is successfully folded in half

When these steps are completed, place the table back into their storage area of the trailer. Once all Eight (8) are in place, be sure to hook the bungee cable to prevent movement during transportation. Failure to do so may damage the tables and could result in injury the next time the back door is opened.

## **Folding Chairs**

There are Thirty Two (36) folding chairs in the section of the trailer. There are 8 cabinets each made to fit four (6) folding chairs each. Please wipe down and return the chairs when your event is over. Note the chairs are all folded and placed in the same direction (handle for grabbing facing out) when you remove them. After use, please place the chairs in this same manner. Be sure to put the bungee cables in place after returning the chairs in order to prevent them from moving and/or becoming damaged while in motion.

## **Water Coolers**

There are two (2) 5-gallon orange water coolers. Please only place water in these coolers. Evidence of other substances will result in request for replacement cost for these coolers as it will prohibit future use as a water cooler for neighborhoods. Be sure these are emptied prior to returning them to the trailer. They will be located at the front corner of the trailer opposite the side door. When done with use, make sure a bungee cable is secure across the two water coolers to prevent them from moving and becoming damaged when the trailer is in motion.

## **Coolers**

There are two (2) large blue coolers. These have a capacity for 160 cans with ice or 230 cans without ice. These blue coolers are on wheels for easy mobility. Prior to returning the coolers, please empty and wipe out the coolers when done with use. It is expected the coolers are ready for the next block party when they are placed back into the trailer. Please be considerate of other neighborhoods when you return the coolers. When done with use, put the coolers in their storage place and make sure a bungee cable is secure across the two water coolers to prevent them from moving and becoming damaged when the trailer is in motion.

## **Games**

Directions/rules for all games can be found in the plastic binder in the shelf located at the front of the trailer. Games included in the trailer are:

- Giant Jenga
- Volleyball Net/Badminton set
- Cornhole

There is also a blue duffle bag in the trailer that contains accessories for the games. For a complete list of items included in the duffle bag, refer to the Trailer Contents Checklist included in the binder. Please enjoy the games and put all the pieces/items back as you found them. If they are dirty, please wipe them off prior to returning them to the trailer.

## **Safety**

In case of an emergency, there is a first aid kit and a fire extinguisher inside at the front of the trailer. The first aid kit will be located in the shelf with the binder. The instructions for how to use the fire extinguisher are listed on the side of the fire extinguisher.

## **Push Lights**

You will need to utilize the round push lights located on the walls or cabinets in the trailer when it becomes dark. The switch inside the side door will not work as those are for use with a battery/generator. The round lights operate on battery and should only be used when necessary. Push the light to turn it on/off.

## **Waste containers**

The trailer also contains a trash container and a recycling bin. Please use these receptacles for any waste that is collected from your event. Be sure to clean both the trash container and the recycling bin after usage.