



## KBC TENT AGREEMENT

### **TENT PICK-UP:**

Church Name \_\_\_\_\_  
Church Address \_\_\_\_\_  
Person picking up tent \_\_\_\_\_  
Date picked up \_\_\_\_\_

We, \_\_\_\_\_ (name of church), are taking responsibility of the KBC tent and trailer upon leaving the premises of the Kentucky Baptist Convention building.

If there is any damage to the tent, we will report this upon return of both the tent and the trailer.

We understand that this equipment is used by many churches and occasionally has to have repair during the calendar year, and it is our responsibility to report the status of said tent/trailer so the convention has time to make these corrections prior to the next check-out.

Signed: \_\_\_\_\_

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

### **TENT RETURN:**

We, \_\_\_\_\_ (church name) are returning the KBC Evangelism tent used by us on \_\_\_\_\_ (dates tent used) without damage, nor was the tent put back in the trailer wet. I understand that if there is damage, our church is responsible for the repair of that damage.

Signed \_\_\_\_\_

Date \_\_\_\_\_



## EVANGELISM TENT INFORMATION

**PURPOSE:** The tent is to be used for ***evangelistic outreach*** only (no weddings, etc.) and may only be rented by a Kentucky Baptist Church. The tent must never be taken across the Kentucky State line.

### **DIMENSIONS:**

- Approximate tent size - 40' X 60'
- Seating Capacity – approximately 300 people
- The tent does have side walls
- Chairs, platform or lighting are not provided with the tent.

### **REQUIREMENTS:**

- A NON-REFUNDABLE \$300 fee is required.
- A certificate of liability insurance is required from the church.
  - The value of the tent is \$10,000.
  - The value of the trailer is \$2,500.
- Both the Non-Refundable fee and the Certificate of Liability are required before the reservation is finalized. **There are no exceptions.** The certificate may be faxed or emailed to Hannah Dickerson, 502-489-3418 or [hannah.dickerson@kybaptist.org](mailto:hannah.dickerson@kybaptist.org), but must be on file at the KBC at least 2 weeks before pickup.

### **RESPONSIBILITY:**

- Each church is responsible for any/all damage to the tent.
- Responsibility for the tent begins when it leaves the KBC parking lot.
- It is advisable to have security 24 hours a day while the tent is on your property.
- You may need a permit to erect the tent. Check with your local government.
- The person returning the tent must sign a statement which says there is no damage to the tent or the trailer.

### **PICK-UP & RETURN:**

- The tent/trailer must be picked up and/or returned before 3 pm during KBC business hours. Please call the Evangelism & Church Planting office one day before pick-up to confirm your arrival time.
- A heavy-duty pick-up truck is needed to pull the trailer that houses the tent. The hitch requires a 2" ball standard 4 pin flat plug for the lights.

**USAGE:**

- There has been considerable damage to the tent in the past. We need your help to keep the tent from being unnecessarily damaged.
- Please choose someone to coordinate the erection of the tent. The coordinator will need 5-10 additional people to assist in erecting the tent.
- Directions on erecting the tent are on the wall of the trailer.
- The tent manufacturer has told us that the tent should only be spread out on grass that is free of rocks, sticks or anything that could puncture a hole in the tent. **DO NOT LAY THE TENT OUT ON CONCRETE OR ASPALT SURFACES.**
- Do not walk on the tent when it is laid on the ground. Walking on the tent can cause damage/holes. If necessary, it is best to crawl on the tent surface, or walk on the tent seams.
- Listen to weather reports. If a damaging thunderstorm is predicted, take the tent down if at all possible.
- The tent must be folded properly, put back into the bags, and placed back in the trailer. It should NEVER be taken down while wet. It must be completely dry. If the tent is folded while damp it may mildew and rot. In an emergency, if the tent is taken down while damp or wet, please let the KBC know immediately so that it can be dried properly.

All questions should be referred to:

Hannah Dickerson  
Evangelism Team Ministry Assistant  
Kentucky Baptist Convention  
13420 Eastpoint Centre Drive, Louisville, KY 40223  
[hannah.dickerson@kybaptist.org](mailto:hannah.dickerson@kybaptist.org)  
(502) 489-3418 or (866) 489-3418 Toll free in KY only  
(502) 489-3218 fax



## **HOW TO ERECT THE KBC EVANGELISM TENT**

- Step 1            Unroll the tent bundles and stretch the canvas flat on the ground. Extend each rope around the tent straight out as shown in Sketch 1. PLEASE DO NOT WALK ON TENT AS IT WILL PUNCH HOLES IN IT!
- Step 2            Lace the sections of the top together, beginning at the center pole hole in each section. See detail 1 on Sketch 1. Cover the laced area with the rain flaps.
- Step 3            Place wall poles at each wall pole hole around the tent. Place bottom of the pole under the tent with the top of the pole extending about 6" beyond the edge of the tent. See detail 2 on Sketch 1.
- Step 4            Place steel tent stakes at the side of each rope that is extended from the tent. Lean the top of the stake slightly away from the tent and hammer it into the ground until only about 12" remains above the surface of the ground. The stakes should be approximately 7' from the edge of the tent and directly in line with the rope. See sketch 1.
- Step 5            Tie ropes to stakes using glove-hitch knot. See detail 3 sketch 2. Be sure to leave slack in ropes for setting up poles later.
- Step 6            Insert wall pole pins into large grommets located around edge of tent. Tilt wall poles with bottom of poles under the tent and top of poles leaning outward. See detail 4 sketch 2. Ropes should still be loose. Place center pole pins into center pole holes in middle of tent. Insert both center poles and then lift until they are standing straight. Crank up center poles to the yellow painted area. Do not allow more than 2 inches of the paint to be showing. Place three concrete slabs under each center pole before cranking up.
- Step 7            Set wall poles straight and tighten ropes.
- Side Note:        You can use just the two ends with one center pole.

# **HOW TO TAKE THE TENT DOWN**

\*\* Please do not fold the tent wet if at all possible.

- Step 1 Lower and remove center poles.
- Step 2 Remove wall poles.
- Step 3 Untie ropes from stakes and pull stakes up.
- Step 4 Un-lace tent sections.
- Step 5 Fold each section and place all parts properly in trailer.

If the tent is damaged in any way or has been folded while wet, please inform the Evangelism & Church Planting Team immediately.

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