

## **Contents and Care for the City of Boulder Neighborhood Block Party Trailer**

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 (in abbreviated format) on the inside rear door of the trailer and inside the plastic binder, located on the top shelf inside the trailer. 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 that location as the driver is likely to deliver it without direct communication with the host. This will need to be described, precisely, in your application. If the location requires a permit, you will need to follow that process in order to obtain a permit, prior to the event, or the trailer will not be delivered.

### **General Care**

Please treat the trailer as if it were your own RV or camper—clean the equipment after use and place it in the correct location. Think about the next user and try to ensure that they will find the equipment inside the trailer in better shape than you found 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 items prior to returning them to the trailer to avoid residue build-up inside the trailer.

Spend time prior to the event to familiarize yourself with the trailer and its contents. Make sure you understand how to operate the pulleys and other devices that are securing items so that when you are setting up for the event, you will not rush and damage items. Have several people who are helping host the event look at the contents and become comfortable with use. Use the binder—it has directions, rules to games and helpful information inside—it is on the top shelf inside the trailer.

Make safety a priority! Then focus on fun, building relationships and connecting with neighbors. Enjoy the trailer and all its contents!

### **Driver Responsibilities**

The driver (staff member who delivers the trailer) will take care of the following but you should know these things must be done for safety and you should check that they are in place, prior to opening the vehicle. Failure to secure the jacks, for instance, will surely result in injury and/or damage. The jacks support and stabilize the rear of the trailer; otherwise, it will move with weight and is not safe to enter. So, check that the following have been done:

#### *Safety*

These items must be in place in order for you to use the trailer: wheel chock (1) and rear jacks (2). Prior to opening the trailer, please check for these items and make sure they are in place. If for any reason they are not, you can open the side door and find these items in the black bucket with the grey lid, right inside the door. Email [nagla@bouldercolorado.gov](mailto:nagla@bouldercolorado.gov) and communicate that these two items were not in

place and then identify if you are able to put them into place. If for any reason, you are not able to obtain and install these items, you will need to wait for assistance from the city. You will not be able to use the trailer without these items in place.

#### YOU MUST DO THESE TWO STEPS PRIOR TO ANYTHING ELSE

1. **Jacks:** Verify that these are safely screwed into place (see pictures for proper placement). There must be one on both sides of the trailer to stabilize the trailer and make it safe for use/entry. There is a metal bar that goes underneath the trailer—the jack has a flat top that sits underneath that flat bar. It will need to be set at the correct height to support the trailer.
2. **Wheel chock:** Verify that this is in place. Be sure that the yellow blocks are safely stabilizing the trailer. They fit around the rear wheel to secure it in place. These prevent the trailer from rolling when the trailer is disconnected from a vehicle.

#### *Security*

As an event host, you assume some liability for the trailer. Please help the City of Boulder in the effort to make this trailer available at no cost for neighborhood events by protecting it from theft. There are a couple security measures in place and we ask for your help in assuring that these are in place. If either lock (below) is not in place, please email [nagla@bouldercolorado.gov](mailto:nagla@bouldercolorado.gov) and identify what is missing. There are extra locks inside the black bucket with the grey lid. You may install the items yourself and continue with use. Directions for installation are on the packages. Please indicate in the email above that you have successfully installed the items that were missing.

1. **Hitch lock:** The driver will keep the key to this lock, but please make sure it is installed on the hitch.
2. **Wheel lock:** You can't miss this bright yellow lock that prevents the wheel from rolling, please make sure it is in place.

#### **Doors**

Both doors have the same combination lock. The code will be emailed to the event host (person who reserves the trailer) once the reservation is complete. Please be responsible with the code; obviously more than one person may need it but we want to be sure the code stays with responsible party hosts/helpers.

#### *Back doors*

The primary caution here is that the doors are large and depending on the surface where the trailer is parked and the location to the public right of way, or private property where people may be walking/standing, the doors can be dangerous. Be aware of heavy wind and keep the doors secured at all times—this means either closed and locked (or at least with the combination lock on the vehicle but not clasped—during your event, this is fine for easy access) or secure the door opened by attaching the silver protrusion to its black base on the side of the trailer (see pictures for clarity). Do note: it takes a little force/push to get the silver bar to connect to its black base—you don't need to slam it but you do

need to provide enough force to make the connection. Be aware of the door handle and turn it so that it is less likely to bang the side of the trailer when you shut the door. Be sure you secure both doors prior to entering the trailer.

### *Side door*

This opens in the same manner as the back door but only has one door to secure. It functions the same way with the silver bar and the black base.

### **Lights**

Currently, there is not a battery/generator associated with the trailer. This is something that may be possible in the future. For the time being, you will need to utilize the round push lights located around the walls in the trailer. The lights installed on the ceiling and 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.

### **Zero Waste**

*All events that utilize the Neighborhood Block Party Trailer MUST BE zero waste events.*

The wire frames are stored on the side of the trailer for use with associated bags. They are placed on hooks and secured with an orange plastic tie at the bottom. When you remove the tie, please keep it hooked to the silver ring at the bottom so it will not be lost and so that you can secure the frames after use. The bags are located in a plastic bucket on the third shelf. Recycle and trash bags are marked individually and should be placed around the corresponding wire frame that is labeled with the same type of use. Green bags are compost bags and should be utilized with that frame. Event hosts are responsible for disposing of all waste in the appropriate manner. No waste should ever be stored inside the trailer. Once the event is over and the bags have been removed from the wire frames, store the frames as you found them, secure the bottoms with the orange plastic tie. For more information about requirements related to hosting special events that are zero waste, go to <https://bouldercolorado.gov/zero-waste/special-events-boulder>.

### **Orange Ratchet Straps**

Larger items in the trailer are secured by orange ratchet straps: orange webbing that has a ratchet system to make it tight or loose around objects. These are used specifically to create tension around the larger items—barricades, barricade bases and picnic tables—so that the items will not move when the trailer is in motion and so that the items can be safely stored while the event is being set up/broken down.

To operate the ratchet: Push in the button on the lever. While continuing to push the button, pop the lever outward until it is straight, and you should hear the tension release on the orange webbing. Once released, continue to hold the button and you will be able to release enough tension on the orange webbing to then unhook it at the connection (you will see the black hook inside the chair cabinet). If the

tension does not release enough upon straightening the ratchet system, then continue to push the release button and crank the ratchet system by bending it in the middle and moving it in an up and down motion. This should release the tension. Take care that the webbing remains straight and smooth through the system and does not twist or turn. Release of the button during this process will reverse the mechanism and create tension. Do not pull the webbing completely out of the pulley. It is much harder to reconnect if this happens so only release enough tension to loosen the webbing around the object and then unhook only one side of the orange webbing (make sure the other person has a firm hold on the object prior to unhooking the webbing), leaving the other end in place so that you can easily replace the barriers when you are finished using them.

### **Barricades**

Two (2) 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.

Bases (these are the stabilizing bottoms of the barricades): You will see these stored adjacent to the shelves, and they will likely need to be moved in order for you to access coolers and chairs, even if you are not using them. If you are not using the barricades, but you want to access additional chairs and coolers, then you will need to remove the barricade bases. Set them on top of the interior work surface (flat wood surface inside the trailer) while you remove what you need and then place the barriers back in the appropriate location for safe keeping during the event. If the bases to the barriers are lost during use, the event host will be held liable for replacement.

To remove the bases, follow the pulley operation instructions and slide out the bases. Place one base at a time adjacent to the location where the barricades will be placed in order to close the street. Ask someone to stay with the base to make sure they are not taken/moved while you are busy with the trailer. Return to the vehicle to remove the orange reflective barricades.

To return the bases: Wipe them down if dirty and be sure they are dry. Slide them back into the location behind the coolers/chairs and adjacent to the shelves. Use the orange webbing that should still be attached the hook inside the cooler storage area and stretch it across the outside of the barriers. Hook it to the other side and begin the ratcheting process until the webbing is tight across the bases.

Remember, to tighten the pulley system, do not press the button.

### **Orange Reflective Barricades**

MAKE SURE TWO PEOPLE ARE IN PLACE, ONE ON EACH SIDE (one person operating the lever near the side door and the other at the back door, ready to catch the barriers and begin to unload as they are loosened). You may need to untie the excess orange barrier, depending on how much slack was left between the ratchet and the tie when the items were last stored. Follow the operating instructions for

the orange ratchet straps. Slide the barriers out of the rear door. The barricade will only fit through the door if you move it straight out. You must have two people to perform this procedure. Two people should then carry each portion of the barricade to its destination for street closure. The square end of the orange reflective barricade needs to be firmly placed into the square opening found on the base. The sign should then read correctly, which will effectively close the street. Do note that the party host and/or the person who signs the block party permit is responsible to still follow all of the associated rules/procedures indicated by the block party permit process.

Repeat this procedure with the base and barricade at the other end of the street.

To return the barricades: Wipe them down if dirty and be sure they are dry. Slide them straight into the trailer and be sure that the U-shaped end is upright on the orange barricades. The squares that fit into the bases should be touching the floor of the trailer. Make sure the orange webbing is around the middle of the barricades and tighten the ratchet system. Do not push the button on the ratchet and repeat the ratcheting process to tighten the webbing and secure the barricades.

If you are NOT using the barricades but want to use the picnic tables, you will need to follow the orange ratchet instructions and push the barricades toward the wall in order to access the picnic tables. Prior to doing this, you will need to take out the wire zero waste containers or you will need to move the barricades again to access those.

### **Folding Picnic Tables**

**THESE WEIGH 80 POUNDS EACH AND ABSOLUTELY REQUIRE TWO (2) PERSONS TO OPERATE**

Once the barricades have been removed or are leaning against the outside wall of the trailer, press the buttons and pull down on the bottom side (closest to picnic table) of the orange webbing to loosen the straps around the picnic tables. Make sure there is a person on each end. Consider a third person to assist on the back end of the trailer to help with the weight as the 80-pound table is removed from the trailer. Slide the picnic table out of the trailer and then with two people move it to the proper location for use. Place the table on its side and undo the Velcro strap holding the legs into place, then unfold the legs. **DO NOT REMOVE THE VELCRO STRAP FROM THE TABLE LEGS—YOU MUST HAVE IT TO SECURE THE LEGS AFTER USE.** There are instructions on the bottom side of the table. Unfold the legs and put the black ring at the base of each leg to lock it into place. Two or three people should assist in setting the table upright for use.

**DO NOT SIT OR STAND ON THE TABLE SURFACE. BE SURE THAT THE TABLE IS SET ON A FLAT SURFACE AND BE AWARE THAT UNEVEN WEIGHT COULD FLIP THE TABLE.**

To return the folding picnic tables: With 2-3 people, place the table on its side and slide the black ring out of the leg-lock position, toward the base of the table. Fold the legs of the table inward.

**SECURE THE VELCRO TO HOLD THE LEGS IN PLACE. FAILURE TO DO THIS WILL RESULT IN THE LEGS OPENING UP AS YOU ARE TRYING TO MOVE AND LOAD THE TABLE BACK INTO THE TRAILER.**

Find the orange webbing that will secure the table and be sure you are sliding the table back in over the webbing. Slide the picnic table into the trailer and use the orange straps to secure the table. Be sure both ends of the webbing are hooked, then hold the top webbing while you pull on the bottom until there is tension around the table; secure firmly enough to hold the table in place during motion. There are two orange webbing straps. Be sure both are tight. The tendency of the strap is to come unhooked at the bottom as you tighten; watch this and make sure the hook is connected to the floor.

### **Folding Tables**

MAXIMUM CAPACITY OF FOLDING TABLES IS 200 POUNDS. DO NOT SIT OR STAND ON TABLES.

Seven (7) total: The tables are intended for easy use. 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. Then unfold the legs and place 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, together, turn the table upright. To break down the tables, make sure two persons are involved. 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, pick up the corners of the table and move toward one another until the table is successfully folded in half and place the table back into the storage area. Once all seven tables are returned, be sure that the silver hook is fastened. Failure to do so may result in injury the next time the back doors are opened.

### **Chairs**

Forty (40) total; WEIGHT CAPACITY PER CHAIR IS 250 POUNDS

There are 25 folding chairs in the rear chair section of the trailer and an additional 15 stored in the front of the trailer, behind the barricade bases. Please wipe down and return the chairs when your event is over. Note that the chairs are all folded and placed in the same direction (handle for grabbing facing out) when you remove them and kindly place them in this same manner, after use. Be sure that the silver hooks are in place after returning the chairs as this will keep them from moving and/or becoming damaged while in motion.

### **Water Coolers**

There are two (2) 5-gallon red 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 only for neighborhoods. Be sure these are emptied prior to returning them to the trailer. They will be placed on top of the large blue coolers for storage. Upon return to the trailer, make sure that the bungee cord is secure across these so that items will not move and become damaged in motion.

### **Coolers**

There are two (2) large blue coolers. These have capacity for 130 cans; of course with ice then the capacity will be smaller. There is also one (1) smaller blue cooler. It has capacity for 90 cans; less with ice. All blue coolers are on wheels for easy mobility. Prior to returning the coolers, please empty and

wipe out the coolers with the cleaning cloths provided in the plastic bucket or other cleaning cloths that you may prefer for use. It is expected that coolers are ready for their next deployment when they are placed back into the trailer. Please be considerate of other neighborhoods when you return the coolers.

## **Games**

Directions/rules for all games can be found in the plastic binder on the top shelf. There is also a copy of care and contents and procedures inside the binder, for easy reference. There are a few games included in the trailer for neighborhood fun. Please enjoy the games and try to put all the pieces/items back as you found them. If they are dirty, please wipe them off prior to returning them to shelves and/or buckets.

KanJam is located on the top shelf. It requires a Frisbee (included in bucket with jump ropes on second shelf) for play.

Spike Ball is hanging by hook on the front wall of the trailer. The ball can be found in a bucket of balls on the second shelf. It is the small reddish-brown one.

Balls: There is an assortment in a bucket on the second shelf; soccer balls, footballs and more.

Bubbles: There is a bubble container and solution on the top shelf. Please rinse this out after use, prior to placing it back into the trailer.

Hula Hoops: A Boulder staple! There is an assortment of sizes in the rear of the trailer, next to the folding tables. Enjoy them. Think about a contest or use them as part of an obstacle course!

First Aid Kit: There is a kit on the wall of the trailer just inside the rear door; there is an additional kit inside a plastic tub on the third shelf.

Fire Extinguisher: There is a fire extinguisher hanging just inside the rear doors of the trailer. For use, remove the extinguisher from its holder; pull the pin; squeeze the trigger.

## **SHARE THE FUN!**

Please take pictures and email them to [nagla@bouldercolorado.gov](mailto:nagla@bouldercolorado.gov) with your neighborhood in the subject line. Have kids draw pictures on the paper provided (hanging on the back door) and post them in the clear pockets provided for display. Share the memories and joy via email and through this display—do note—anything you share is subject for posting on the city's website. We hope that use of the trailer increases and the best way to make that happen is to share the highlights!