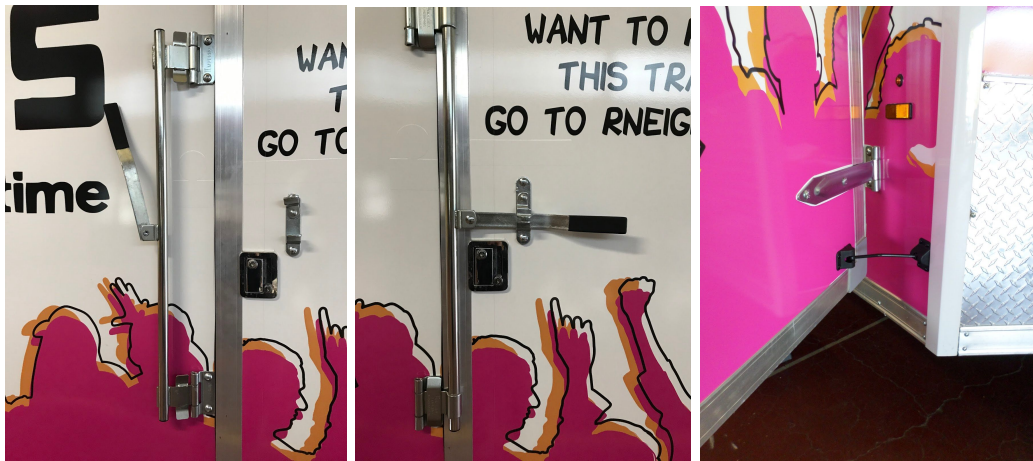


Thank you for choosing to use the Building Blocks Trailer for your neighborhood party! This guide is to help you understand the contents inside and setup (if necessary) for the items.

**PLEASE MAKE SURE YOU PLACE ALL ITEMS BACK IN THE PROPER AREAS/BINS WHEN PACKING UP FOR THE NEXT NEIGHBORHOOD.**

**Unlocking/Opening Trailer Doors**

The trailer is equipped with two entrances - a side door and back door. Parks & Rec will equip you with the keys needed to unlock the doors. Once unlocked, rotate the upper silver part of the lock, then push the handle up and out. Then, take the silver bar to the left and pull to the left to release the rest of the door. Pull the door all the way open toward the trailer wall, then use the black lever at the bottom and place inside the black holder on the door. (see photos)



Release the two bars on the back trailer door to open. Use the pink and orange pool noodles to cover the door wire while unloading/loading.



When the trailer is not in use, please close all doors and refrain from letting children play inside the trailer. Store the pool noodles in the small space next to the picnic tables.

## TRAILER CONTENTS

### Canopy

We have provided a 10' x 10' canopy if needed. It should be stored between the folding chairs and bean bag/bench storage area (see photo). Instructions to set up the canopy are included in the back of this guide. Please make sure the orange tent is dry and free of moisture prior to packing back in the case. Please secure canopy to ground at all times and do not use during windy weather.



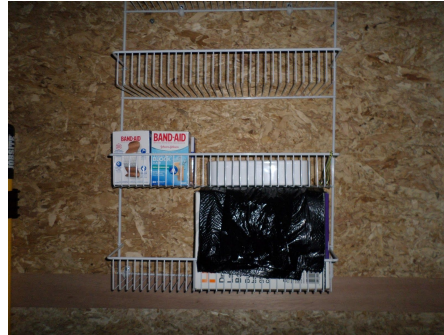
### Sandbags

There are sandbags located just to the left of the side trailer door as you step into the trailer. Please use the sandbags for the canopy in addition to the included stakes.



### **First Aid Kit/Sunscreen**

We have provided a first aid kit in case of minor injury. It is located on the wall to the right of the side trailer door, as you step into the trailer. A large tub of sunscreen is also available for use. Please place the sunscreen in a large cooler, pump on side, when loading in the trailer.



### **Steps**

There is a small step to assist you into the side trailer entrance. The step will hold up to 300 lbs. Please place the step in the trailer next to the spare tire when not in use.



### **Cones**

There are 2 cones to place street-side next to the trailer if the trailer is parked on the street. **PLEASE NOTE THESE CONES ARE NOT TO BE USED AS BARRICADES.**



### **Broom/Trash Bags/Trash Cans**

Please use the broom to sweep out any dirt/leaves/trash from the trailer prior to lockup. The broom is located between the first aid kit area and folding chairs. Trash bags are located next to the first aid kit.



You may take the trash cans out of the trailer for use during your gathering. Please use the included garbage bags and secure/dispose of used/filled trash bags prior to loading cans back in trailer. **DO NOT PLACE FULL GARBAGE CANS BACK IN THE TRAILER.** The trash cans can be secured between the grill and the table/bench/cooler storage area using the blue bungee cords.



### **Games/Activities**

There are 9 tubs full of outdoor games, board games, and other various activities to use during your block party. Each tub is labeled with contents. Please ensure that all contents are

returned to the original tub prior to trailer pick-up. The regular tubs should be placed on the floor in the designated area. Please secure with the bungee cords, as shown in the photo below. The two long storage bins should be stacked on top of the storage unit and secured with bungee cords. The giant Yard-Zee and lawn game may be placed next to the folding chairs.



### Coolers

There are 2 coolers available to use for beverages during your party. When finished, please make sure coolers are dry and empty before placing on top of table/bench storage unit and secure by attaching bungee cords around side handles (photo below).



### **Tables**

Seven (7) tables are located underneath the cooler storage, closest to the back trailer door. Please use caution pulling them out of the storage area. Please secure the tables with the red bungee cord when loading.



### **Benches/Bean Bag Game**

You can locate the benches on the opposite end of the cooler storage, near the canopy and folding chairs. The benches are secured/covered by the durable bean bag game. Please be sure to place the benches in storage, then place the two bean bag stands together, and secure all with the red bungee cord.



### **Folding Chairs**

You may use the folding chairs in place or in addition to the benches. The folding chairs are located between the canopy and spare tire. Please place folding chairs in framed area and secure with bungee cord when loading.



### **Grill/Fire Extinguisher**

A propane gas grill and fire extinguisher is located on the wall next to the game bins. Instructions on how to use the gas grill are located in the back of this guide. Please let Parks & Rec know if you run low or run out of propane gas during your event. Keep the grill clear of items that may burn or be flammable, and **DO NOT** use the grill to burn garbage.

**IMPORTANT: PLEASE CLEAN THE GRILL AND MAKE SURE THE PROPANE IS DISCONNECTED PRIOR TO LOADING ONTO TRAILER.** Use the silver bungee cords to secure the grill doors and grill within the trailer.



Please let Parks & Rec know if you use the fire extinguisher so it can be replaced.

## TIPS FOR OPTIMAL TRAILER USAGE

- Only those involved with reserving the trailer should be removing/reloading contents. Please do not allow children in and out of the trailer at any time.
- Keep the trailer secured when not in use, INCLUDING during the event.
- Keep grill and propane tank away from any building or flammable surface.
- Please restrain canopy at all times and refrain from using during windy weather.
- Let Parks & Rec know when an item is running low or missing (propane, sidewalk chalk, etc.) so they can replace the contents for the next user.
- Please keep the inside of the trailer clear of debris and trash, and make sure all contents are cleaned of food/drink to prevent bug infestations.
- Please sweep up the trailer prior to closing and locking after reloading items.
- Please make sure any permit not covered by trailer reservation is completed prior to use.
- ENJOY the Building Blocks trailer and connecting with your neighborhood!