

Montana Southern Baptist Convention - Disaster Relief Shower/Laundry Unit User Agreement

This user agreement must be signed, and designated operator(s) must have the proper Shower/Laundry Unit training prior to taking possession of the Shower/Laundry Unit. The user(s) must also understand that the Shower/Laundry Unit is a Disaster Relief Unit, and therefore may be taken back into the possession of the Montana Southern Baptist Convention at any time necessary, with little or no notice in the event the unit is needed for a disaster response.

By signing the agreement below, the user(s) agree to the following:

- 1) The Shower/Laundry Unit must have a designated person (or persons) to staff the unit onsite during transportation, hook-up, setup, operation, cleanup and breakdown. This person or persons is/are required to stay with the unit the entire time the unit is in use, and be responsible for the following:
 - a. Performing a pre-transport inspection of the unit with MTSBC staff
 - b. Hooking up the unit to a transportation vehicle with proper capacity and ability to tow the unit
 - c. Transporting the unit to agreed location of service
 - d. Placing the unit in an area with reasonable water hookups, proper drainage capabilities, and in agreement with local authorities such as a pastor or land owner and or local Health Department guidelines
 - e. Hooking up the water hoses and drain lines
 - f. Locking and unlocking the unit
 - g. Hooking up the propane to the water heaters, and space heaters
 - h. Hooking up the generator to the washer/dryer unit and operating it accordingly
 - i. Performing equipment checks to insure there are no dangerous leaks, prior to initial use
 - j. Making assignments for any volunteers that will be assisting in the Shower/Laundry Unit operation
 - k. Monitoring the propane and fuel use for the associated equipment
 - l. Filling the water tanks to prepare for hot showers
 - m. Making sure the men only enter from the men's side and the women only enter from the women's side during designated shower times
 - n. Breaking down and storing all associated equipment inside the locked trailer overnight to prevent theft
 - o. Verifying that all Shower/Laundry Unit equipment is properly placed back inside unit prior to returning unit to the Montana Southern Baptist Convention
 - p. During freezing temperatures, and or harsh weather, extra steps must be taken each day to drain water lines, pipes, and water tanks to prevent equipment from becoming damaged

- 2) The Shower/Laundry Unit is equipped with 2 full propane tanks, 1 generator full of fuel, and 1 extra container of fuel. Upon return of the Shower/Laundry Unit to the Montana Southern Baptist Convention, all fuel/propane is to be at full capacity. The cost of the fuel used by the Shower/Laundry Unit will be the responsibility of the designated person or group using the unit. The Shower/Laundry Unit is also equipped with various other items that will be accounted for on the pre-transport checklist. Upon return of the Shower/Laundry Unit, all items must be accounted for before operator can return unit to custody of MTSBC.

- 3) The Shower/Laundry Unit may only be checked out/ borrowed for a period of up to 14 days. Users wishing to have access to the unit for a period of time longer than 14 days may submit written requests to Dan Stewart, State DR Coordinator, prior to taking possession of the unit, and are subject to their approval.

- 4) The Shower/Laundry Unit must be thoroughly cleaned prior to returning it to the Montana Southern Baptist Convention. This includes the following:
 - a. Removal of all trash and clothing from unit
 - b. Emptying all trashcans, replacing trashcan liners, drain both hot water heaters.
 - c. Sweeping front and rear floors of unit
 - d. Using shower stall cleaner and scrub brushes to clean shower floors and walls
 - e. Rinsing walls and shower heads thoroughly
 - f. Applying one cup (8 oz.) of chlorine to shower walls and floor, and letting stand for 30 minutes before rinsing
 - g. Spraying shower curtains with disinfectant
 - h. Cleaning thoroughly around washer and dryer, removing all detergent and clothing
 - i. Cleaning lint from dryer after each use

By signing this agreement, I fully understand the responsibility and liability associated with using this unit. I fully agree with the obligations outlined above, and will make sure that each task is carried out. I agree to make sure the Shower/Laundry Unit is returned to the Montana Southern Baptist Convention on time, and in the same condition I received it. Further, I agree to replace or repair any equipment that is damaged due to any misuse of the Shower Unit.

User

Date

Location to be Used

Return Date