

THE FRONT PORCH TRAILER

RULES & REGULATIONS AND TRAILER AGREEMENT

Rules & Regulations

ELIGIBILITY

- The Front Porch community gatherings trailer (“Trailer”) will be available for use by neighborhood associations, homeowners associations (HOAs), and non-profit community organizations that work directly with Bloomington residents. Eligible groups shall be located within the Bloomington, Indiana city limits.
- Organizations interested in borrowing the Trailer must register in advance with the City of Bloomington Housing and Neighborhood Development department (HAND), by completing [The Front Porch Pre-registration form](#).
- HAND staff will vet registrations, and confirm eligibility with each organization. Only approved groups will be eligible to reserve the Trailer.
- The Trailer may only be used for official organization-sponsored activities to which all members are invited. The Trailer may not be used for private functions, such as graduation or birthday parties.
- City of Bloomington staff may reserve the Trailer for public events. The Trailer must be transported by qualified City staff from the department making the reservation.
- If applications are received from City staff and a community organization, requesting overlapping dates/times, priority will be given to the community organization.

RESERVATIONS

- The Trailer is available from April 1st to November 1st.
- Use of the Trailer is free.
- The organization reserving the Trailer must identify one individual, who will complete the online Trailer reservation application and act as the point of contact with the City for purposes of the reservation.
- All reservation applications will be processed through the HAND department, and will be based on availability of staff.
- Organizations are limited to two (2) reservations annually. If you choose to reserve the trailer for a rain date, in addition to the primary date of your event, the rain date will count as your second annual reservation.
- Reservations are made on a first come, first served basis, and may be made up to six (6) months in advance of your event.

- General timeline:
 - Trailer reservations will not be accepted with less than thirty (30) days notice. Exceptions may be made at the sole discretion of the HAND department if the trailer is available and City staff are able to accommodate the request.
 - If a [Park Special Use Permit](#) is needed, an application must be submitted to the Parks & Recreation department no less than forty-five (45) days prior to the event. [2025 Special Use Permit Guide](#).
 - If your event involves the closure of a City street, an application for a [Right of Way Special Event Permit](#) must be submitted to the Public Works department no less than ninety (90) days prior to the event. [Right of Way Special Event Permit Guidelines](#).
- The Trailer may be reserved online at bloomington.in.gov/neighborhoods/trailer.
- Submitting an application does not guarantee a reservation. HAND staff will review the reservation request and follow up with the applicant to confirm the reservation approval.
- Cancellations must be made by 8am the day prior to your scheduled event and by Friday at 8am if the event occurs over a weekend.
- Depending upon the location where the trailer will be parked and the event will take place, you may need to seek additional permits.
 - Considering having your event in a park? Check out the [2025 Special Use Permit Guide](#) for the criteria that will determine whether your event requires a Park Special Use Permit. Please note: The Front Porch contains a pop-up canopy and bluetooth sound system. Use of these are permitted in a City park without a Park Special Use Permit. However, if your proposed gathering fulfills other criteria on the list, you will need to apply for the Permit.
 - Considering having your event on a closed City street? Check out the [Right of Way Special Event Permit Guidelines](#). In order to close a City street for your event, you must obtain a [Right of Way Special Event Permit](#) from the Board of Public Works.

	Trailer parked on PRIVATE PROPERTY	Trailer parked on CITY STREET	Trailer parked in CITY PARK
Event located on PRIVATE PROPERTY	NO permit needed. Alcohol permissible.	NO permit needed. Alcohol permissible.	
Event located on a CLOSED CITY STREET	Right of Way Special Event Permit Alcohol forbidden.	Right of Way Special Event Permit Alcohol forbidden.	
Event located within a CITY PARK		Park Special Use Permit may be needed if your event meets certain criteria*. Alcohol forbidden.	Park Special Use Permit may be needed if your event meets certain criteria*. Alcohol forbidden.

*Refer to the [2025 Special Use Permit Guide](#) for a list of criteria.

THE INDIVIDUAL RESERVING THE TRAILER MUST:

- Be the event host/organizer ("Host"), representing a recognized organization that has previously

registered with and been approved by the HAND department.

- Be at least twenty-one (21) years of age and reside within the Bloomington city limits
- Be available to take delivery of the Trailer at the agreed upon drop-off time, during regular City business hours (M-F, 8 a.m. to 5 p.m.).
- Accept responsibility for the Trailer and its contents from the time of delivery, through the time the Trailer is picked up by City staff. Host will be required to sign a document to this effect.
- Certify that all residents in the neighborhood have been invited in advance of the event for which the Trailer will be used, and that neighbors in the immediate area of the event have been notified of any potential noise or changes to traffic patterns within 48 hours of the event (is applicable).
- Identify where the event will take place and the exact location where the Trailer will be parked (subject to HAND approval). If the trailer will be parked on the street, two parking spaces will be needed (minimum of 25 feet). Parking location must be on a level surface.

TRAILER DROP-OFF

- The trailer is only available for use within the city limits of Bloomington, Indiana.
- 24-hours before scheduled drop-off, City staff will send a Drop-Off Email to the Host with instructions, including the combination to the locks on the Trailer door.
- City staff will deliver the Trailer to the predetermined parking spot at the event location. Once parked in the designated location, the Trailer must remain there for the duration of the reservation. ***Only City staff are authorized to move the Trailer.***
- City staff will drop off the Trailer by 4:00 p.m. on the day of the reservation (weekdays), or on a Friday if the reservation falls over a weekend. The Host (or their preapproved representative) must be available at the event location to take delivery of the Trailer.
- City staff will ensure that Trailer stabilizing equipment is properly placed and that wheel chock locks and hitch lock are secured.
- Host and City staff will inspect the Trailer at the time of delivery. City staff will take photos of any pre-existing damage. Damage must also be listed on the Trailer Agreement, which will be signed by both parties.

TRAILER PICK-UP

- The Trailer and its contents shall be in the same condition at pick-up as at the time of drop-off, including but not limited to:
 - All tables, chairs, and coolers must be wiped down and/or washed out *and dried*. Table and chair legs, equipment, and games are free of any grass, dirt, and mud.
 - All trash must be removed and properly disposed of. Bags for trash and recycling and two (2) Bag Buddies have been provided, however, Host is responsible for the proper disposal of all trash and recyclable items.
 - All games, equipment, and supplies have designated storage locations in the Trailer. All items are to be returned to their designated areas, which are labeled. Photos of the proper storage locations are posted inside the Trailer.

- Trailer security locks, wheel chock locks, and hitch lock are in place and returned in proper working order.
- City staff will pick up the Trailer on the first business day after the event.
- By noon on the designated pick-up day, all items shall be in their designated storage areas within the Trailer, which will be locked and ready for pick up. Host will “Reply All” on the Drop-Off Email to notify City staff that the trailer is ready for pick-up.
 - In this email, Host must report any damage or loss of contents.
- City staff, along with the Host, will inspect the Trailer at the time of pick-up. City staff will take photos of any new damage (comparing with the list of damage noted at drop-off). New damage will be noted on the Trailer Agreement, and signed by both parties

DAMAGE RECONCILIATION

- An inventory of the Trailer and its contents will be taken following every event. Damaged or missing items, totaling between one hundred dollars (\$100) and two hundred and fifty dollars (\$250) will result in the loss, by the applicant organization and Host, of the ability to reserve and utilize the trailer for a period of six (6) months, unless the organization is able to replace the damaged or missing items.
- Damage to the trailer, damage to trailer contents, or missing items totaling more than two hundred and fifty dollars (\$250), or failure to abide by the policies and procedures set forth herein will result in loss, by the applicant organization and Host, of the ability to reserve and utilize the trailer for a period of two (2) years.
- For City of Bloomington staff, damages incurred during the reservation totaling over one hundred dollars (\$100) will be charged to the department budget.

TRAILER SECURITY

- The Trailer is to remain locked at all times when not in active use.
- Host is encouraged to routinely check the status of the trailer’s safety and security equipment throughout the time of possession, including:
 - Ensure wheel chock locks and trailer stabilizing equipment are securely in place.
 - Ensure hitch lock is securely in place.
 - Ensure padlocks are in place and securely locked when the trailer is not in use.

ADDITIONAL INFORMATION

- The Trailer is for use during free events only. Host shall not charge a fee for events. Host is in charge and responsible for the conduct of all persons in attendance during events for which the trailer is in use.
- No attached items shall be removed from the trailer.
- Nothing shall be fixed (temporarily or permanently) to the trailer in any way, This includes banners, posters, signs or other materials. No tape, glue or adhesive material may be used on trailer walls, floors, ceiling or any other part of the trailer interior or exterior.

- The Bloomington [Noise Ordinance](#) prohibits unreasonable, unnecessary, excessive and offensive noise. Individuals using the Trailer are expected to make reasonable efforts to avoid noise that is disruptive to neighbors, including crowd noise and amplified music. The noise ordinance is enforced twenty-four (24) hours a day by the Bloomington police department.
- The consumption of alcohol is prohibited on public property (including sidewalks, streets and parks). Beer and wine may only be served on public property by a qualified individual possessing the appropriate license from the State of Indiana ([BMC 14.36.090](#)). The City ordinance prohibiting the consumption of alcohol does not pertain to events that take place entirely on private property. Please drink responsibly.

Trailer Agreement

PRE-EXISTING DAMAGE

The following visible damage was present on the trailer exterior at the time of delivery:

1. _____
2. _____
3. _____
4. _____
5. _____

I take full responsibility for the Trailer and its contents for the entire duration of the reservation for which I am the designated Host.

I certify that I have listed all visible per-existing damage above. I agree to notify City staff of any damage or missing items that occur during my reservation

I acknowledge and agree to be bound by the terms and conditions listed in The Front Porch Trailer Rules & Regulations.

Host printed name

Reservation date(s)

Host signature

Date

City Staff signature

Date