**4 CORNERS RIFLE AND PISTOL CLUB**

**RANGE USE APPROVAL FORM**

1. Applications for Range Use Approval are to be submitted to the Club’s Secretary for review by the Executive Committee in accord with Club By-Laws, Article VII,2.a. Consideration for approval will be evenly applied to all requests and shall not be arbitrary or capricious.

*Scheduling activities specifically sanctioned by the Club (i.e. Pistol League, Junior Shooters, Women at the Range, 3 Gun Shoot, etc.) may omit completion of this form and contact the Secretary directly.*

Upon Executive Committee approval, future range use scheduling requests by the same individual for the same purpose may be approved by the Secretary. The Secretary will notify both the Range Director (Indoor or Outdoor) and the Website Administrator to enter the reservation into the Web Site Calendar immediately.

2. Intended use must comply with the Mission Statement of the Club By-Laws (Article II) and be conducted or sponsored by a Regular Club Member.

3. Intended use must comply with all applicable Federal, State and Local laws, rules and regulations, and must be non-political.

4. Approval for use will be consistent with the non-profit, non-commercial status of the Club:

 a) No fees will be charged for youth programs.

 b) No fees will be charged for law enforcement agency training use.

 c) No set fees will be charged for “4CRP Club Sponsored Events”

d) Fees may be charged for other approved applicants. Unless exemptions have been approved, anyone using the ranges in a for-profit/instructional setting will pay the Club $10/participant.

e) Applicant may charge fees from their event participants.

f) ALL event attendees must sign the attached WAIVER. (Waivers will be turned in to the Club Secretary at the end of the event.)

5. Cancellation of Agreement: The Club will notify Applicant of cancellation by phone or text, and will follow that contact with a letter of clarification. Applicant may file a written response within 5 days of initial phone/text for reconsideration by the Executive Committee. A final written notification of decision by the Executive Committee will be mailed and emailed to the Applicant within 7 days of receiving Applicant’s response.

 Examples of causes for cancellation include but are not limited to: Applicant non-compliance with Club By-Laws, Safety Violation by Applicant or during their event, failure to appropriately clean up after previous activity, failure to pay for damages caused to facility during previous activity, etc.

 Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Activity Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Will pay to 4CRP Club $10.00/attendee \_\_\_\_\_\_\_ Responsible Party \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specifics: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Range Use Policies and Procedures – Indoor Range**

1. Instructor will verify availability of the range with the Secretary. Instructor is responsible for arranging with the Range Officer to gain access to the range at the desired times. If the course is for any reason cancelled, the instructor will contact the Secretary immediately (so the website calendar can be updated).

2.  If there are any issues with the range or supplies needed they will contact the appropriate Range Director.

**Opening the Indoor Range:**

 Meeting Room:

Meet Range Director at entry gate at agreed time (Gate may remain open during the class)

Turn on water valve in Women’s Restroom

Wall heaters may be used if needed

 Shooting Range:

 Light switches are in the Meeting Room AND in the Shooting Range

 Range heaters may be used if needed

 Turn on ventilation fans when shooting !

 **Closing the Indoor Range:**

Shooting Range:

 Shut off ventilation fan.

 Turn range heaters to 45 degrees !!!

 Sweep the floors, putting used brass in container with wire mesh over it.

 Turn off shooting range lights – from inside the range and from the Meeting Room

 Leave the range cleaner than you found it !

 Meeting Room:

 Check restrooms for cleanliness.

 Turn off water valve in Women’s Restroom and CLOSE RESTROOM DOOR

 Turn off wall heaters (if used) and LEAVE PILOT LIGHT ON

 Make sure all trash is picked up – Leave room cleaner than you found it.

 Lights off

 If YOU are locking up, make sure door handle and deadbolt are both locked

 If YOU are locking up, close entry gate and lock – the two locks on the chain should

 be interlocked with each other.

***Range Use Policies and Procedures – Outdoor Range***

**Outdoor Range**:  Instructor will follow current outdoor range use policies per the Outdoor Range Director, the Range Safety Orientation and the 4CRP Club Executive Board.

Of course, you are 100% responsible for the actions of anyone who is your “guest” or “client”.

Leave the Range cleaner than you found it.

Clients may park outside the gate, follow directly behind you when you enter and leave, or you can use your key card to let each client in and out individually. BE SURE ALL YOUR CLIENTS ARE OUT WHEN YOU LEAVE as there is no way for them to exit without your key card.

Report broken frames or unusable targets / target frames to the Outdoor Range Director or Secretary.

3-gun / tactical range shall not be used or entered without specific prior permission

Unless you have reserved an entire range segment (i.e. pistol range, .22 range, etc.) make room for members to use at least half of the shooting stations IF members are present.