

Policy: Special Requests For Facility or Range Use

Purpose: The purpose of this policy is to identify procedures for requests made by members to use the facility or one of its ranges for a special occasion or event. For example, a birthday party.

Procedure: All requests must be submitted to the Executive Committee for consideration and approval. The request must be made 30 days in advance in order to give the Committee ample time to consider the request and to announce the closure of the facility or range to the members.

The request will include the date, time, and number of guests expected. As well as a description of the activities planned.

All persons attending will abide by the Association policies. All guests (persons who are not members of the Association) will sign a waiver as per policy.

The member organizing the event is accountable for the behavior and actions of all guests attending the event.

An Executive Committee member will be present at the beginning of the event to collect waivers and to ensure range rules are reviewed with guests of the event.

When the event has ended, participants will clean up after themselves and leave the facility in good order.

The event organizer is responsible for any damage due to negligence to the facility that occurs during the event.

Only a member may make a request to use the facility or its ranges for special occasions.

Non-members may submit a request for use of the facility to the Executive Committee for consideration. If approved, the request must then be made at the next regular monthly meeting for approval by the general membership.

A fee or deposit may be requested by the Executive Committee, at their discretion.