

Monticello Rod and Gun Club

Range Use Request Check List

1. Complete the range use request on the back of this page and **bring 2 copies** for presentation to the monthly membership meeting on the last the last Thursday of the month. Be sure to check the website to be sure the range and/or club house is available on the day you wish to use it. If is already scheduled you will need to select a different date. Club sponsored activities always have preference. A club member must be present for all events and enforce club rules.
2. Attach insurance information naming Monticello Rod and Gun club as additional insured on your instructor or business insurance. **No insurance, no use of the range can be granted.**
3. If your request is approved, a club official will sign and return a copy of your request. You are responsible for emailing or mailing this approved copy of your event to the club webmaster Schedule the range and/or clubhouse only for the times you need it and vacate the range on schedule. This is important so other members can use the range when you are using the club house and at the scheduled end of your class.
4. Brief your students on the safe use of the range and be sure all students sign in the register. **Be sure your students sign the club waiver and return the waivers to club after your event.**
5. The gate may be opened for your event so your students can park inside. Once your students are inside close the gate and set the lock so it appears to be locked. This will help to avoid unwanted visitors yet keep the gate accessible in case of emergency.
6. You are expected to leave the area at least as clean as you found it. Plan to provide trash bags for garbage generated during your event. Take down all targets, even those that have 'only been shot a little. Trash can be placed in the dumpster near the club house.
7. Make your check payable for the range use to: Monticello Rod and Gun Club and mail it to the club treasurer immediately after your class.

Should there be an incident , injury or any issues on the range you are **REQUIRED** to immediately advise the Club President by phone and follow up with a written Incident\Injury \Issue form

Fees for the use of the range and club house are:

Range Fees: Per Student \$20 Hourly Minimum Charge \$20

Club House: Hourly \$5 8 hour day \$40

Range Use Request

To: Monticello Rod and Gun Club Officers

From: (Individual) _____

Date Submitted: _____ Date Received: _____

I request permission to use the following: Note: Attach another sheet if multiple dates are needed.

1. Range: _____ Date: _____ Times: _____
2. Club House: Date _____ Times: _____

Purpose of Use: _____

Number of participants: _____

Is this a not-for profit or for profit event (circle)? Are you a club member? _____

Requesters Name: (Company or Individual) _____

Address: _____

E-mail: _____

Home Phone: _____ Work: _____

Cell: _____

Insurance Company Name: _____

Policy Number _____

Attach copy naming Monticello Rod and Gun as an Additional Insured.

Club Action:

Approved for Use: _____ Date _____ Denied Use: _____ Date _____

Club Representative acting on behalf of Monticello Rod and Gun Club:

Name: _____ Club Position: _____

Note: The President and/or the event coordinator may as a exception authorize range or clubhouse use for an additional fee of \$10 to accommodate a time sensitive request. However, all approved range uses must appear on the club calendar at least 3 days before the event.