

## Appendix H – Group Range Usage Request Approval Form

### Group Range Usage Request Guidelines

The below are intended as guidelines to assist the TCSS Board during the review and approval process of the Group Range Usage Request form. The guidelines will help the Board review all requests in a consistent and fair manner. Ultimately the Board has the authority to decide whether or not to approve the request and if approved, the stipulations that will apply.

1. The **Group Range Usage Request Approval Form** (next page) is to be completed by group range use requestor and submitted to **any TCSS board member** for their initial review for accuracy and completeness. The Liaison will submit the completed form to the Board for review. That board member will then serve as the Liaison and point of contact with the group throughout the review process.
2. The proposed group activities must be in alignment with the Special Use Permit (SUP) granted to TCSS by Teller County. Those activities must be related to and in support of firearms related activities and if so, no additional County related permits are required. Per our SUP no vendor preparation of food is allowed on-site.
3. During the review the Board will discuss and determine such things as the following:
  - a. Group usage fee; Non-profit groups will receive consideration for lower fee group range usage. Activities that are in some ways are fee/profit related may be charged a fee, typically \$15/adult and \$10/17 & under.
  - b. In support of our youth (17 & under), special consideration will be given to the fee structure. Organized youth groups (girl scouts, boy scouts, church groups, etc) may be charged a reduced fee. Typically, \$5/shooter rather than the normal \$10/shooter.
  - c. If the event results in revenue of any kind for the requesting party, we may agree to a revenue split in addition to the shooter fee with board approval
  - d. If TCSS has to provide RSO's, a donation of \$25 is suggested.
  - e. The closing of the range during the activity is a Board determination. As a general rule with larger groups the range will be closed.
4. A TCSS Board member or a designated TCSS member/RSO is required to be present the entire time during the group activity.
5. Due to physical layout and size of the range groups are limited to a maximum of 90 attendees and to a maximum of 30 vehicles.
6. If there are more than 50 planned attendees the requesting group may be required to reimburse TCSS for at least one extra porta-potty.
7. Upon approval the Board Member Liaison will send a confirmation packet to the group representative confirming dates, times, any special range requirements, RSO's required, and fees. Included will be a copy of GCSSC Range Rules and Waivers.

**Group Range Usage Request Approval Form**

Note: The below information is to be completed by range use requestor and submitted to the designated TCSS board member.

Group Name: \_\_\_\_\_

Group Representative's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Preferred Date (s): \_\_\_\_\_

Preferred Times: \_\_\_\_\_

Total # of Attendees: \_\_\_\_\_

Is group providing their own Range Safety Officers (RSO)?

Support required from TCSS: \_\_\_\_\_

Purpose for Range Usage (attach a separate sheet if more space is needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Important: Everyone 18 years of age and older and over is required to sign and date the Gold Camp Shooting Sports Center Liability and Waiver when entering the range. All minors in attendance under 18 must have a Minor Waiver signed by their parent or legal guardian.

TCSS Representative: \_\_\_\_\_

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

Note: The below to be completed by TCSS.

Amount of guest fee: \_\_\_\_\_

Range to be opened to members during guest usage?

Yes / No

Request Approved?

Yes / No

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TCSS President or designee: \_\_\_\_\_

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

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