

## Appendix J: Group Range Usage Request Guidelines

The below are intended as guidelines to assist the TCSS BoD during the review and approval process of the Group Range Usage Request form. The guidelines will help the BoD review all requests in a consistent and fair manner. Ultimately the BoD 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 BoD member** for their initial review for accuracy and completeness. The TCSS Liaison will submit the completed form to the BoD for review. That BoD 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 preparation of food is allowed on-site.
3. The applicant must provide proof of Liability Insurance, \$1,000,000 minimum, at least two weeks prior to the event.
4. The group must provide a qualified range safety officer to monitor the event. Qualifications and/or certification must be provided at least two weeks prior to the event.
5. During the review the BoD will discuss and determine such things as the following:
  - a. Group usage fee; Activities that are profit based will be charged a fee determined by the BoD. Non-profit will receive consideration for a reduced or waived fee.
  - b. In support of our youth (18 & under), special consideration for a reduced or waived fee will be given to organized youth groups (girl scouts, boy scouts, church groups, etc.)
  - c. If the event results in revenue for the requesting party, we may agree to a revenue split in addition to the shooter fee with BoD approval
  - d. If TCSS has to provide Range Safety Officers (RSO's), a fee will be determined by the BoD.
  - e. The closing of the range during the activity is a BoD determination. As a general rule with larger groups, the specific range being used will be closed to members and the public.
6. A TCSS BoD member or a designated TCSS member is required to be present during the group activity.
7. For larger groups. Due to safety concerns, our SUP requirements, and our limited parking, the number of participants and/or vehicles may have to be limited at the range.
8. If there are more than 50 planned attendees the requesting group may be required to reimburse TCSS for additional porta-potties.
9. Upon approval the BoD 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.

**Appendix K: Group Range Usage Request Application**

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

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

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

Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

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

Is the group providing their own Qualified Range Safety Officers (RSO)? \_\_\_\_\_ If so, provide qualifications.

Does the group have liability Insurance? \_\_\_\_\_ If so, provide liability certificate.

Support required from TCSS: \_\_\_\_\_ If RSO's, how many? \_\_\_\_\_

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 prior to or upon 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? \_\_\_\_\_

TCSS RSO required? Yes / No

Range to be opened to members during guest usage? Yes / No

Request Approved? Yes / No

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

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

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

