

Action Range Rental Fees

(BoD approved 8/14/2007)

1. Anyone wishing to reserve the use of a range or ranges for commercial or municipal purposes must submit the following to the Action Range Committee:

- a. A completed facility request form.
- b. Liability Insurance rider.

Note: Insurance information will be kept on file for one year. Organizations wishing to use the facility on a recurring basis will need to submit insurance information on an annual basis no later than April 1st of each year.

- c. Course outline (commercial firearms and self- defense classes).
- d. Emergency contact information and a list of Range Safety Officers as outlined in the Action Range Standard Operating Procedure section 1.4.

After review and approval by the Action Range Committee, the request will be forwarded to the Board of Directors at the next scheduled meeting.

2. If the facility request is approved by the Board of Directors (BoD), the organization making the request must then:

- a. Pay a deposit of 50% of the total range fees at the time of BoD approval.
- b. Provide PF&G with a complete roster of all attendees no later than one week prior to the event.
- c. Provide signed PF&G liability waivers for all attendees at least one week prior to the event.

Note: In cases where range usage will be on a recurring basis by the same individuals, liability waivers will be kept on file for one year. New waivers will have to be signed and turned into PF&G no later than April 1st each year.

- d. In the event of a cancellation, all monies, less a 10% re-scheduling fee, will be returned to the organization or credited for a future event.

Half day (0800-1230/1230-1700)	\$200 ^{i, ii}
Full Day (0800-1700)	\$350 ^{i, ii}
Week (5 days)	\$1400 ^{i, ii}

ⁱ Police departments using the facility for training purposes will receive a 30 percent discount.

ⁱⁱ Members who attend a training course at PF&G held by an outside organization may request a refund for PF&G range fees they paid to the outside organization. Forward course dates, proof of having attended the course, and a receipt showing the amount of PF&G range fees paid.