



## Phoenix Rod & Gun Club (PRGC)

### Club Policy on Outside Users

Revision 6, 08/14/2019

Effective March 1, 2019, the following policies will govern the activities of, outside commercial organizations, instructors, and training organizations (collectively outside users) authorized to use Club facilities. Agreements and activities of approved Law Enforcement agencies are governed by a separate policy.

1. Any unsolicited outside user request to use the PRGC facilities shall be refused.
2. Outside users requested by any Division Director or Board of Directors may be allowed in accordance with the below listed guidelines.
  - a. The outside user must be invited by a Division Director or Board of Directors and use of the PRGC facilities approved by the Board of Directors. The Board of Directors may waive any of the below policies as deemed appropriate by the Board of Directors.
  - b. Where applicable, the outside user shall provide the Division Director or Club with a specific course description and syllabus, details on instructor qualifications, details of safety considerations, and instructor/student ratio to be maintained.
  - c. The outside user shall provide a Certificate of Insurance specifically naming Phoenix Rod and Gun Club as an additional insured. The form and substance of the certificate shall be acceptable to the Club. Current required minimum coverage levels are \$1,000,000 per incident, \$1,000,000 personal injury, \$50,000 damage to property, \$5,000 medical, and \$1,000,000 aggregate. Use of Club facilities shall not be granted until the required "Additional Insured" certificate is both received and accepted by the Club Facilities Manager.
  - d. Outside user's use of the PRGC facilities is on a single event basis, including multi-day events, and are not subject to any continuing use or automatic renewal. Each event must be requested by a Division Director or Board of Directors and approved by the Board of Directors.
  - e. It is the responsibility of the outside user to adhere to all PRGC safety regulations, as well as PRGC Club Rules and this Policy. Failure to do so may result in immediate suspension of use privileges.
  - f. All fees for the outside user's event must be collected by the Division or Club, as applicable, and placed into the Division's or Club's account, as applicable.
  - g. The fee charged by the outside user to conduct the event must be paid out of the Division's or Club's account, as applicable.
  - h. For Division sponsored events, an accounting will be made after the event showing the revenue and expenses. After this accounting is made, fifty percent (50%) of the profit generated from the event shall be transferred from the Division's account to the PRGC Reserve Account.
  - i. Prior permission shall be obtained from the Board of Directors to allow access by any media to attend and/or report on any scheduled event conducted by the outside user. The outside user is responsible for the conduct of all participants and instructors while on PRGC property. Any violations of range use rules will result in the immediate revocation of range use for this event and all future requests from that outside user will be refused. This includes violations found on video, whether taken by the outside user or third parties.



- j. All improvements made on and/or permanently installed at the PRGC facilities used by any outside user must be pre-approved by the Board of Directors and will be deemed to be a donation to the Club and become property of the Club at the time of improvement or installation.
  - k. The outside user is responsible for the state of cleanliness and material condition of the PRGC facilities used during the event to include any equipment staging, set-up, cleanliness, trash removal, and restoring to original set-up. Any damage and/or material discrepancies to the PRGC facilities used shall be reported to the Division Director or Club Facilities Manager before conducting the scheduled event.
  - l. It is the outside user’s responsibility to provide all materials appropriate to conduct their activity. It is not the Club’s responsibility to provide targets, frames, hearing and/or eye protection.
  - m. Unless the Division Director has given permission otherwise, any outside user’s material and/or advertisements shall be removed from the PRGC facilities upon completion of the event. Failure to leave the facilities in a clean and orderly manner may result in a clean-up charge to the outside user.
  - n. All participants, students, and/or attendees, shall sign the Hold Harmless Agreement and Waiver provided by the Club. The, Hold Harmless Agreement and Waiver shall be turned into the Division Director or Club, as applicable.
  - o. The Club reserves the right to review and or observe the operation and safety practices of the Outside User and to suspend or cancel facility usage privileges at any time for deviation from, and/or violation of Club safety requirements. Facility usage privileges may also be suspended or cancelled for violation of any other aspects of the above agreement.
3. The Division Director or Club, as applicable, is responsible for ensuring that the above guidelines are followed and that the Certificate of Insurance is submitted to the PRGC Facilities Manager prior to the event.

Signature below acknowledges understanding and compliance with the PRGC Outside User Policies and is effective upon the date of signature.

\_\_\_\_\_  
Division Director/Club Representative

\_\_\_\_\_  
Outside User

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date