

## 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 TCSS 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 preparation of food is allowed on-site.
3. A TCSS liability waiver must be completed by all participants and attendees, preference is to have these completed in advance online using our SmartWaiver system.  
(<https://waiver.smartwaiver.com/w/stzwymquywhnf1mc2e1tdv/web/>).
4. The applicant must provide proof of Insurance, a minimum of \$1,000,000 general liability insurance.
5. During the review the Board will discuss and determine such things as the following:
  - a. Group use requested donation. Activities that are profit based will be requested to provide a donation determined by the board. Non-profit groups will receive consideration for a reduced or waived donation.
  - b. In support of our youth (17 & under), special consideration for a waived donation 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 donation with board approval.
  - d. The group must provide a certified/qualified safety officer to monitor the event. Qualification and Certification must be provided prior to TCSS approval.
  - e. If TCSS has to provide RSO's, a donation of \$25/hour is suggested.
  - f. The closing of the range during the activity is a Board determination. As a general rule, with larger groups the specific range being used will be closed and the remainder of the range will remain open to our members.
6. A TCSS Board member, or 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, at the range may have to be limited.
8. If there are more than 50 planned attendees the requesting group may be required to reimburse TCSS for at least one extra porta-potty.
9. 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: \_\_\_\_\_ Signature: \_\_\_\_\_

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

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

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

Is group providing their own qualified/certified safety officer(s)? \_\_\_\_\_ If so, provide qualifications.

Does group have liability insurance? \_\_\_\_\_ If so, please provide declarations page.

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

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

Important: Everyone 18 years of age and older are required to sign and date the Gold Camp Shooting Sports Center Liability and Waiver (<https://waiver.smartwaiver.com/w/stzwymguywhnf1mc2e1tdv/web/>) 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 suggested guest donation: \_\_\_\_\_

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

Request Approved? Yes / No

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

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