



# **Emerald Empire Gun Club**

## **FACILITY RESERVATION APPLICATION**

*Please print clearly!*

Name of group (legal entity): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Reason for use of the EEGC facility: \_\_\_\_\_  
\_\_\_\_\_

Sanctioning/certifying/approving authority (NRA, SCTP, etc.): \_\_\_\_\_

Please describe the activities that will be conducted, including any shooting activities (attach additional pages if necessary):

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

Areas requested for reservation: \_\_\_\_\_  
\_\_\_\_\_

Special requirements or equipment needed for your event: \_\_\_\_\_  
\_\_\_\_\_

Will your group sell goods, merchandise, or services at your event? \_\_\_\_\_

Exact dates requested: \_\_\_\_\_

Exact **start** times requested (*include setup time*): \_\_\_\_\_

Exact **end** times requested (*include clean up time*): \_\_\_\_\_

*(continued on next page)*



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Estimated number of total people attending event (including instructors): \_\_\_\_\_

Number of instructors/Range Safety Officers/staff who will attend:  
\_\_\_\_\_

Name of contact person: \_\_\_\_\_

Contact person's mailing address: \_\_\_\_\_  
\_\_\_\_\_

Contact person's phone: \_\_\_\_\_

Contact person's e-mail: \_\_\_\_\_

**Agreement to Abide by EEGC Rules and Requirements**

The undersigned applicant/group hereby agrees to comply with all EEGC requirements governing the use of this facility and shall abide by all directions of members of the EEGC Board of Directors and Range Safety Officers. The undersigned applicant/group also acknowledges EEGC's right to refuse admission to anyone, control occupancy, immediately end an event, or remove anyone whose conduct is deemed by EEGC to be disorderly or who fails to comply with any EEGC safety regulation, Range Master, or Director.

**Insurance**

The undersigned applicant/group agrees to provide EEGC with an acceptable certificate of a comprehensive general liability insurance policy before any event may be held at any EEGC facility.

**Event Range Safety Officers**

The undersigned applicant/group agrees to provide EEGC information regarding sufficient numbers and qualifications of Range Safety Officers if the event involves the use of firearms and EEGC shooting ranges.

**Qualifications of Instructors**

The undersigned applicant/group agrees to provide sufficient information regarding the qualifications of instructors.

**Instructional Materials**

The undersigned applicant/group agrees to provide a copy of the instructional materials/handouts/flyers that will be used in the class. NRA classes are exempt from this requirement.

**Press Release Form**

The undersigned applicant/group agrees to promptly submit a filled out press release information form if it is desired to have EEGC help publicize or promote the event.

**Repeat Reservations**

Under certain conditions, EEGC may allow approved events to be scheduled again without submission of a new Facility Reservation Application. If so allowed, the undersigned applicant/group agrees to follow the terms and conditions in this EEGC Facility Reservation Application and agrees to inform EEGC if there have been any substantial or material changes to the materials submitted for the initial reservation.

**Payment of Fees**

The undersigned applicant/group agrees to submit the required reservation and event fees with the request for reservation and acknowledges any approved reservation will be immediately cancelled if the fees are not paid.



**Responsibility for Activities**

The undersigned applicant/group accepts full responsibility for the acts of event participants and spectators, for range safety, for range conditions, for damage to any persons or property, and will be responsible for any set up and any cleanup required.

**Cancellation/Fees**

The undersigned applicant/group acknowledges that there is an advanced scheduling procedure and that all reservations and cancellations must be made in advance in writing, that reservations cannot be made if fees are unpaid, and that fees may not be refundable at the discretion of EEGC. No pre-paid reservation fees will be refunded if the cancellation is made within seven days of the initial date of the event or not made in writing.

**Hold Harmless Agreement**

The undersigned applicant/group accepts full responsibility for the safe conduct of all students, instructors, and others using the EEGC facilities for the scheduled event and agrees to indemnify and hold harmless EEGC, its Range Safety Officers, members, agents, and Directors against any and/or all loss, liability, expense, claim, costs, suits, and/or damages of every kind, nature and/or description resulting directly or indirectly from the use of EEGC facilities.

**Acknowledgement**

By signing this reservation application, the undersigned applicant/user acknowledges they have authority to apply to use EEGC facilities on behalf of their event or group. The undersigned applicant/user also acknowledges and warrants that they have received a copy of Emerald Empire Gun Club's "Facilities Reservation Packet," that they have read and understood the content thereof and that they and their group will comply with all requirements and conditions of same and will cause all personnel addressed under this agreement to abide with all of the rules, policies and instructions of Emerald Empire Gun Club. Emerald Empire Gun Club also reserves the right to refuse admission to anyone, control occupancy, immediately end an event, or remove anyone whose conduct is deemed by EEGC to be disorderly or who fails to comply with any EEGC safety regulation, Range Safety Officer, or Director.

Signature of applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of: \_\_\_\_\_

Mail completed applications to:

Emerald Empire Gun Club  
ATTN: Range Reservations  
P.O. Box 1225  
Springfield, OR 97477

Or hand deliver to:

Emerald Empire Gun Club  
ATTN: Range Reservations  
36111 McGowan Creek Road  
Springfield, OR 97478

## Checklist for reservation applications:

- Did someone from your group or event with responsibility to contract on its behalf sign the application above?
- Did you fill out the information in the box at the top of the page of the EEGC Facilities Use Confirmation Form? Once your event is approved, that form will be returned to you with the Facility Use Roster sheet(s) for you to use and return to us after your event.
- Did you provide a photocopy or other proof of a comprehensive general liability insurance policy with the correct limits?
- Does your event or group insurance policy name the Emerald Empire Gun Club as an additional insured with respect to liability arising out of the operations performed by the user group and for acts or omissions of the user group, for all claims of bodily injury or property damage?
- Have you provided information regarding sufficient numbers of qualified Range Safety Officers if your event involves the use of firearms and EEGC shooting ranges?
- Have you provided copies of the qualifications of your Range Safety Officers such as copies of their certificates of completion of an NRA Range Safety Officer class?
- Have you provided a photocopy of the qualifications of your instructor(s) such as their NRA instructor card(s)?
- If your event is a class, have you provided a full and complete photocopy of your instructional materials, handouts, flyers, etc? You do **not** need to submit copies each time you present the exact same event. These materials can be submitted in paper form, on a CD, or by email. NRA instructors teaching NRA approved classes do not need to submit these materials.
- If your event is not a class, have you provided a full and complete photocopy of your event materials/rules/flyers/handouts? You do **not** need submit copies each time you present the same event.
- Have you prepared the press release if you want EEGC to help advertise your event?
- Have you attached a check or money order for the facility reservation fees for the dates and times you requested? Applications will not be considered without submitting a check or money order for the rental fee in advance. Make all checks out to 'Emerald Empire Gun Club'. (All \$10 shooting fees may be paid in advance or on the day of the event.)