



# **Emerald Empire Gun Club**

## **FACILITY RESERVATION GUIDELINES FOR NON-EEGC SPONSORED EVENTS**

The Emerald Empire Gun Club (EEGC) operates a 44 acre multi-use shooting sports facility near Springfield, Oregon. EEGC sponsors many shooting events for members and non-members. In addition, the clubhouse, multipurpose training building, and recreation area, as well as the 100 yard pistol and rifle range, multi-purpose range, shotgun range, and 200 yard rifle range are available for other events under guidelines established by the EEGC Board of Directors (“the Board”).

EEGC reserves the right to refuse use of facilities or other service to anyone. EEGC also reserves the right to refuse admission, control occupancy, and remove anyone whose conduct is deemed to be disorderly or who fails to comply with any EEGC safety regulation or directions from an Board member or Range Safety Officer. Failure to abide by EEGC rules or the directions of Range Safety Officers may result in immediate termination of the event or suspension of range access.

### **Reservation Process**

EEGC facilities are usually reserved on a first come, first served basis. The Board has final authority regarding all facility use and operations. To reserve the use of any EEGC facilities, you must:

1. Submit the properly filled out and signed facility reservation application with supporting documentation.
2. Provide proof of a comprehensive general liability insurance policy with the following limits:
  - Each Occurrence Limit \$1,000,000
  - General Aggregate Limit \$2,000,000
  - Personal and Advertising Limit \$1,000,000
3. Name the Emerald Empire Gun Club, Inc. 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. This insurance shall be primary and noncontributory with any insurance purchased or maintained by EEGC.
4. Provide requested information regarding numbers and qualifications of Range Safety Officers if your event involves the use of firearms and EEGC shooting ranges.
5. Provide requested information regarding the qualifications of instructors.

6. Provide an outline or syllabus of the instructional materials that will be used in the class, including a complete and detailed description of the course of fire.
7. Submit the required fee.

After you submit a complete reservation application and the required supporting materials to the EEGC Executive Officer, the request submitted to the Board for approval.

Board meetings are regularly held on the third Wednesday of each month. Please allow sufficient time for consideration of your request to reserve our facility. The Executive Officer will inform you of the Board's decision.

If your facilities use request is approved, you will receive a EEGC Facilities Reservation Confirmation. Please keep that confirmation with you when you come to our facility. Approval of your facilities use request indicates your agreement to follow all terms and conditions stated or referred to the EEGC Facility Reservation Packet and EEGC Facility Reservation Application.

At the beginning of your event, you must have every person present at the event sign the Event Waiver and Sign-in Sheet. After your event, you must complete the Facility Usage Report and submit it with the Event Waiver and Sign-in Sheet to the Executive Officer. Failure to do so will result in denial of future reservation requests.

## **General Reservation Rules**

1. All persons are required to follow EEGC rules and regulations as well as any event-specific rules or conditions set by the Board.
2. During your event, you must follow the instructions of our Range Safety Officers and any Board member while on our premises.
3. EEGC reserves the right to refuse admission to anyone, control occupancy, immediately end an event, or remove anyone whose conduct is determined to be disorderly or who fails to comply with any EEGC rule or regulation or direction from a Range Safety Officer, or Board member.
4. No events will be scheduled on any Monday. Mondays are reserved for work on our facilities.
5. The normal number of participants that can be accommodated at our facilities are:
  - a. Pistol range: 30 shooters
  - b. Multi-purpose range: 12 shooters
  - c. Shotgun range: 8 shooters
  - d. 200 yard range: 26 shooters
  - e. Archery range: 8 shooters
  - f. Multipurpose building: 20 students

Other areas may be reserved and have separate occupation limits. Please ask our Executive Officer if you wish to use areas other than those listed above.

6. A \$50 Reservation Fee must accompany the Reservation Application. The Reservation Fee will be applied to the total usage fees for approved event. If the Board does not approve an event, the Reservation Fee will be refunded. The \$50 Reservation Fee will not be refunded after a reservation is approved and calendared, even if the event is cancelled.
7. Rescheduling because of weather conditions, loss of power, or other reasons outside of your control may be done as soon as practical but on a first-come, first served basis and will not displace other reservations.
8. A \$25 fee will be charged on all returned checks.
9. The use of cameras that take still photographs is permitted during events. The use of motion picture equipment is not permitted without prior written approval by the Board. If approved, use of motion picture equipment must follow any guidelines set by the Board.
10. The sales of goods, merchandise or services are not permitted on EEGC premises without approval of the Board.
11. Tables and chairs are available if requested, subject to limited availability.
12. Setup and cleanup is your responsibility and should be done during the times the facilities are reserved. EEGC reserves the right to bill for any damages, labor, expenses, or cleaning required.

## **Usage Fees**

1. The fee for each event is \$10 per participant per day.
2. In addition to the event fee, there is a shooter fee of \$10 per non-EEGC member per day.
3. Facility usage fees may be changed by the Board at any time. If changed after an event is approved, the applicant may elect to pay the new fee or cancel the event. If the applicant elects to cancel the event, any pre-paid fees will be refunded.
4. The Board may waive some or all fees. The decision to waive fees is at the Board's sole discretion.