

Northern Arizona Shooting Foundation User Group Packet

Thank you for your interest in the Northern Arizona Shooting Foundation (NASF) Facility User Group Terms and Conditions. We designed this User Group packet with several objectives in mind: to explain the range reservation process used by the facility and to explain the rules governing the Range.

Our goal is to provide a safe and enjoyable shooting environment for everyone utilizing our facility. The following packet will outline how a User Group may reserve a range, what rules govern the use of all Ranges at the Northern Arizona Shooting Range (NASR), and the policies governing the behavior of user groups at the facility.

The purpose of the User Group Terms and Conditions is to provide User Groups with all the information necessary to conduct safe matches, classes, and practices. The NASF constituted these rules for a single purpose: SAFETY. Failure to abide by these rules shall result in the temporary and/or permanent revocation of a User Groups privileges to utilize NASR. A User Group must acknowledge their acceptance of the Terms and Conditions by signing the *User Group Acknowledgment Signature Form and Code of Conduct*. The NASF reserves the right to modify, amend, or delete any safety rule and/or procedure for the facility or a specific range at any time.

Before any User Group may schedule or use a range, a current, signed *User Group Acknowledgment Signature Form and Code of Conduct* must be on file with the NASF. It is the sole responsibility of the User Group to maintain current, signed copy of the *User Group Acknowledgment Signature Form and Code of Conduct* and understands the expiration of the aforementioned form will result in the cancellation of all events previously scheduled at NASR. Additionally, a Hold Harmless Agreement must be on file before a User Group may schedule or use a range. Any changes to the *User Group Acknowledgment Signature Form and Code of Conduct* by the User Group will render it null and void resulting in all previously scheduled events to be canceled.

In Case of Emergency

In the event of a medical emergency during regular Range business hours:

1. Call 911 immediately to summon the requisite emergency services.
2. Then contact any NASR Safety Officer (RSO) on duty.
3. If a medical emergency occurs after Range hours the User Group must contact NASF personnel as soon as possible but no later than the next business day.

User groups are required to provide their own first aid kits.

Waiver of Liability

Each group participant must read and sign the Waiver of Liability form before commencing the event

Hold Harmless Agreement:

Before the scheduling of any events, the User Group must sign and have on file a Hold Harmless Agreement.

Contact Information:

All User Group contact information must be kept current with the NASF and it is incumbent upon the User Group to ensure all contact information is up to date. Please ensure that the following is up to date:

1. Names of authorized signatories
2. Phone numbers
3. Fax numbers

4. Mailing address
5. E-mail address
6. Current signed User Terms and Conditions and other required documents

Responsible Party

Every User Group must designate a sole responsible party for all matches, practices, and classes held at the range. By signing the *User Group Acknowledgment Signature Form and Code of Conduct*, the signee is designating himself as the responsible party. The NASF understands that it is not possible for a single individual to be present at all events and submit all range requests. Therefore, on the page designated *Additional Authorized Person(s)*, the responsible party may enumerate a list of designated individuals who may direct classes, matches, schedule events, and represent the User Group as so designated on the *Additional Authorized Person(s)* form. By adding an individual to the *Additional Authorized Person(s)* form, the responsible party assumes the responsibility of ensuring that all additional authorized persons listed therein are familiar with the rules, policies, and procedures of the User Group Terms and Conditions and accepts responsibility for actions of the additional authorized persons.

Entering the facility after business hours:

The NASR shuts the main gates approximately thirty minutes after the end of public shooting hours. The User Group is responsible for ensuring access to the facility for their participants after public shooting hours. Arrangements for facility access must be made with the NASF prior to the event.

Vehicles on Ranges

Without prior written NASF, User Groups shall not drive or park any vehicle on any range. User Groups may park in driveways for unloading/loading purposes only but they shall move those vehicles to a designated parking space before shooting commences. Do not block emergency access roads and/or driveways to any range for any reason. Violation of this policy may result in suspension and/or revocation of your privileges. Vehicles are not permitted on any ranges for any reason during or after inclement weather resulting in muddy conditions on the range floor. Any violation of this policy resulting in damage to the range floor will be charged a clean-up fee to repair the range back to its normal condition. The User Group will not be permitted to schedule or use NASF ranges or facilities until charge is paid in full.

Range Reservations:

All range requests must be submitted no later than thirty business days before the requested event. Failure to do so may result in inadequate time to process the request.

When your event is complete for the day:

The responsible party for the event or match is responsible for the following:

Policing all brass and/or shotgun wads on rifle/pistol ranges

Collecting all target debris

Collecting all trash and depositing it into the trash cans

Target frames, sans targets, must be returned to the target holders

All tables and stools must be returned to their original positions

Prior to leaving, the responsible party must ensure all participants and spectators have vacated the range

Return range flag to holder

Berms:

No one may climb the berms or backstop for any reason and all shots must impact the backstop (berm) without exception. User Groups must position the target frames as close as possible to the backstop (berm). ***Shooting into lateral berms is prohibited for any reason and will result in temporary and/or permanent revocation of privileges at NASF.***

Authorized Targets

Paper targets supplied by the user group.

NASF permits steel targets on certain Ranges. Steel targets must have a 45-degree cant.

Unless otherwise listed as an authorized targets, or the User Group received permission from the NASF, all other targets are *ipso facto* a prohibited target. Destruction of the wooden frames provided by NASF will result in a fine assessed to the User Group on a per frame basis.

Camping in the Range Parking Lots or in the Campground area:

Camping rules and regulations in effect at the time of the camping request, including any fees, will determine camping arrangements. Campers for large events may camp in range parking lots with prior approval from the NASF. The Match Director must collect any fees and include them with the invoice total. Camping on the Range Parking Lots may only occur with prior arrangements when a User Group has reserved the range and the Match Director is present. Unauthorized campers will be asked to leave the facility.

Responsibilities of the Match Director or Instructor

The following rules and procedures apply to any match, practice, event, or class conducted on this facility. Each member of the user group agrees to the following rules and regulations of the NASF and the NASR:

We understand the first priority of NASF is safety, and agree to conduct our events with the highest standards of safety for participants, spectators and others on this facility. We agree to immediately correct any unsafe action.

We agree to keep all User Group information current with the NASF. This includes a hold harmless agreement, *User Group Acknowledgment Signature Form and Code of Conduct* and contact information for Match Director or Instructor.

We acknowledge that failure to submitting the current *User Group Acknowledgment Signature Form and Code of Conduct* and Hold Harmless Agreement will result in the cancellation of all previously scheduled events.

We acknowledge that we are required to provide first aid kits for our event.

We will provide Range Safety Officers with the necessary information to supervise our events and ensure that our members, participants, and spectators are familiar with all the safety procedures of NASR.

We are responsible for all participants, spectators, and others, for range safety, the cleanliness and/orderliness of ranges we use, and we will comply with governmental regulations applicable to our activities including potable water and sanitation.

We will shoot only at targets authorized by NASR.

We understand the facility is closed to taking of wildlife (hunting). Violators are subject to criminal citations under ARS Title 17.

We understand we are liable if any incident occurs due to our acts or omissions and NASF is not liable for any incident occurring before, during or after any of our events.

We will ensure no participant in any event is shooting .50 BMG, .416 Barrett, or any cartridge with the muzzle energy on par with the .50 BMG or greater, armor piercing ammunition, tracer rounds, or exploding ammunition.

We will not discharge birdshot on the wooden frames provided by NASF. User Groups will be assessed a fee for each frame destroyed by birdshot.

We understand that the User Groups are responsible for match setup, participant's entry into the facility during non-business hours, the collection of fees from participants, and the cleanup after every event.

We understand cleanup of the range consists of the following: policing brass, removing shotgun wads, removing our paper targets from BASF target frames, returning target frames to holders, putting away any crows feet and moving tables and stools back to their original positions, ensuring all trash is placed in trash receptacles, and leaving the range in good condition for the next User Group. Failure to do so will result in a clean-up fee added to your invoice.

We understand if we arrive at our scheduled Reserve Range and discover any damage or an unclean range, we must notify a NASF Board member immediately before we begin our event. We understand failure to notify a NASF Board member may result in the assessment of cleanup and damage fees to our group.

We understand any damage to the property, facility buildings, or target frames will result in our group being assessed the cost of repairs or replacements.

We understand when our event is over, the terms and conditions require participants and spectators to leave the Reserve Range we reserved for the event. Participants may not use the range before or after the scheduled event. **The Event Director must be the last person to leave the range when the event is completed.**

We understand we must provide additional toilet facilities for events lasting more than six hours and with more than 50 participants and spectators. The first facility shall be an ADA approved toilet, with one additional toilet for every 25 additional participants.

We understand if we have a large event, we need to notify the NASF at least five days in advance to procure additional restroom supplies and trash bags. We also understand we are responsible for removing trash from large events.

We understand NASF does not provide brooms, dustpans, and, rakes or shovels to clean up the ranges after we use them for our events. If needed, the User Group must provide these items.

We understand that NASF will summarily deny any reservation request if we have any unpaid invoices outstanding for more than 30 days, expired insurance or expired *User Group Acknowledgment Signature Form and Code of Conduct* form.

We understand that submitting a range request form for a range does not automatically guarantee us the range or building for the specified date and time on the request. The range request has no validity until returned with a NASF signature, dated and approved by a NASF officer or designee confirming the request.

We understand we must schedule all Ranges in advance, and that all reservations must be in writing on the proper form provided for these purposes. We also understand NASF will not verbally hold any range in the schedule book. The range request form must be accurate, legible and properly filled out in order to receive a confirmation for the requested range. **E-mail requests for range reservations are acceptable.**

We understand we must submit all cancellations in writing on the proper form for range cancellations at least seven days in advance of the scheduled event. Cancellations less than seven days prior to the event will result in the application of a Failure to Cancel Fee for each occurrence **E-mail cancellation requests are acceptable.**

We will ensure all Additional Authorized Person will review the facility wide rules, any posted signs, and all rules regarding the ranges listed in this packet. All User Groups shall abide by these rules when conducting matches, training, practices and classes.

We understand any safety violations can result in the temporary or permanent revocations of our privileges to shoot at NASR.

We understand that there is to be no alcohol on any range.

Alcohol may be served at events following the completion of all shooting with prior NASF approval.

We understand NASF officers reserve the right to cancel any event if they observe the following: unsafe actions, safety violations, or the use of prohibited targets. Abuse of NASF personnel will also result in the cancellation of any event.

We understand all participants and observers are required to wear hearing and eye protection during live fire periods on all ranges during shooting periods.

Welcome to the Northern Arizona Shooting Range

In order to make your visit to this facility safe and enjoyable, please read and follow the rules below:

1. The User Group is responsible for following all rules found within this packet and posted at every range. The User Group, not NASF, is responsible for the User Group's actions.
2. All shooters must immediately correct any unsafe condition. Everyone is responsible for range safety.
3. There is no shooting between 10:00 PM and 7:00 AM without prior approval from NASF.
4. Participants and observers are required to wear hearing and eye protection on all ranges.
5. Alcohol is prohibited on all ranges. Any shooter impaired due to the consumption of alcohol or chemical substance (including prescription pharmaceuticals) cannot shoot at NASR.
6. There shall be no shooting from moving or parked vehicles.
7. Off-road driving on the facility is prohibited. Do not drive across medians. Keep all vehicles on designated roads and parking lots.
8. The facility is closed to the taking of all wildlife. Hunting is prohibited on NASF property. Violators are

9. The campground is for NASR patron use only.
10. All pets must be on a leash and controlled by their owners. All owners must clean up after their pets.
11. Do not climb on berms. You may not be on the sides or tops of the berms (impact or lateral) for any reason at any time.
12. The facility speed limit is 15 MPH on paved roads and 5 MPH on dirt roads and parking lots unless otherwise posted.
13. All shots must strike the backstop or impact berm. Shooting in any facility area other than a designated range is prohibited.
14. Tactical shooting is prohibited on all ranges prior approval. NASF defines tactical shooting as forward and backward movement only with the muzzle always pointed at the backstop.
15. All shooters must vacate the range by 8:00 PM unless camping or participating in a large event with prior NASF approval to be on property over night.