



Rio Salado Sportsman's Club, Inc. Policies and Procedures

Policy and Procedure # 1: Guidelines for Activity Center Use:

These guidelines provide information concerning the priorities, and procedures for reserving and using the Rio Salado Sportsman's Club Activity Center. All users **MUST** comply with the **Activity Center User Responsibilities** on Page three.

1. The **primary purpose** of the RSSC Activity Center is to provide a clean and comfortable area for club members to meet, relax, and socialize. Therefore, the Activity Center will be open the same hours the range is open to members.
2. A secondary purpose is to provide a place where recognized divisions may conduct division business (e.g. match record keeping); however, divisions may not bar club members while conducting such business. Divisions may reserve and use the Activity Center for social purposes during non-operating hours, and for up to four (4) hours during range operating hours. Non-division club members may be excluded during these times. The four hour limit may be waived for special events. The Range Manager is responsible for both scheduling Activity Center and granting waivers.
3. To defray club, and Activity Center expenses, the Activity Center may be rented for non-member user groups for special purposes (e.g. training classes, meetings, etc.). Costs and procedures will be in accordance with the Range Policy and Procedures manual. The Range Manager is responsible for scheduling use of the Activity Center.
4. All users will leave the Activity Center in a clean, well-maintained order. Failure to do so could result in revocation of use privileges. After hours social groups and any non-club user at any time may be required to provide a \$100 cleaning deposit prior to use. The deposit may be refundable in whole or in part. The Range Manager or Club Executive Officer will determine

the amount of any refund. Should clean-up costs exceed the deposit amount, the user will be billed the difference. Appeals may be made to the Board of Directors.

5. **KEY POLICY:** Because the Activity Center is open during range operating hours there is no need to provide keys to members. Only the following Club officers will have keys to the Activity Center: President, Vice President, Treasurer, Secretary, Executive Officer, and Chief Instructor. In addition, the Range Manager (or his designee) will have a key, and will retain custody of all duplicate keys. The Range Manager (or his designee) will provide a key to the responsible person of any group seeking to use the Activity Center for an after hours event. The responsible person will sign for the key, and will acknowledge responsibilities for using the Activity Center (see attached). Lost or damaged keys will cost \$5 to replace. Under no circumstances will keys to the office or supply areas be provided.

6. **OPENING AND CLOSING:** The Range Manager or his designee, will be responsible for opening and closing the Activity Center at the beginning and end of normal range operating hours. The designated individual will also be responsible for noting the condition of the Activity Center, and reporting it to the Range Manager.

7. **RESERVATION PROCEDURES:** Members wanting to use the Activity Center must contact the Range Manager in writing to reserve the Activity Center. The Range Manager is solely responsible for scheduling use, and will resolve all schedule conflicts. Members wanting to use the Activity Center after range hours will be required to obtain a key from the Range Manager, and must return the key within 48 hours after the event.

NOTE: These guidelines and rules are subject to change by the RSSC Board of Directors.

Signed as Approved by the Board of Directors: Michael A. JANAS 16 August, 2006
Secretary, RSSC Date

Activity Center USER RESPONSIBILITIES

This is your Activity Center - please keep it neat and clean.

1. **ANY AND ALL FIREARMS** permitted inside the Activity Center **MUST** be cased or holstered. **EXCEPTIONS:** 1) Firearms may be uncased or un-holstered for training sessions with a certified instructor authorized by the Chief Instructor and Range Manager. 2) Firearms may be displayed uncased during special events if the firearms have an Open Bolt Indicator or are otherwise made inoperable.
2. Ammunition will **NOT** be allowed in the Activity Center with any firearms at any time.
3. Alcoholic Beverages **ARE NOT** permitted.
4. Any beverages or foods containing **red dye ARE NOT** allowed in the Activity Center. These permanently stain the carpet if dropped or spilled.
5. Please clean all trash, cans, paper, etc. from tables, floors, counters, etc., and place in the appropriate receptacle. Please clean up after yourself, especially in the food preparation area. Do not use abrasive cleaners on the counter areas.
6. Please be careful not to track mud, dirt or other debris in the Activity Center
7. Please return all tables and chairs to where you found them, as you found them. Furniture will not be removed from the Activity Center or patio
8. Members **ARE NOT** permitted to post or hang anything on any wall except on designated bulletin boards without permission.
9. Keys must be returned within 48 hours.
10. Children must not be left unattended in the Activity Center.

The RSSC Activity Center is a No-Smoking facility.

ACTIVITY CENTER USER AGREEMENT

I UNDERSTAND AND AGREE TO THE FOLLOWING RULES IN EFFECT FOR USING THE RIO SALADO SPORTSMAN=S CLUB ACTIVITY CENTER.

1. **ANY AND ALL FIREARMS** permitted inside the Activity Center **MUST** be cased or holstered. **EXCEPTIONS.** 1) Firearms may be uncased or un-holstered for training sessions with a certified instructor authorized by the Chief Instructor and Range Manager. 2) Firearms may be displayed uncased during special events if the firearms have an Open Bolt Indicator or are otherwise made inoperable.

2. Ammunition will NOT be allowed in the Activity Center with any firearms at any time. Failure to obey this regulation may result in an immediate expulsion from the Activity Center for that day. Continued failure to observe this rule will result in being barred from the Activity Center.

3. Alcoholic Beverages **ARE NOT** permitted.

4. Any beverages or foods containing red dye **ARE NOT** allowed in the Activity Center. These permanently stain the carpet if dropped or spilled.

5. We are responsible for ensuring the Activity Center is cleaned after our use. We will clean all trash, cans, paper, etc. from tables, floors, counters, etc., and place in the appropriate receptacle. We understand furniture will not be removed from the Activity Center or patio. Failure to do this may result in paying a cleaning fee of \$10/hour/per person.

6. We understand any key must be returned within 48 hours.

7. Children will not be left unattended in the Activity Center.

NAME: _____ DATE: _____

User Group _____

Address: _____

Telephone Number: _____