



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

### Policy and Procedure # 4 – Ranges and Building Reservations:

The Rio Salado Sportsman's Club, Inc., ranges and buildings will be available for use subject to the following procedures for reservation.

1. Only RSSC divisions and registered user groups with a current User Agreement on file may submit a reservation request.
2. All reservations must be made on a **Reservations Request** form (Attached).
3. All user groups will renew their **User Agreements** during the period 1 July to 15 August each year for the following year.
4. The Reservations submission period for user groups is 1 July through 15 August for the following year. Ranges and buildings will be scheduled based on the priority listed in RSSC Policy and Procedure #2. **This section does not apply to commercial user groups.**
5. The yearly schedule is set by **1 September** for the following year. Subsequent reservations will be on a "first come, first served," basis regardless of scheduling priority.
6. There will be a cancellation fee assessed for each scheduled event not cancelled by notifying the Range Manager at least 24 hours in advance. The RSSC Shooting Facilities Use Fees list will apply.
7. The Range Manager is responsible for maintaining the scheduling of all range resources including updating the reservation book and calendar.
8. **Commercial Users Reservation** process is outlined in addendum "A" which follows this document.
9. This Amended Policy and Procedure cancels Policy and Procedure #4 dated September 20, 2006

Signed as Approved by the Board of Directors:

\_\_\_\_\_  
Secretary, RSSC

August 20, 2008  
\_\_\_\_\_  
Date



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

### Policy and Procedure # 4 - Addendum "A"

#### Training Bay and Building Reservations:

(This addendum applies to commercial users)

Reservations, Priority, Fees and Cancellations for Commercial Users for Training Classroom, Activity Center and Training Bays 1 and 2.

#### Reservation Process

Reservations will be accepted **no earlier** than 120 days preceding the scheduled event. Reservations must be on the RSSC **Reservation Form** and must be submitted with **minimum charge deposit** by fax, email or in person during normal business hours at the range office (Phone reservations will not be accepted). The **Reservation Form** will be **time stamped** by the office staff at time received and maintained on file. In the event of duplicate requests, i.e. in mail same day for same block of time, the earliest postmark will be considered as priority. In the case of an email or fax, time sent will determine priority.

Example: Reservations for May 20 cannot be accepted earlier than January 20.

After these reservations are placed on the calendar all other requests for scheduling will be accepted on a first come, first serve basis to accommodate short notice reservations when range and facilities are available. These reservations also require the minimum charge for deposit.

Reservations will **only be accepted** from commercial users who meet all requirements, have a **current** Certificate of Insurance, as well as, appropriate credentials on file in the range office.

#### Training Bays

Reservation Periods for Training Bays. (Time includes setup & cleanup)

7:00 am to 12:00 pm  
12:00 pm to 5:00 pm  
5:00 pm to 9:00 pm

## **Minimum Charges Buildings/Ranges**

TB-1 – Minimum 3 shooter charge

TB-2 – Minimum 1 shooter charge

Training Classroom in accordance with fee policy (1/2 of fee required for deposit with **Reservation Form**)

Activity Center in accordance with fee policy (1/2 of fee required for deposit with **Reservation Form**)

Example: Reservation at current fees, deposit would be **\$30** for TB1 and **\$25.00** for ½ day in Activity Center = **\$55.00** deposit submitted with Reservation Form.

## **Additional Charges**

Lights \$10.00 per use or current fee policy

Failure to clean \$20.00 minimum

## **Cancellations**

Commercial Users must cancel **no less than 45 days prior to the event**, to have deposit refunded. If reservations are placed less than 45 days prior to an event, no refund will be made.

Reservations not cancelled per current RSSC policy are subject to an additional cancellation fee. (See current Fee Schedule)

## **Payment**

Upon completion of class, invoices must be submitted to the office with remaining balance within **10 days**. A sign in sheet must be attached.

**NOTE:** The Board of Directors reserves the right to modify this Policy and Procedure as they deem appropriate. The Board will entertain petitions for exceptions on a case by case basis. The effective date of this Policy and Procedure is September 1, 2008.