

RANGE USE REQUEST Checklist

We have had problems in the past, most often with 'outside' groups using our range. If not for that fact, we would not have created this document, or this list of requirements.

Our primary goal is to achieve the highest possible level of safety, for our members, our neighbors, and the participants in your event.

Fill out the Range Use Request completely, including insurance information.

The club will not consider any RUR *without* complete insurance information.

You may add "Elk River Sportsman's Club" as an additional insured on your policy, or ask your insurance agent to provide a document showing coverage for your specific event at ERSC.

The Range Use Request *cannot* be filled out on-line – You must save it as a file, fill it out, and e-mail it, or print it, fill it out, and fax or snail-mail it.

Contact the appropriate Activity Chair(s) to review your planned use of that range.

Your RUR will not be considered until you have spoken to the Activity Chair(s)!

See list at the end of this document.

Please read this entire document *before* you call the Activity Chair.

What you need to consider *before* you request use of our range...

Facilities and Supplies: You are responsible for all disposable supplies, including targets, staplers and staples, eye and ear protection, etc.

The club does not supply anything but target holders and the opportunity to use the range. Special needs should be discussed with the Activity Chair.

On the pistol and rifle ranges, only paper targets are allowed, and the club's target holders must be used to insure impact on the berm.

Do not bring your own target holders.

Do not expect to use balloons, steel plates, challenge trees, or any other kind of target or materials.

Clay targets for trap and skeet may be purchased from the club or you can supply.

Availability: While the club likes to encourage new shooters and provide a venue for events that our members may want to attend, the ranges are first and foremost for the use of our dues-paying members.

We will be as accommodating as we can, but we prefer not to reserve any range for more than three consecutive weekdays, or a full Saturday or Sunday. Prior reservations or our own club events may also prevent us from granting your request.

Please check the monthly calendars on our web site before selecting your dates.

If it is safe to do so, you are expected to share the range with club members who wish to use the same range during your event.

Range Fees: Non-profit and government users are charged \$10 per shooter per day.

For-profit users are charged \$20 per shooter per day.

There is no charge for DNR Hunter Firearm Safety classes, though any donation is appreciated.

There is no charge for members of ERSC who participate in your activity, but you will be expected to inform us of the total number of users and the names of any ERSC members when fees are paid. We can supply an invoice for this amount if necessary. Send your request for an invoice to Lisa Olson at erscinfo4u@aol.com.

Insurance: We realize you won't want to provide a rider on your policy for the event until you are sure the Range Use Request is approved. However, you should contact your insurance agent to see what costs, if any, are involved, and decide if you can afford to get a rider for your event.

If you have liability insurance, and can provide proof once your Range Use Request is approved, the Board of Directors will be able to grant tentative approval, pending receipt of that proof of insurance.

We suggest you provide a copy of your declarations page with your Range Use Request, as evidence that you do have insurance and will be able to show coverage for your event once a date has been approved.

Logistics: A map to the range can be downloaded from the club's home page, www.ersportsman.com. We suggest that you add *your* cell phone or other information to this map before distribution.

Signage: To avoid 'lost' participants, and ease the flow of traffic on the range, you are strongly urged to prepare adequate signage in advance. At a minimum, a two-sided sign (at least 16 x 24") with large lettering should be posted at the turn-off on Meadowvale Road. Our entrance is often difficult to find for people not familiar with the area.

Within the range property, you may prepare additional signs directing participants to your event, with wording and an arrow: ← **DNR Range Day** or something similar. At least two such signs (with stakes) should be prepared for posting near the clubhouse, and another to be posted on the road near the turn to the specific range you have reserved.

An alternative to signs near the clubhouse would be to have one person greet your participants at the clubhouse (for sign-in) and then direct them to the appropriate range. This person should be easily identified: By wearing an orange vest, having a sign to wave, etc.

If you expect more than 20 people for your event, then we will **require** you to have someone in place to greet them and direct traffic for **at least a half-hour before the start of the event and 15 to 20 minutes after the start time** (unless all your participants have been accounted for sooner).

Entry Gates: If requested, we *may* be able arrange to have the entry gate locked open when your participants arrive and for a 15-20 minutes after your expected start time. It will depend on when you plan to start your class.

However, we prefer not to leave the gate open and unattended for extended periods, so you will have to request that the gate be opened again when your event ends.

The best solution is to have a club member on hand to open and close the gate at the appropriate times, and direct your participants to the range you are using.

We have club members on-duty as Range Attendants starting at 8 AM Monday through Saturday and 9 AM Sunday. However, they are there to oversee the entire range, not just your event, so it is best not to depend on them to be available to help.

If you expect participants to come and go throughout the event, we may ask that you make other arrangements, such as a greeter at the gate or even use of the second Special Event gate, just for the participants in your activity. This can be discussed with the Activity Chair.

Check-In and Guest Waivers: You should advise your participants to stop at the clubhouse to read our waiver and sign the Guest Log before heading for the shooting range.

(Exceptions: DNR HFAS and certain other organizations, which provide their own waivers.)

Clean-Up: You are expected to leave the area at least as clean as you found it. Plan to provide trash bags for garbage generated during your event. Take down all targets, even those that have 'only been shot a little.' You may dispose of your trash in the dumpster near the clubhouse, or take it home with you.

Your Range Use Request must be discussed with the Activity Chair(s) for the range(s) you intend to request before the Board of Directors will consider it.

Keep in mind that all Activity Chairs are volunteers, not full-time paid employees. They've got jobs and lives and other interests besides the club.

Range	Activity Chair	Phone	e-mail
Smallbore	Leo Huhta	612 - 804-7813 cell	Leo.Huhta@remmele.com
Pistol	Marc Donarski	612 - 309-6856 cell	m.donarski@att.net
Trap / Skeet	Russ Overbye	763 - 241-9611	russ6645@msn.com
100-yard	Rick Eason	763-241-2154, 612-670-8364	reason1941@msn.com
25 / 50-yd	Dave Patenaude	320-679-0151	spinnmaster1@yahoo.com
Known Distance / High Power	Ed Higgins	612 - 363-6378	bighig6202@aol.com
Black Powder	Dick Hensel	763 - 263-7482	rghensel@sherbtdel.net
Archery	Doug Rogers	763 - 263-7391	dar53@izoom.net
Camping	Scott Rasmusson	763 - 241-1513	srraz@charter.net