



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

### **Policy # 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.

## Procedures - Ranges and Building Reservations for Divisions:

1. 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**, including all insurance certificates required by Policy #5, 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. Divisions may reserve the Activity Center for special events.
8. The Range Manager is responsible for maintaining the scheduling of all range resources including updating the reservation book and calendar.
9. **Commercial Users Reservation** process is outlined in addendum “A”.

## **Procedures - Ranges and Building Reservations:**

### **Addendum "A" Training Bay and Building Reservations for 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

**\*\*Saturday & Sunday after 5pm requires a paid Rio Range  
Safety Officer @ \$20 per hour.\*\***

#### **Minimum Charges Buildings/Ranges**

TB-1 – Minimum 3 shooter charge

TB-2 – Minimum 1 shooter charge

SB Training Classroom in accordance with PAP #3 fee schedule. (1/2 of fee required for deposit 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 15 days prior to the event**, to have deposit refunded. If reservations are placed less than 15 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.

Approved by the Board of Directors:



Bruce Bilton, Secretary, RSSC

February 21, 2018

Date



**Rio Salado Sportsman's Club**  
3960 N. Usery Pass Road, Mesa, AZ 85207-9702  
Phone: 480-984-9610 Fax: 480-986 -1592

**COMMERCIAL RESERVATION REQUEST-EMAIL**

Company Name \_\_\_\_\_

Current Insurance on File: YES ☒ NO ☐

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Type of Training/Activity: \_\_\_\_\_

Date	Range Requested	Building Requested	Match Start Time	End Time	# of Shooters

The Commercial Representative shall be liable for all fees as well as any damage and / or clean-up charges. The Representative will also be responsible for the conduct of those participating in the activity. If the Activity Center is requested, the Representative must complete an Activity Center User's Agreement. Reservations may be cancelled for an event with a higher priority. The Rio Salado Sportsman's Club reserves the exclusive right to establish priorities. If this reservation is not cancelled within 24 hours prior to the start time of the event, a \$25 fee will be charged in addition to the loss of the deposit.

**ALWAYS check the calendar to make sure entries are correct.**

Printed Name of the Representative: \_\_\_\_\_

Signature of the Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Must cancel by (date): \_\_\_\_\_ (45 days prior to activity) to have deposit refunded.**

CC# if E-Mailing/Faxing: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Ck#: \_\_\_\_\_ CC Cash

OFFICE ONLY

**Approved / Disapproved - Range Manager Signature:** \_\_\_\_\_

**Cancellation Date:** \_\_\_\_\_ **Refund Amount:** \_\_\_\_\_

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