**Review Committee for Usage Requests and Events**

The goal of forming this committee is to ensure the efficient and effective use of the Rock County Rifle and Pistol Club’s (RCRPC) calendar for the Outdoor range. To manage any scheduling conflicts of events of the outdoor range, this committee will be the controlling body of the RCRPC calendar for any event and/or special use of the outdoor range.

The committee will be tasked with reviewing and approval of all calendar events related to RCRPC’s outdoor range located at 10853 N Milton Rd, Milton, WI 53563. This committee’s primary duties will include reviewing and approving or denying any use of the RCRPC outdoor range facilities to include but are not limited to Clubhouse, Trap Range, Rifle/Pistol range and Action Bay. The requests and subsequent events under the purview of this committee will include but not limited to all special use requests, training events, rental requests and open range days that involve the RCRPC outdoor range.

Abbreviations used in this document are as follows:

* RCRPC: Rock County Rifle and Pistol Club
* Titled Positions: RCRPC Range Administrator, RCRPC Training Chair, RCRPC RSO Coordinator

This committee will consist of, be responsible for and abide by the following:

1. Will consist of three (3) RCRPC members in good standing with minimum one year of membership. The following must have seats on this committee. RCRPC Range Administrator, RCRPC Training Chair and RCRPC RSO Coordinator.
2. Review any requests for use of the RCRPC outdoor facilities to include but not limited to clubhouse, trap range, rifle/pistol range and action bay within five (5) business days upon receipt of request.
3. Approve or deny by majority vote of any requests for use of the RCRPC outdoor facilities to include but not limited to clubhouse, trap range, rifle/pistol range and action bay within five (5) business days upon receipt of request.
4. Will submit a request for clarification if unable to approve or deny a request within five (5) business days.
	1. If a request for clarification is submitted the deadline to approve or deny will be paused until a response for request for clarification has been received.
	2. Upon receipt of the request for clarification the deadline to approve or deny will be an additional five (5) business days.
	3. The committee must receive a response for the clarification within ten (10) business days of the request for clarification being sent, or five (5) business days before the requested event’s projected date (whichever comes first) or the request will be considered denied by this committee.
5. Upon approval of the request this committee will post the request to the RCRPC calendar within three (3) business and notify the requester of approval, either written or electronically.
6. The Range Administrator will be responsible for the posting of the event to the RCRPC calendar within the timeframe specified in section five [5].
	1. The range administrator is allowed to delegate posting of events only to other members of this committee.
7. If a request of use is denied the committee will provide details of the reason for denial to the requestor within the approve/deny timeframe specified in section three [3] in writing, written or electronically.
8. If a request of use has been denied the entity that submitted the request of use has ten (10) business days to resubmit to the committee.
9. If the request is denied again the entity has the option to appeal against the decision by submitting an appeal to the committee.
	1. If a request for appeal is received by the committee it will be sent to the RCRPC board of Directors for review.
	2. The Board of Directors has the authority to overturn any denied request by a majority vote only if an appeal has been submitted by the entity (requester) that submitted the request for use and will provide in writing (paper or electronic) why the denied request was overturned to this committee.
10. All members of this committee are required to participate in any votes to approve or deny a request for use.
	1. Any member of this committee that chooses to abstain from voting to approve or deny a request and a majority has not been reached without their vote, their vote will be cast in favor of approving the request.
	2. If any member of this committee does not cast a vote by the five (5) day deadline and a majority has not been reached without their vote, their vote will be cast in favor of approving the request.
11. All requests for use can be approved or denied by this committee at a meeting date specified of the committee’s choosing or electronically (email).
	1. Any vote cast in person or electronically must be cast as “Approve” or “Deny.”
12. A minimum of one (1) RCRPC Board of Directors member must have a seat on this committee.
13. A maximum of four (4) RCRPC Board of Directors members may have a seat on this committee.
14. If any member of the committee is unable to perform their duties to this committee for an extended period (three (3) requests or more have been unanswered) the RCRPC President will assume the committee members vote until such time as a suitable replacement committee member can be found.
	1. Exemptions of this rule are prearranged or short-term absence (four (4) weeks maximum per calendar year).
	2. In the event the RCRPC President is unable to fulfill their duties to this committee the Vice President will then fulfill this duty as stated in the RCRPC by-laws (Article 3(3)(b)).
15. If any member resigns from a titled position that is required to serve on this committee, they will also resign their position on this committee.
16. If any member of this committee resigns from this committee, they will also resign from the titled position that is required to serve on this committee.
17. No member of this committee is allowed to hold more than one of the titled positions listed in section one [1] of this document while serving on this committee. (Example: The Training Chair cannot hold the title of Range Administrator as well)
18. Any vacancies on this committee or of a titled position(s) required to serve on this committee will be filled by a person(s) elected to the titled position(s) by a majority vote of the RCRPC Board of Directors.
19. In the event a titled position becomes vacant it is the duty of this committee and the RCRPC Board of Directors to fill the vacancy in a timely manner and that the new titled position holder reads and understands the contents of this document and the commitment of said title holder to this committee