**RCRPC FACILITY USE REQUEST**

|  |  |
| --- | --- |
| Date Facility Request Received |  |
| Members of the facility use review committee | RSO Coordinator/Review Committee Chair: **Steve Yorke**  Training Chairman: **Jim Fitzpatrick**  Range Administrator: **Tony Pagano**  Alternate Member RCRPC President: **Marisa Voelkel** |

**When is the facility needed?**

|  |  |
| --- | --- |
| Date |  |
| Time Period |  |

**Note:** Facility Requests will generally not be approved/scheduled for events requested 90 days or more in advance of the date of request. This is to prevent single requesters from dominating range or classroom use with long term recurring requests.

**Requester Information**

|  |  |
| --- | --- |
| Requester Name |  |
| Organization/Group represented |  |
| Address of requester |  |
| Requester phone |  |
| Requester email |  |
| RCRPC sponsored event? | * YES * NO |
| Is the requester a club partner / club member? | * YES * NO |

**Requester’s Event Description**

|  |  |
| --- | --- |
| No. of participants? |  |
| Age range of participants? |  |
| Clubhouse or Range Use? | * Action Bay * Pistol Range * Rifle Range * Trap Range * Clubhouse Classroom * Clubhouse Mtg Rm |
| For Classroom Use | * Need TV for slide presentation |
| For Clubhouse Mtg Rm | * Need additional tables * Need additional chairs |
| No. of shooters on the line for each string of fire? |  |
| Type firearms (rifle/handgun)? |  |
| Calibers? |  |
| Brief description of event. |  |
| If requesting Action Bay, outside dimensions of range layout (width x depth in feet/yards). |  |
| Is this a rental request? | * YES * NO |

**-------------------------- Range Administrator Use ----------------------**

**What equipment will the Club provide?**

|  |  |
| --- | --- |
| No. of target stands (paper targets) |  |
| No. of steel targets |  |
| No. of sandbags |  |
| No. of paper targets |  |
| No. of shade Canopies |  |
| staplers/staples |  |
| Classroom: Television needed for slide presentations |  |
| Classroom/Mtg Rm: max seating  Additional tables/chairs needed |  |

**Liability Insurance is required for private facility rentals**

|  |  |
| --- | --- |
| Requester must provide written proof of liability coverage prior to facility use? | * YES * NO |

**Supervision of the requested event**

|  |  |
| --- | --- |
| Is direct supervision of the event required? | * YES * NO |
| Number of RSOs required? |  |

**Access to the ranges and clubhouse on event day**

|  |  |
| --- | --- |
| Who will unlock and lock main gate and club house on event day for participants? |  |
| Who will put out range equipment and Clubhouse equipment promised on event day? |  |

**Coordinating Instructions for event day**

|  |  |
| --- | --- |
| What coordination is necessary between ranges in use on event day? |  |

**REVIEW COMMITTEE VOTING/COMMENTS**

**Range Administrator**

|  |  |
| --- | --- |
| Facility requested is available? | * YES * NO |
| Club equipment requested is available? | * YES * NO |
| Recommended coordination between ranges |  |
| Comments / Safety Concerns |  |

|  |  |
| --- | --- |
| * **APPROVED** | **Date Reviewed:** |
| * **DISAPPROVED** | **Date Reviewed:** |
| * **RETURN TO REQUESTER** | **Date Reviewed:** |

**TRAINING CHAIRMAN**

|  |  |
| --- | --- |
| Minimum number students registered to conduct training |  |
| Maximum number of students |  |
| Course cancellation instructions |  |
|  |  |

|  |  |
| --- | --- |
| * **APPROVED** | **Date reviewed:** |
| * **DISAPPROVED** | **Date reviewed:** |
| * **RETURN TO REQUESTER** | **Date reviewed:** |

**RSO COORDINATOR & REVIEW COMMITTEE CHAIRMAN**

|  |  |
| --- | --- |
| Number of RSOs needed? |  |
| Number of RSOs available |  |
| Comments / Safety Concerns |  |
| Additional comments: |  |

|  |  |
| --- | --- |
| * **APPROVED** | **Date reviewed:** |
| * **DISAPPROVED** | **Date reviewed:** |
| * **RETURN TO REQUESTER** | **Date reviewed:** |

MAJORITY VOTE Actions for Range Admin

|  |  |
| --- | --- |
| * **APPROVED** | * **Post to Calendar** * **Notify Requester** |
| * **DISAPPROVED** | * **Notify Requester** * **Notify RCRPC President** |
| * **RETURN TO REQUESTER FOR CHANGES** | * **Notify Requester** |