



Standard Operating Procedure:  
**Facility Use & Rental**

Rev 3

A. Definitions:

1. "RCRPC" means Rock County Rifle and Pistol Club, Inc.
2. "Disabled person" means an individual who has a physical or mental impairment that substantially limits one or more "major life activities", and has a record of such an impairment, or is regarded as having such an impairment.
  - a. Note: This definition and the definition of "major life activities" can be obtained via [42 USC 12102](#).
3. "Indoor range" means the indoor facilities located at 1029 S. Jackson St., Janesville, WI.
4. "Non-RCRPC member" means an individual who is not a guest of a RCRPC member, or an individual who is not participating in an activity/event approved by the RCRPC board.
  - a. Note: This definition will not conflict with other definitions [i.e., Rules/Standard Operating Procedures (SOP) of the RCRPC].
5. "Outdoor range" means the outdoor facilities located at 10853 N. Milton Rd., Milton, WI.
6. "RSO" means range safety officer, as per current RCRPC rules/SOP.
7. "Shooting" means the firing and/or release of a projectile at a known target and distance.
8. "Club Sanctioned Instructor" means the instructor is an active member of the RCRPC, and has been in good standing for at least 9 months (consecutively) during a normal RCRPC membership cycle, and is named on the RCRPC liability insurance policy.
9. Corporate rental: Company or private business event or meeting
10. "Educational Institution" means an educational facility that meets the standards set forth by the U.S. Department of Education's Elementary and Secondary Education Act (<https://www2.ed.gov/policy/landing.jhtml?src=pn>), and by the Wisconsin Department of Public Instruction (<https://dpi.wi.gov/>).
11. Veteran Service Organizations: Defined per the U.S. Department of Veterans Affairs (<https://www.va.gov/vso/>).

B. Declarations:

1. This policy does not supersede any rules or standard operating procedure(s) [SOP] of the RCRPC, nor any additional requirement(s) that may have been set forth per the RCRPC Board.
2. A deposit must be paid to the RCRPC at least 30 calendar days before the range/training event is held. All remaining fees must be paid to the RCRPC at least 36 hours before the occurrence of the scheduled range/training event. If fees are not paid prior to the range/training event being held, RCRPC facilities cannot be used, and all notification and cancellation expenses will fall onto the hosting individual/group.
3. Range rental and/or training event must meet all RCRPC SOP and rule requirements before the rental and/or training event occurs. Upon board approval of the rental and/or training, RCRPC Range Administrator (RA) will have 20 calendar days (to begin the day after initial board approval) to review and accept the formal range/training proposal and operating procedures. If the RA does not meet this timeline, the Executive Committee will act in the capacity of any dispute resolution that may occur.
4. The RCRPC guest policy and fees shall not be used to circumvent the intent of the range rental policy. Any member that is found to be circumventing the range rental policy will be brought before the RCRPC Board for possible disciplinary proceedings.

5. This policy does not provide an exemption in allowing an individual who is not legally able to possess/use a firearm [as defined per United States Code (i.e., CFR) and/or Wisconsin state statutes] to possess/use a firearm on any property(s) owned/leased/controlled by the RCRPC.

### C. Background:

The RCRPC operates two separate pistol ranges (indoor and outdoor), one rifle range (outdoor), two trapshooting ranges (outdoor), one action bay (outdoor), and one archery range (outdoor). This policy will set forth price points and services rendered for the following Board approved actions:

1. Range rental by a company/organization/individual to conduct archery/firearm training and/or familiarization.
2. Range rental by Educational Institution.
3. Range rental by a Veteran Service Organization.
4. RCRPC Board approved date(s) in which the public (i.e., Non-RCRPC member) may participate in archery/firearm events that do not conflict with other RCRPC Board sanctioned events (e.g., Action Pistol, Civilian Marksmanship Program, RCRPC Training events, etc.).
5. The student fee for a disabled individual is higher than the non-disabled rate due to the additional safety requirements and devices used for enhanced entrance and maneuverability at all RCRPC facilities. This also includes additional staff that may be needed for full individualized attention.

### D. Rental Type and Fees (all dollars are in U.S. Dollar):

#### 1. Club Sponsored Training scheduled through the Training Chair

- a. The Club will receive 30% of tuition fees (does not include material costs).
- b. Scheduling must be done through the Training Chair.
- c. Instructor or organization agrees to promote the training to their membership base/students at large.
- d. The Club agrees to promote the training to club members.

#### 2. Rental of the Milton Clubhouse for Training, Corporate use or other purposes not scheduled through the Training Chair as a club sponsored training:

- a. Regardless of shooting component, club will receive the following fees:
  - i. **Clubhouse Rental Fee:**
    1. Member: \$250 for four (4) hours. An additional four (4) hours may be reserved for an additional \$125.
    2. Non-member: \$315 for four (4) hours. An additional four (4) hours may be reserved for an additional \$160.
  - ii. If students are charged a training fee, the club receives \$10 per day per student for non-RCRPC members.
  - iii. RCRPC members do not pay the additional \$10, only the training fees, should they participate in the event.
- b. Rental organization is responsible for set up, clean up and maintaining the groups and building during the event to prevent damage.

- c. A deposit of \$350 (member) or \$450 (non-member) is required for all rentals, in the form of a check, to reserve time. In the event that the facility is not cleaned and left in good condition an event, the deposit is forfeit for cleaning and repair.

**3. Rental of the Ranges (Milton or Janesville) for Training, Corporate use, or other purposes not scheduled through the Training Chair as a club sponsored training:**

- a. Regardless of shooting component, club will receive the following fees:
  - i. **Range Rental Fee:**
    - 1. Members: \$100 per hour for a maximum of four (4) hours in one day.
    - 2. Non-members: \$125 per hour for a maximum of four (4) hours in one day.
  - ii. **Action Bay Rental Fee:**
    - 1. Members: \$100 per hour for a maximum of four (4) hours in one day.
    - 2. Non-members: \$125 per hour for a maximum of four (4) hours in one day.
  - iii. If students are charged a training fee, the club receives \$10 per day per student for non-RCRPC members.
  - iv. RCRPC members do not pay the additional \$10, only the training fees, should they participate in the event.
  - v. The party scheduling the rental shall pay the required RSOs a minimum of \$20 per hour per RSO at the event.
  - vi. For disabled shooters requiring one to one assistance from an RSO, additional RSOs will be provided by RCRPC as the same RSO rate, and an additional \$30 will be charge if special equipment use is required.
- b. RCRPC RSOs are required during use of the ranges for events. The club will provide the appropriate number of RSOs.
- c. Rental organization is responsible for picking up casings on the ranges and ensuring the ranges are cleaned up and ready to use for the next event/training.
- d. A deposit of \$350 (member) or \$450 (non-member) is required for all rentals, in the form of a check, to reserve time, regardless of duration. In the event that the area rented is not cleaned and left in good condition after an event, the deposit is forfeit for cleaning and repair.

**Table of Fees**

Rental Type	Member Fee	Non-member Fee	Student Fee	RSO Fee
Clubhouse	\$250/4 hours \$125/addl 4 hours \$350 deposit	\$315/4 hours \$160/addl 4 hours \$450 deposit	\$10/ non-RCRPC member	N/A
Range	\$100/hour. Max 4 hours \$350 deposit	\$125/hour. Max 4 hours \$450 deposit	\$10/ non-RCRPC member	\$20/hr/RSO
Action Bay	\$100/hour. Max 4 hours \$350 deposit	\$125/hour. Max 4 hours \$450 deposit	\$10/ non-RCRPC member	\$20/hr/RSO

**4. Rules for Rental of the Milton Clubhouse or Ranges:**

- a. Members who rent the clubhouse or ranges must be in good standing.

- b. Maximum number of event attendees is 50 people.
- c. Member/Renter is responsible for set up, clean up and maintaining the groups and building during the event to prevent damage.
- d. If a range rental is included, member/renter is responsible for picking up casing on the ranges and ensuring the ranges are cleaned up.
- e. Personal food and beverages are permitted in the clubhouse, outside the clubhouse at tables or at vehicles, not on the ranges.
- f. See section 2 and 3 above for rental fees.
- g. Scheduling must be coordinated with the Facility Review Committee or the Board.

**5. Open to the Public Events (Club Sanctioned)**

- a. \$20 per hour/per person. Limited to 2 firearms or bows (no more than 2 per combination).
- b. \$25 per hour/per person if the individual rents a club firearm/bow.
  - i. Firearm/Bow rental (may be used by more than 1 person): \$35 per unit.
  - ii. Club will provide ammunition (25 rounds max) and arrows.
  - iii. No ammunition/arrows provided by the individual will be allowed.

**6. Youth-Oriented**

- a. ALL shooters/archers must be 18 or under
- b. Maximum of 50 people (students and organizers/coaches) on the range at any time
- c. All regular safety conditions apply
- d. There must be one RSO/coach/supervisor/trainer per 3 or less shooters/archers
- e. There must be at least ONE RCRPC representative on-hand as an onsite resource, not necessarily in a supervisory capacity unless designated per contract. The representative acts in the role of a facility manager.
- f. Any RCRPC RSOs working an event are paid \$20/per hr per RSO and they retain all fees.
- g. **Non-profit and Not-for-profit shooting**
  - i. Flat fee of \$500 per day plus \$500 deposit for a one-time rental
- h. **For-profit shooting**
  - i. \$125/hour for first 2 hours and \$75/hr for each additional hour; with a 2-hr minimum per event. Deposit of \$200 per event
- i. **For-profit archery**
  - i. \$50/hour, with a 2-hour minimum. Total is paid up-front.

**7. School Trap Teams**

- a. 5-stand trap – practice only; no formal competitions
- b. Monday-Wednesday only, scheduled with the club in advance
- c. Up to 1 event per week
- d. \$1000 for June 1 thru Labor Day; \$1000 for Labor Day thru December 1.
- e. The school provides the clays; 1 trap house used
- f. School cleans up their own shells.

**8. Law Enforcement**

- a. Weekdays Monday through Thursday only, scheduled in advance with the club
- b. Onsite RCRPC facilitator required to be present

## RCRPC Facility Use & Rental SOP

- c. Provide their own targets.
- d. Clean up their own brass
- e. \$300 per event for up to five 1-day events per calendar year. Additional events in the same year are no additional charge.
- f. Exclusive use of either the rifle/pistol range OR the tactical action bay. Extra \$100 to reserve both ranges.
- g. Shared use of the clubhouse, where bathrooms are located as other events or training classes may be held there.

### E. Standard Requirements:

1. Participants of the events described within Section D (Rental Type and Fees) will sign the RCRPC hold harmless/liability waiver. For personal events, Member will sign the hold harmless/liability waiver.
2. A company/organization/individual charging a fee to students and renting any RCRPC range must have liability insurance, with RCRPC named as the primary. Liability must be at \$2 million dollars or greater. Proof of insurance is required for the date(s) of each event.
4. All requests must be made using the RCRPC Facility Special Use Application.
5. Compliance to SOP(s) developed for range use and access for events that would fall within this policy.

### F. Rental Request and Approval Process:

1. Requests must be made using the RCRPC Facility Use Request Application.
2. Requests for the use of the Milton Range and Clubhouse for events which charge a fee and will be promoted to individuals outside of RCRPC membership must be submitted [except Open to the Public Events (Club Sanctioned)] to the RCRPC Facility Review Committee or Board at least 60 days before the date the event is being requested.
3. RCRPC will make every effort to process requests within 30 days.