

MCSSA Facility Reservation and Fees Policy

GENERAL The MCSSA facility can be reserved for private (individual or group) events upon approval by the MCSSA Board of Directors. The following guidelines are provided:

1. All requests for reservation of part or all of the facility must be submitted in writing to the MCSSA Executive Board for approval a minimum of 3 weeks (21 calendar days) prior to the event. An e-mail request is acceptable. The Board reserves the right to approve or deny any request for reserved facilities use by any individual or organization regardless of whether that individual or members of the organization are affiliated with MCSSA.
2. Whenever only a portion of the facility is reserved (e.g. only the pistol range or only the trap/skeet fields), approval of the Executive Board must be received. In all cases the reservation must clearly indicate that another part of the facility will be available to members. If only 1 or 2 of the trap/skeet fields will be occupied, the primary concern will only be safety and normal fee charging procedures.
3. Events may be scheduled during public range use hours so long as exclusive use of any of the range facilities is not assumed (e.g. scheduled use of the skeet/trap fields does not exclude others from using the pistol range, and vice versa). Common sense and common courtesy shall prevail.
4. In all cases the reservation must be sponsored by an active member of MCSSA or arrangements must be made with the Board to ensure that suitable member volunteers be confirmed to ensure that facility safety rules will be enforced by one or more members (the number should be appropriate for the overall size of the group) as well as to ensure that monies are secured and that the facility is properly closed upon leaving.
5. Any required deviations from published range rules (for example downrange shooting or drawing a loaded weapon from a holster) requested or required as a part of the private event must be specifically included in the written request along with the reason(s) for the deviation. Unless the deviations are approved by the Board, the range rules as posted shall prevail.
6. Events with approved deviations from published range rules may not be conducted during public range use hours.
7. Groups involving less than 15 total participants may be approved by any individual officer of MCSSA.
8. Requests that involve more than 15 participants, and /or that include deviations from approved range rules must be voted on by the Executive Board. An email vote is satisfactory. The request for groups of this size should include details including the number of MCSSA members or other qualified people that will be present at the event to ensure that gun safety is maintained at all times.
9. All attendees participating in the shooting event (actual shooters) must complete the standard public safety range test and sign the release sheet. The member-sponsor of the event shall be held responsible to ensure that this requirement is correctly filed.
10. The rates paid by all groups shall be non-member rates for each attendee participating in the shooting. If there are active MCSSA members amongst the group, the member rate shall apply

ONLY to the applicable MCSSA member. Range Master Credit cannot be used to pay for reserved events. The non-member rates may be adjusted by a vote of the Executive Board.

BUSINESS VS. NON-PROFIT USE The MCSSA facilities are supported by its members as well as to some extent by the Madison County Commission. The facilities' sole purpose is directed toward providing a safe and accommodating place for public shooting. Its use for 501(c)(3) non-profit organizations such as the Boy Scouts, 4H, church groups, or local businesses having (non-revenue) morale, customer appreciation or team building events are consistent with the County Commission's support to community activities. The revenues generated by the MCSSA membership and public are used to maintain and improve the facilities. Whenever use of the facility is restricted by group reservation, consideration must also be given to the inconvenience to MCSSA members and members of the general public who might have used the facility.

The reserved use of the facilities by various groups shall be governed by the following guidelines:

1. If the facility is used as a part of a for-profit or non-profit shooting instruction business and that business is conducted during normal public hours, it must be done without interference or inappropriate inconvenience to the other shooters on the range. The business activity shall be conducted in accordance with the standard range rules.
2. All requests by a for-profit business to reserve a portion (i.e. the pistol range) or the entire range must be accompanied by a \$50 non-refundable deposit per reservation. Range master credits may not be used as a part of this deposit. This deposit shall not be applied against any fees incurred by the group (range use fee, targets, ear plugs, etc.). All group related charges are the responsibility of the business operator – the person making the range reservation.
3. Reservation fees for 501(c)(3) non-profit use is negotiable with MCSSA by a vote of the Board. Proof of 501(c)(3) status may be required to verify eligibility.
4. Any reservation deposit paid is non-refundable, but may be transferred to future reservations if the business requesting the reservation is unable to achieve the adequate number of attendees. The business MUST notify the Board AT LEAST 10 calendar days prior to the event AND receive acknowledgement of cancellation from MCSSA to receive the benefit of a reservation deposit transfer to a future event. Notification of cancellation that is within 10 calendar days of the scheduled event will result in the forfeiture of the reservation deposit.
5. The charging for all participants of a for-profit or non-profit event shall be at non-member rates (unless the paying participant is also a MCSSA member). This rate shall be used regardless of whether the usage is during a scheduled or non-scheduled (field reserved) training.
6. Range master / work credits MAY NOT be used to pay any fees related to for-profit activities.
7. Range master credits MAY be used to offset fees related to non-profit group events only for the individual MCSSA members for themselves and applicable family members.
8. The entity reserving the range for exclusive events MUST provide proof of insurance AT THE TIME of the reservation request (e.g. emailed or mailed copy of insurance). The proof of insurance must have a valid date that covers the event date(s).