

MCSSA Facility Reservation and Fees Policy

GENERAL The MCSSA facility can be reserved for private events by individuals or groups. All range reservation requests will be approved/disapproved by the MCSSA Board of Directors via email or in-person vote. The following guidelines are provided:

1. Requests for reservation of part, or all of the range facility must be submitted through the MCSSA web site at www.mcssa-al.org. Reservation requests must be received a minimum of 2 weeks prior to the event.
2. Reservation requests must specify which portion of the facility is being requested (e.g. only the pistol range or, only the trap/skeet fields, or portions thereof). Non-reserved portions of the range will remain available for normal use by members or, by the public.
3. In all cases, the reservation must be sponsored by an active MCSSA member or, arrangements must be made with the Board to ensure suitable member volunteers are present to perform; range opening and closing procedures, to facilitate compliance with safety rules, and to perform collection and securing of all related monies. The Board approved minimum ratio between safety observers and “inexperienced/new shooters” is one observer to four shooters.
4. Any deviations from published range rules (for example downrange shooting or drawing a loaded weapon from a holster) requested or required as a part of a 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.
5. Events with approved deviations from published range rules may not be conducted during public range use hours.
6. All attendees participating in the shooting event (actual shooters) must complete the standard safety range test and sign the liability release sheet. The member-sponsor of the event shall be held responsible to ensure that this requirement is correctly completely.
7. Reservation requests must be accompanied by a \$50 non-refundable fee per each reservation. This fee is in addition to any costs incurred by the individuals or groups (range use fee, targets, ear plugs, etc.). Range master credits may not be used as a part of this deposit.

8. The \$50 fee for 501(c)(3) non-profit organizations, or other outreach/community service groups are negotiable with MCSSA and will be determined during the Board's reservation approval vote. Proof of 501(c)(3) status may be required to verify eligibility.

9. Reservation fees are normally non-refundable but may be transferred to future reservations with approval of the MCSSA Board of Directors. Valid reasons for approving fee funds being used in a future event could include, but is not limited to; inclement weather, inability to provide required safety observers, unforeseen scheduling conflicts. Reasons to disapprove transferring a fee to a future reservation could include, repeat cancellations or abuse of the reservation process. Additionally, any requests for consideration to refund a fee must be adjudicated by vote from the MCSSA Board of Directors.

10. All event participants shall be charged at published non-member rates (unless the paying participant is also a MCSSA member). Range master credits MAY be used to offset fees for the individual MCSSA members, for themselves, and applicable family members.

11. The entity reserving the range for exclusive use 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). Exceptions to the insurance requirement must be approved by the Board.

APPROVED BY THE MCSSA Board of Directors August 20, 2021 Effective Date 08202021