

RIFLE RANGE USE AGREEMENT – NON SCOUT GROUPS

The Southwest Michigan Council, Boy Scouts of America, hereby agrees to rent or permit the use of the council Rifle Range to the following group: _____

(Indicates REQUIRED completion items.)

Application Date: _____

IMPORTANT: This reservation is tentative. The reservation fee and this completed and signed form must be received at the Scout Service Center at time of application or no later than five business days from the application date, or the reservation will be cancelled. Additionally the Rota-Kiwan Shooting Committee must approve all Rifle Range use and assign certified and authorized instructors.

PERIOD OF THIS AGREEMENT:

Date: _____ ***Start Time:** _____ ***Finish Time:** _____

The range is available in two hour blocks. The Shooting Sports Committee will assign the above times.

FEES:

1. Total fee for this rental shall be ----- \$ _____

2. Reservation fee: 1/2 of total fees are required to confirm this reservation. \$ _____

These funds must be received at the Scout Service Center within five business days or your reservation will be cancelled.

PAID: Date: _____ Receipt #: _____

3. The balance must be paid at the Scout Service Center 14 days prior to date \$ _____ of arrival at camp. **No payments are accepted at camp.**

PAID: Date: _____ Receipt #: _____

NOTE: Any reservations made within 14 days of the event shall require full payment up front.

ACCEPTANCE OF THIS AGREEMENT, AS STATED ON REVERSE SIDE

***Contact person:** _____

***Address:** _____ ***City:** _____ ***State:** _____ *** Zip Code:** _____

***Best Contact Phone:** _____ Secondary Phone: _____

***Email Address:** _____

***Names of adults for 2-deep leadership: 1.** _____ **2.** _____

I hereby attest that the use of the facilities: as stated above are for an official activity of the stated Scouting unit and have read the policies stated on the back of this agreement.

By: * _____ ***Email Address (other than Contact person):** _____

Please sign this form and return along with the reservation fee, to the Scout Service Center.

For Office use only:

Received by: _____ Date of Acceptance: _____

POLICIES

1. Full payment is required prior to arrival
2. Required documents which must be provided to confirm this agreement:
 - a. A certificate of liability insurance with a minimum of \$1,000,000 combined single limit with the Southwest Michigan Council, BSA and the National Council, BSA, named as additional insured, to cover the time period that is involved in this agreement.
 - b. A completed and signed copy of the Southwest Michigan Council's "Hold Harmless Agreement." (Attached)
 - c. If claiming tax exempt status - a certificate showing non-profit and/or tax exempt status.
 - d. A roster showing the names of all youth and adults participating in this activity must be provided to the Range Safety Officer (RSO) at check-in. This roster shall indicate the names of persons over 21 years of age that will be acting as adult leaders of the activity.
3. All range reservations must be made through the Scout Service Center. However, reservations are tentative until the Council Shooting Sports Committee confirms the availability of volunteer certified NRA instructors or RSO's. A member of the Council Shooting Sports Committee that is an NRA Certified RSO and Rifle Instructor will be present whenever the rifle range is in operation.
4. The Council Shooting Sports Committee will control access to and use of the rifle range. The Camp Ranger and Campmasters will not have responsibility for rifle range use.
5. All Shooting Sports Committee Range "Standard Operating Procedures" (SOP's) will apply at all times.
6. Only the Chief Range Office or an individual designated by him or her may authorize the use of personal firearms and/or ammunition on the range. This authorization must be in writing. The form for this approval process will be included in the Range SOP's.
7. All user groups of 10 or fewer participants will provide at least two adult leaders a minimum of 21 years old. There must be one additional adult for every ten (10) or part of ten additional participants.
8. User groups not camping at Rota-Kiwan Scout Reservation will enter and leave camp through the 8th Street (Barn) gate only. The gate by Tamarack cabin will be closed.
9. While Scouting makes every effort to accommodate all persons with disabilities, it is a charitable, private organization not subject to the ADA, and any group who uses the property is responsible for ADA compliance and any accommodations necessary for its participants and visitors.
10. Alcoholic beverages or any illegal controlled substances are not allowed on camp properties. Any violation will be just cause to cancel this agreement. You will be asked to leave the property and will forfeit all fees.
11. There is no smoking allowed anywhere on Rota-Kiwan Scout Reservation. Smoking is allowed only inside of privately owned vehicles.
12. This agreement may be cancelled at any time prior to the reservation date. Refunds of fees paid are as follows:

Cancellation

14 days prior to scheduled arrival date: fees paid less a 15% administrative charge and your deposit will be refunded. Less than 14 days prior to scheduled arrival date: The entire fee is forfeited.

NOTE: This agreement is not binding until signed by both parties involved and the reservation fee and all required documents are received by the Southwest Michigan Council Service Center.