



SANTA CLARA VALLEY RIFLE CLUB
SAN JOSE MUNICIPAL FIRING RANGE
1580 S. 10th Street
San Jose, CA 95112
408-275-1738

APPLICATION PROCEDURE for GROUP USE of the SJMFR

PURPOSE:

To describe the procedures under which any group may apply for use of the San Jose Municipal Firing Range (SJMFR).

BACKGROUND:

As a nonprofit corporation, the members of the Santa Clara Valley Rifle Club (SCVRC) operate the SJMFR on a volunteer basis. It is the objective of the SCVRC to fully promote the potential of the SJMFR as a public shooting venue, especially for youth development programs and non-profit groups. In an effort to further promote the shooting sports, range use fees may be reduced or waived for specific youth or non-profit events, as determined by the SCVRC Board of Directors (BOD).

No group use of the SJMFR shall be permitted without an approved Group Use Application on file with the SCVRC

APPLICATION PROCESS:

- 1) The SCVRC shall make an application packet available to interested groups upon request.
- 2) Every application for use of the SJMFR shall be reviewed by the SCVRC BOD. The BOD shall ensure that: a) the proposed event offers a useful and desirable service to the shooting public; b) the activity can be safely performed at the SJMFR; c) the applicant is sufficiently qualified to operate the event and is familiar with SCVRC range use regulations; d) there is sufficient range time available to accommodate the event. The applicant(s) must be present to respond to questions from the BOD during verification.
- 3) Each verified application shall be approved for presentation to the membership by a majority vote. Any SCVRC Board members applying for use of the SJMFR while representing a *third party* group or program shall not participate in the vote. A quorum consisting of only those participating in the vote shall be required.
- 4) Approved applications for use of the SJMFR shall be presented *in total* to the membership at any special or regular meeting of the SCVRC. The applicant(s) shall be present to respond to questions from the membership. Any member may make a motion to request further review of any BOD approved application. Said motion,

upon passage by a simple majority vote by the members in good standing present at the meeting, shall result in the temporary suspension of the application pending further investigation and review by the BOD.

5) Applications for use of the SJMFR may require additional approval by the SJ PRNS Director.¹

6) Applications for group use may be submitted to the SCVRC at any time throughout the year – applicants are requested to submit their applications no less than 60 days prior to the start of the activity.

7) Pre-existing BOD approved programs may be required to modify their events and application information, or possibly cancel upcoming events entirely, based on any decision by the SCVRC BOD.

AUTHORITY:

This document has been developed for **final approval** by the Board of Directors of the Santa Clara Valley Rifle Club (SCVRC) in concert with the Contract with the City of San Jose for management and operation of the SJMFR.

BY: Events Committee: T. Hendricks-VP, C. Satra-XO, B. Dillie-BOD
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¹ City Contract, Section 3. d. – “...those classes contained in Exhibit C,....and any such other classes as approved by the Director”

(END: Events Committee: Application Procedure FINAL DRAFT 1/4/2005)