

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

RANGE USE POLICY

PURPOSE:

To describe the Santa Clara Valley Rifle Club (SCVRC) policies for determining and evaluating group use of the San Jose Municipal Firing Range (SJMFR).

BACKGROUND:

As a nonprofit corporation, the members of the 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).

1) General Range Use Policy:

- 1a)** At least one SCVRC member in good standing who is qualified as an SCVRC Range Officer (RO) and has been approved the BOD shall be present as the designated Event RO during any group use activity. In the interest of safety, the Event RO may modify any course of fire or stop any event.
- 1b)** The designated SCVRC Event RO shall not be an active participant in any event where they are providing an RO role except as noted. The designated SCVRC Event RO may delegate their RO duties to another RO-qualified SCVRC member.
- 1c)** All group activities shall be organized and operated by the designated Event Coordinator (EC). Subject to specific approval by the BOD, any EC who is an SCVRC member in good standing and is qualified as an SCVRC RO may act as the designated Event RO.
- 1d)** A roster of all event participants shall be maintained by either the EC or the designated Event RO.
- 1e)** Any group use activity at the SJMFR shall be specifically designated as either an SCVRC sponsored event or a third party event.

- 1f) Any group use activity at the SJMFR that is financially controlled by the SCVRC BOD shall be designated as an SCVRC sponsored event.
- 1g) Any group use activity at the SJMFR that is financially independent shall be designated as a third party event.
- 1h) Acting SCVRC Officers shall not participate as a third party Event Coordinators.
- 1i) Any SCVRC member serving in the capacity as a third party Event Coordinator shall not vote on any motion relating to any third party event issue.

2) Group Use Policy for SCVRC Sponsored Events:

- 2a) Any group may apply for use of the SJMFR as an SCVRC sponsored event.
- 2b) All fees collected during an SCVRC Sponsored Event and all expenses related to an SCVRC Sponsored Event shall be clearly documented. The BOD approved range use fee and roster of event participants shall be remitted to the SCVRC treasury no less than 30 days following the Event. It is recommended that range use fees be paid by personal check and shall be either placed in the range cash box or given directly to the Club Treasurer.
- 2c) The EC shall provide a report to the BOD upon request, but no less than twice per year. This report shall contain the total number of participants, all fees collected, all expenses paid (including range use fees), and any remaining cash balance.
- 2d) The SCVRC Treasury shall reimburse SCVRC Sponsored Event expenses which exceed Event income only if said expenses are specifically approved by the BOD.
- 2e) SCVRC sponsored events shall be open to all SCVRC members. Whenever possible, SCVRC sponsored events shall be open to the general public. Event participants shall adhere to the SCVRC General Range Rules.
- 2f) Hours: Any time the range is available, as determined by the BOD.
- 2g) Fees: Usually not less than the minimum hourly base rate to operate the range (as determined by the BOD on an annual basis) in addition to any amounts required for specific Event related expenses.

3) Group Use Policy for Third Party Events:

- 3a)** Any group may apply for use of the SJMFR as a third party event.
- 3b)** Any fees collected or expenses incurred during a third party event shall be managed by the designated EC.
- 3c)** Any third party event involving shooting activities other than those generally associated with target shooting from a fixed position at the red firing line and following the posted Public Hours Range Rules shall be required to provide independent liability insurance.

Minimum insurance requirements:

- a) \$1,000,000 General Liability coverage.
- b) The City of San Jose and the Santa Clara Valley Rifle Club (including all SCVRC members and the SCVRC BOD) shall each be specifically named as additional insured's in the policy endorsements as outlined below:

The City of San Jose
City of San Jose - Finance
Risk Management
200 East Santa Clara St. 4th Floor Tower
San Jose, CA 95113-1905

The Santa Clara Valley Rifle Club, all SCVRC Members, and the SCVRC Board of Directors
1580 S. 10th Street
San Jose, CA 95112
- c) Insurance certificates to verify proof of insurance and additional insured coverage shall be provided to the SCVRC BOD.
- 3d)** The number of Event Participants and the total of all range use fees collected for the Event shall be documented in writing, signed by the EC, and provided to the Event RO. Range use fees for third party events shall be paid *by check only* made out to "SCVRC" and shall be collected by the designated SCVRC Event RO no later than by the end of each Event.
- 3e)** It shall be the responsibility of the third party EC to arrange for the required SCVRC Event RO to be present. If no SCVRC Event RO is available, the third party event shall be cancelled.
- 3f)** Hours: Whenever range time is available, as determined by the BOD. Requests for more than one Event per month for recurring events may be allowed, subject to approval by the BOD and as range time permits.

- 3g) Fees:** As defined in the third party event agreement with the SCVRC based on one of the following:
- a) \$20.00 per hour, prorated at \$10 per ½ hour (or any portion thereafter) and \$2.50 per participant (\$0.50 per junior participant under 21 years of age) up to a maximum of 4 hours. An Event deposit of **\$25.00** shall be included with the application submitted to the SCVRC. This deposit shall be forfeited if the SCVRC Event RO is not notified of a cancellation at least **48 hours prior** to the regularly scheduled third party event start time.
 - b) Fees for full day or multi-day single event are as outlined in “a” above. Total fees may be modified by the BOD on a case-by-case basis. An Event deposit of **\$50.00** shall be included with the application submitted to the SCVRC. This deposit shall be forfeited if the SCVRC Event RO is not notified of a cancellation at least **7 days prior** to the regularly scheduled third party event start time.

AUTHORITY:

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

BY:	T. Hendricks, C. Satra, B. Dillie
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END: RANGE USE POLICY(Ver: 01-08-08) FINAL