

Organization's Request to Use Club Facilities

Any organization desiring to use club facilities must follow the procedures outlined below. These procedures are drawn from the club's Policies & Procedures.

The following information MUST be submitted, in writing, at least sixty days prior to the dates being requested. Send this to:

Email: safety@rrpc.org or

Mail: RRPC, Inc.
P.O. Box 7883
Attn: Safety Comm.
Charlottesville, VA 22906

Incomplete or inaccurate responses will result in the denial of the request. Contact safety@rrpc.org with questions regarding this process.

1. Name and address of organization:

2. Event Coordinator's name:
 - a. Address:
 - b. Phone #:
 - c. Email:
 - d. Member of RRPC? (Y/N)

3. Name of event:

4. Date(s)

5. Time (beginning - end)

6. Number of individuals and their age ranges attending the event:

(There are additional restrictions and conditions for events with participants under the age of 18 years including, but not limited to, a parent, guardian or adult responsible for the youth-participant being present at all times.)

7. Where will the event be held and do you require exclusive use?

Place (circle)

Exclusive Use? (Y/N)

Indoor range

Skeet field

Trap field

AP&T range

100 yd Rifle range

Pistol range

Plinking range

300 yd Rifle range

Clubhouse

8. Names and qualifications of Range Safety Officers:
9. What type(s) and quantities of firearms will be used?
10. Approximately how many rounds of and what types of ammunition will be shot?
11. Include on a separate sheet (if applicable) a summary of training exercises with diagrams.
12. Do you request that the club provide any supplies?* (Y/N) If "Yes" then
List supplies and quantities requested:
13. How will you guarantee the security of club grounds?

* Note: It is the organization's responsibility to provide the participants with all necessary provisions for the event, including those firearms related (eye/ear protection, firearms, ammunition, targets, etc.) and other, for example food, drink, picnic supplies, etc. At the club's sole discretion, the club may provide provisions when requested ahead of time by the organization. The club may charge the organization a fee to cover these expenses.

It is the organization's responsibility to carry liability insurance to indemnify RRPC for the organization's event to be held on RRPC property. Proof of such insurance must be presented to RRPC before event may be approved.

It is the organization's responsibility to clean up after the event. Such clean up will include disposal of all used targets and other trash, emptying trash cans into dumpster, sweeping indoor range, disposal of spent shells, etc. Lights, fans turned off, doors locked, gates closed upon departure. Club should be left in the condition in which it was found.

Contact president@rrpc.org immediately if there is a club's equipment malfunction or any other problems.

A request to use RRPC facilities implies the requesting organization's complete acceptance of and agreement to abide by all terms and conditions set forth here, and in the club's Policies & Procedures, Range Rules and By-laws. Additional conditions may be imposed by the RRPC Board of Directors at any time.