

Golden Triangle Gun Club

Policy on the Use of Range Facilities for Commercial Firearms Training

All Instructors providing training and instruction to one or more students for compensation must submit an application to the Golden Triangle Gun Club (“the Club”) Board of Directors (“the Board”) for approval to use the Club’s facilities for training classes on an annual calendar year basis. Any Instructor who has not been approved by the Board in compliance with this policy and discovered to be providing such instruction at the Club, will be subject to having their Club Membership suspended or revoked.

Instructor Requirements:

- Must be 21 years or older and be eligible to possess and use firearms in accordance with State and Federal Laws;
- Must be a Club member in good standing for a minimum of 5 years preceding the submittal of the application;
- Must have a demonstrated history of volunteering at the Range in support of the Club’s objectives and activities. This may include serving as a Match Director or Assistant Match Director, construction, maintenance and improving the Club facilities, mentoring of youths in the 4-H or Junior Rifle programs, serving as a Range Safety Officer in accordance with the Club Standard Operating Procedures (SOP), and/or similar activities approved by the Board;
- Must be qualified in the discipline that they are teaching and provide written documentation of such qualifications including certifications by recognized bodies, organizations or institutions meeting Board approval;
- Must be a certified NRA Range Safety Officer per the Club’s SOP and received additional training on specific Club Range Safety Rules and Range Limitations;
- All Assistant Instructors or Safety Officers used during Range activities must also be a certified NRA Range Safety Officer and adhere to the Club’s SOP and have received training on specific Club Range Safety Rules and Range Limitations. The Assistant Instructor or RSO must also be 21 years or older and works under the responsible charge and supervision of the Board approved Instructor; and
- Must have and maintain Firearms Instructor Insurance acceptable to the Board and provide the Club with a certificate of insurance naming the Club as an additional insured per the minimum coverage limits listed:

Bodily Injury & Property Damage Liability Each Occurrence Limit	\$1,000,000
Professional Liability Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products-Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Injury Limit (any one person or organization)	\$1,000,000

Fire Damage Limit	\$100,000
Medical Payments	\$5,000
(each occurrence any one person)	

It is the responsibility of the Instructor to provide the Club with a Certificate of Insurance on an annual renewal basis before being allowed to use the Range facilities for training. Failure to do so will result in Instructor privileges being suspended or revoked.

Application Process:

Applications submitted for approval must include ALL of the following:

- Application signed by the Instructor providing the training (See Exhibit A);
- Summary description of the course(s) to be taught, along with a list of the course objectives and detailed outlines or syllabus of the course(s) to be taught that also includes the course length and a Range Safety Plan;
- Written proof of qualifications to teach in the discipline(s) or subject matter being taught and include copies of certifications by recognized bodies, organizations or institutions meeting Board approval;
- Summary description of Club volunteer activities including approximate dates or timeframes in the preceding year;
- The submission of an annual non-refundable \$150 application fee; and
- The submission of the required Firearms Instructor Certificate of Insurance.

Applications must be received no later than December 1st of each calendar year. Applications will be reviewed by the Director of Safety and Training and the Range Safety and Rules Committee to ensure that all Instructor requirements are met and make final recommendations to the Board for approval at the January Board of Directors meeting.

Approval of Instructors to use the Range facilities expires December 31st of each calendar year. Instructors must re-submit applications by December 1st of each calendar year. The application including all Exhibits must be fully complete and submitted in its entirety, or the application will be deemed incomplete and therefore rejected. The committee or Board may request additional supplemental information.

Submittal of an application is not a guarantee that the application will be approved.

The Use of the Range for instruction is at the sole and absolute discretion of the Board and subject to the rules and penalties outlined in the Club Bylaws and SOP for violation of Club rules.

Range and Classroom Usage:

- Instructors must submit a Classroom or Range Reservation Request Form (see Exhibit B) to the Secretary-Treasurer for reservation of a training classroom and/or range no later than 90 days before the class date. Any modifications to the previously submitted Course Curriculum or Range Safety Plan outline in the original Instructor Application must be updated and submitted with the reservation request;
- Instructors must also submit a signed Building and Range Use Agreement Form (See Exhibit C), as well as a Classroom usage fee of \$50 per classroom, per day to the Club Secretary-Treasurer no later than 45 days before the scheduled class date;
- Cancellation of a class must be submitted to the Club Secretary-Treasurer no later than 25 days before the class date or the Classroom usage fee will be forfeited;
- The Instructor is responsible for collecting range fees of \$10 per day for each non-member student. Range fees for Club Members are waived;
- Instructors must submit a Course Report along with all range fees collected to the Club Secretary-Treasurer within 5 business days of completion of each class (see Exhibit D);
- Instructors are responsible for ensuring that both the classroom and firing range are cleaned after usage. This includes sweeping of classroom floors, removal of all food/drinks and trash placed in the large trash barrels located throughout the Club, as well as all target stands are properly stored away and used targets and spent brass policed. Failure to do so will result in a \$75 cleaning fee being assessed, and/or Instructor privileges being suspended or revoked. Please initial and date the Building Closing Procedures and Checklist posted on the back of each door in the Activities Center; and
- Instructors must post notice of Range reservation at the Range that they have been assigned, at least 30 days prior to the class, stating in large bold letters the date and time frame of the class, as well as the number and location of the firing positions included in the reservation. This notice must be removed at the end of the class.

Range Safety and Rules Committee:

The Range Safety and Rules Committee, with the Board's authority, shall review all requests. The purpose of this is to adequately populate an annual calendar to meet the needs of the Members. The committee will consider the Membership peek usage times, scheduled Matches, Club Sponsored Events, and Commercial Training requests to populate the calendar in a manner that is fair and balanced for all parties to ensure that the Members are provided with the best experience. Once a request has been approved, the committee will notify the Instructor of the Classroom, Range and number of firing positions that they have been assigned for the class, as well as, approval or modifications of their Range Safety Plan.

Approved by the Board of Directors Effective: January 8, 2019

EXHIBIT – A

Golden Triangle Gun Club

Firearms Instructor Application

_____	_____	_____	_____
<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>	
_____	_____	_____	_____
<i>Home Street Address</i>	<i>City</i>	<i>State</i>	<i>ZIP Code</i>

<i>Name of Business/Occupation</i>			
_____	_____	_____	_____
<i>Business/Occupation Street Address</i>	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
_____	_____	_____	_____
<i>Home Phone Number</i>	<i>Work Phone Number</i>	<i>Cell Phone Number</i>	
_____	_____	_____	_____
<i>Business Website (Optional)</i>	<i>Email Address</i>	<i>NRA Membership Number</i>	

Club Membership Background

Are you currently a member of the Golden Triangle Gun Club? If yes, how many consecutive years preceding the submittal of this application? _____ Yes No

Have you served as an Officer, Director, Match Director, or volunteered in a capacity supporting the Club's programs, operations, maintenance, or similar activity? If yes, please attach a summary of such activities and approximate time frame or tenure. Yes No

Training Background

Have you received formal training in the care, safety, and use of firearms and are an NRA Certified Range Safety Officer? If yes, please attach proof of such training. Yes No

Do you have a minimum of one year of experience in instruction in the care, safety, and use of handguns, rifles, shotguns or firearms safety? If yes, please attach proof of such training. Yes No

Have you included as part of this application a detailed syllabus describing the disciplines, courses, methods and materials you will use to conduct the firearms training? Yes No

Applicant Affirmation

I certify that I am 21 years or older, have not been convicted of a felony, Class A or Class B misdemeanor, and that I have provided accurate information on this application and supporting documents, and that I will abide by the Bylaws and Standard Operating Procedures and policies of the Club, and that if any of the statements or responses that I have made on this application is found to be untrue, I understand that my Instructor privileges and membership and in Golden Triangle Gun Club, Inc. may be revoked.

Signature of Applicant

Date

EXHIBIT B - CLASSROOM or RANGE RESERVATION REQUEST FORM

Please complete this form and email it along with copies of all pertinent items to: arosalestexas@gmail.com

Contact Info:

Name: _____

Address: _____

Cell Phone: _____

Email: _____

**Submittal Check List
For Committee Use Only**

- RSO Certificates
- Certificate Of Insurance
- Signed Forms
- \$50 Fee

Please list any affiliate organizations associated with this event.

Purpose of Reservation:

How many attendees are you expecting: _____

Date/Time/Fees	CLASS ROOM \$50 Per Day Per Room (10hr)	RANGE \$10 per Non-Member
<i>Example: 01/01/2019, 9-5</i>	<i>Example: North Room \$50</i>	<i>Example: 10 Non-Members x (\$10) + 5 Members x (\$0) = \$100</i>

Reservation:

A \$50 deposit is required to SAVE your date. The space must be left in clean working condition, and trash must be removed immediately after the event. A \$75 cleaning service fee will be assessed if warranted.

Signed: _____

Instructor

Date: _____

Approved: _____

Chair - Range Safety and Rules Committee

Date: _____

EXHIBIT C - Building Use Agreement Form

The following requirements apply to use of The Golden Triangle Gun Club facilities:

Fire Exits: All building exits must remain open and free of obstructions during building use.

Adult Supervision: Adult supervision is required for all participants under the age of 18.

Alcohol and Tobacco: Alcoholic beverages are not allowed on the property. This is a smoke free building. Smoking or Vaping outside is not allowed within 50 feet of entrance doors.

Set-up: We prefer that you do not enter the building any earlier than the time stated on your reservation. If you see any damages to the building Please call the Board treasure immediately.

Walk-Through: For non-Club events or Club member-sponsored events where a Club member is not present during the meeting, there is a mandatory walk-through of the rented room(s). This requirement also applies for all renters who are not familiar with the building. Please call the building Board Secretary-Treasurer at least eight days prior to your reservation date to schedule a walk through.

Clean-up: Renters/users must leave the building in the same condition as they found it for their event. Renters are responsible for clean-up of the building after each event. Upon exiting, make sure the lights are turned off, the garbage is taken out, and all doors and windows are locked. See the GTGC Building Close-Up Procedures and Checklist for Security Deposit Return for a complete list of renter/user responsibilities.

Security Deposits: Security Deposits are required for all renters. A full refund of the deposit will be mailed to the contact person addressed listed on the application within approximately 30 days after the event if: (1) all rules and regulations were adhered to, (2) there were no negligent damages to the premises, buildings, contents, restrooms, ranges, etc. and (3) the surrounding property was free and clear of debris.

Cancellation Policy: Renters may cancel their reservation for the building with full refund of any prepaid rental fee by contacting the Club Treasurer up to 30 days prior to the scheduled start time for the event. If this event is cancelled after this time, only 50% of the rental fee will be refunded. All refunds will be mailed by the Board Secretary-Treasurer within 30 days following the notice of cancellation.

Liability: By signing this Building Use Agreement Form, the authorized individual and the group they represent agrees to hold harmless the Golden Triangle Gun Club from liability or responsibility for property loss, damages, injuries, or deaths associated with the use of the Club building for the agreed upon event.

These guidelines, rules and responsibilities, cover all interior and exterior areas of the Club property.

By signing below, I agree to abide by all terms and procedures outlined in this document and guarantee payment of any rental fees or security deposits:

Reserving Group Representative

GTGC Building Use Manager or Representative

Date

Date

Exhibit D - Student Course Report

Page ____ of ____

Class Title: _____

Instructor: _____

Class Date: _____

Classroom: _____

Range: _____

Student Range Fees are \$10 per day per student. If the student elects to join the NRA and the Club then they will be given a \$20 discount towards the Club Initiation fee and will not be charged a range fee. As an incentive, the instructor will also be given a \$10 credit towards their room fee, per student, who joins the Club. The Instructor's Student Report is due to the Club Treasurer no later than Five (5) business days after the close of the class.

Student's Name:

Address: _____

Phone Number: _____

Email: _____

NRA Member: YES NO NEW
NRA #:

Club Member: YES NO NEW

Range Fee: \$ _____

Student's Name:

Address: _____

Phone Number: _____

Email: _____

NRA Member: YES NO NEW
NRA #:

Club Member: YES NO NEW

Range Fee: \$ _____

Student's Name:

Address: _____

Phone Number: _____

Email: _____

NRA Member: YES NO NEW
NRA #:

Club Member: YES NO NEW

Range Fee: \$ _____

Student's Name:

Address: _____

Phone Number: _____

Email: _____

NRA Member: YES NO NEW
NRA #:

Club Member: YES NO NEW

Range Fee: \$ _____

Student's Name:

Address: _____

Phone Number: _____

Email: _____

NRA Member: YES NO NEW
NRA #:

Club Member: YES NO NEW

Range Fee: \$ _____