



User Group & Event Agreement Terms, Conditions and Requirements

DEFINITIONS:

Range Officer - A Range Officer is a PPC employee whose primary responsibility is ensuring a safe environment exists on PPC property. Range Officers enforce all PPC rules and regulations. Range Officers aid shooters who may need help. Range Officers are the ultimate enforcement authority on all PPC range matters. Range Officers do not schedule User Groups.

Administrative Personnel - An administrative employee, primarily the PPC Club Administrator, is tasked with addressing all administrative matters including scheduling of ranges and the classroom.

Range Official - A Range Official is a PPC employee (Range Officer or Administrative Personnel) or a PPC BoD member (the BoD are volunteers, not paid PPC employees).

Principal - The Principal submits an application to PPC for the proposed User Group. The Principal ensures that all “User Group Agreement Terms, Conditions And Requirements” are adhered to. The Principal must also sign the “Acknowledgement Signature” form and the “Code Of Conduct” form contained within this Agreement. The Principal is responsible for a User Group.

Instructor - A User Group Instructor, which includes the Principal, is certified to present and/or assist with a specific course of instruction. Any reference to Instructor or Line Instructor pertaining to live fire on the range is deemed to strictly mean a certified FIREARMS Instructor. All certified Firearms Instructors are also recognized as Safety Officers.

Event - A specific BoD approved activity which takes place in the classroom, ranges or both. The User Agreement denotes the specific subject matter of each Event and delineates where and how the Event will be conducted. For the purposes of this document, the term Event encompasses any activity held at PPC.

Pima Pistol Club (“PPC”) has ranges and a classroom available for scheduled use and/or rentals. That includes matches, classes in firearms safety, basic pistol, practical shooting, hunter safety, law enforcement training and more. To hold a class, the Principal and Instructors must be certified in the subject matter being taught and the Principal must submit proof of current liability insurance. All user groups must be approved by the PPC Board of Directors (“BoD”) prior to classes being held. The following is information regarding the range policy requirements.

PPC BoD's first responsibility is to its membership which includes ensuring a member's ability to use the facilities as safely and as unencumbered as possible.

Having a User Agreement is not a guarantee of use of the Range and PPC reserves the right to reschedule events or deny use of the Range for any reason. PPC is fully committed to promoting the shooting sports and that commitment dovetails into allowing training opportunities being offered at PPC.

Providing training facilities is a courtesy extended by PPC and is not a club requirement. It is the Principals responsibility to verify range availability well in advance of the event date.

Events held at PPC are a direct reflection on PPC and its members' reputations. The BoD strives to ensure that classes are safe, held by Certified Instructors, professionally presented, and staffed, informative, relevant, properly vetted, and that they meet accepted training standards.

Should you have any questions or concerns, please feel free to contact PPC at:

E-mail: rangemanager@pimapistolclub.com

Office number: 520-825-4440

User Groups

Any group that regularly or on a recurring basis uses PPC facilities qualifies as a User Group and must be approved by (BoD). All User Groups are required to complete a User Agreement, which must be approved by the BoD before range reservations can be finalized. Any variances from policy or requests for waivers must be submitted to the Administrator or Range Manager for review and consideration.

The BoD will vote on renewing User Agreements annually.

Range assignments are made by PPC administration and are not guaranteed. Range fees are determined by PPC. Contact PPC Administration for the most current information on range bay fees.

If a User Group follows a fee structure that differs from the standard, the User Group must have an approved User Group Amendment on file.

Match Directors (National Affiliates)

National Affiliates are nationally recognized shooting groups such as NRA, USPSA and IDPA and that there exists a national headquarters. The national headquarters must have issued a set of safety guidelines. In the event of conflict with PPC safety guidelines, the PPC guidelines shall be observed. Only those User Groups recognized as National Affiliates may enjoy the rights and privileges outlined in the PPC bylaws, past or present that may also be referred to as organized activities. National Affiliates may provide matches, match practice and training (e.g. USPSA matches, NRA training, IDPA Safety Officer training).

The National Affiliate shall be eligible for PPC funds to buy targets, equipment, props and supplies. Specific limits and authorizations must first receive BoD approval. The National Affiliate shall work with the Range Manager on sourcing supplies.

Match Directors are given complimentary PPC membership for the duration of their time serving as a Match Director.

Match Directors may appoint two assistant Match Directors that each receive a PPC membership at a 50% discount.

Outlaw Match Directors (Local Affiliate)

Local affiliates are organized shooting groups holding regular matches that do not have a national affiliation as a shooting organization. Local affiliates provide organized recreational match opportunities.

The Local Affiliate may utilize existing PPC equipment and props as authorized by the on-duty Range Officer and is required to provide their own targets unless waived by the BoD.

The Local Affiliate shall be eligible for PPC funds to buy targets, equipment, props and supplies. Specific limits and authorizations must first receive BoD approval. The Local Affiliate shall work with the Range Manager on sourcing supplies.

Match Directors are given complimentary PPC membership for the duration of their time serving as a Match Director.

Match Directors may appoint two assistant Match Directors that each receive a PPC membership at a 50% discount.

General Affiliates

General affiliates are user groups consisting of PPC members and/or non-members and that do not have a national affiliation as a shooting organization. These could be youth groups, special use groups, or other groups with specifically defined activities. These groups do not have rights and privileges outlined in the by-laws for affiliates, whether referred to as an organized activity, affiliates, or regular affiliates.

The General Affiliate shall NOT be eligible for PPC funds. The General Affiliate may utilize existing PPC equipment and props as authorized by the on-duty Range Officer and is required to provide their own targets unless waived by the BoD.

Professional Affiliates (Instructor & Training Groups)

A Professional Affiliate User Group is any group that has not been officially recognized as a National, Local, or General Affiliate by the PPC. Such as commercial training groups and other outside groups that are not PPC recreational or special use groups. These groups have live fire training as a part of a business model. The Professional Affiliate group includes Instructor Affiliates and Government Agencies.

Instructor Affiliate (Training Companies)

An Instructor Affiliate group is required to have a \$1,000,000 per occurrence / \$2,000,000 aggregate liability insurance policy that names Pima Pistol Club, Inc. as an additionally insured on their policy. This policy shall be purchased at the expense of the User Group.

Instructors who meet liability or certification requirements are not guaranteed approval at any given time. Approved Instructor Affiliates are within the discretion and purview of PPC.

The credentials for Instructor Affiliate groups will be reviewed specifically for any proposed training course and must be current and valid.

An Instructor Affiliate group is not eligible for PPC funds to purchase equipment or supplies. Such groups may utilize existing PPC equipment as authorized by the PPC but must provide for their own targets and must reimburse PPC for any damage caused by the Non-Affiliated group.

The Instructor Affiliate group must pay such range fees or provide for the services as determined by the PPC.

Government Agency Affiliates

In the case of official government agencies, a letter holding PPC harmless to include all errors and omissions, the fact that said agency assumes all financial and other responsibility for all of its participants and such other items as may be required by the BoD may be issued in lieu of an insurance policy by that agency's Office of Risk Management or Office of Insurance, or other such office having said insurance responsibility on an official letterhead, signed and dated with an expiration date.

A Government Agency is not eligible for PPC funds to purchase equipment or supplies. Such groups may utilize existing PPC equipment as authorized by the on-duty PPC but must provide for their own targets and must reimburse PPC for any damage caused by the Non-Affiliated group.

PURPOSE OF PIMA PISTOL CLUB USER GROUP TERMS AND CONDITIONS REQUIREMENTS

The purpose of Pima Pistol Club's "User Group Agreement Terms, Conditions and Requirements" (hereinafter referred to as the "Agreement") is to provide a PPC User Group (hereinafter referred to as "User Group") with the information necessary to conduct safe classroom and firearms Events.

Failure to abide by these rules shall result in the temporary and/or permanent revocation of a User Group's privileges to utilize PPC. **All User Groups must acknowledge acceptance of the Agreement by signing the User Group "Acknowledgment Signature" form and "Code of Conduct" form.** PPC reserves the right to at any time modify, amend, add, or delete any rule, policy, or procedure for the facility or a specific range.

Before any User Group may schedule or use a Range/Classroom, a current signed User Group "Acknowledgement Signature" form and must be on file with PPC's Administration Office (herein after referred to as Administration Office).

It is the Principal's sole responsibility to maintain a current signed copy of the User Group "Acknowledgment Signature" form on file with PPC and any other required documentation. The expiration of the form or other documents will automatically, and without notice, result in the cancellation of all future Events previously scheduled at PPC. All User Group Agreements require annual renewal by the BoD.

All User Group contact information must be current with the Administrator's Office. Please ensure that the following are current:

- Name of Principal and name(s) of Instructor(s) or any authorized person(s).
- Phone numbers of Principal.
- Mailing addresses; E-mail addresses of Principal.

- A valid and current liability insurance certificate as described in this agreement must be on file before a User Group may schedule or use any range or facility. The certificate of liability insurance must list Pima Pistol Club, Inc. as an additional insured must include primary & non-contributory coverage and a waiver of subrogation in favor of Pima Pistol Club, Inc. Copies of such endorsements must be attached the certificate of insurance.

RANGE AND CLASSROOM REQUIREMENTS

SAFETY is PPC's primary concern. As such, the following are requirements for the classroom and on any of the ranges:

User Groups are expected to always adhere to the PPC Range Safety Manual.

1. This is a COLD range meaning that no loaded firearms are allowed outside the range bays on PPC property. Firearms can only be loaded once the shooter is on the range bay, and in the case of classes or matches, only after being directed to do so by a certified Instructor or RO. Absolutely no firearms are to be handled behind the forward firing line. Designated safety areas must be used when servicing a firearm. These rules apply to Instructors as well.
2. User groups must adhere to restrictions and/or limitations set forth by the curriculum approved by PPC.
3. Absolutely no live firearms or ammunition are allowed in the classroom to include Instructors.
4. For Individual Events (classroom or live fire), the Principal must submit an application to the PPC BoD to review at their monthly meeting (typically held the second Tuesday of each month). At that time, proof of insurance, a class syllabus, a lesson plan, anticipated number of students, number of Instructors and (for live fire) the number of certified firearms Instructors that will be working the firing line must be submitted to the BoD for review.
5. Each User Group Agreement is subject matter specific and is not a "blanket" approval. For example, being approved to specifically hold a Concealed Carry Class does not authorize the Principal and/or User Group to hold a class in Basic Firearms Safety. In this case, multiple designations or an additional request would need to be presented to the Range Manager for approval. Even ongoing approved classes may be re-evaluated by the BoD at their discretion. Principal and/or User Groups holding unauthorized Events will be immediately and permanently suspended of PPC privileges.

6. Range use will be scheduled and directed by the Range Manager and Administrator. Principals are limited to availability as determined by the Range Manager. Principals attempting to circumvent the regular scheduling process by manipulation of the user agreement system will be grounds for immediate and permanent revocation of all existing User Agreements as well as being banned from holding any future User Agreements or Events. Requests for user group range use or event scheduling must be directed to PPC's Range Manager or Club Administrator.
7. PPC rules extend to all classes. In general, violations include: (a) not following all safety rules; (b) modifying targets, modifying the range; (c) using unauthorized targets, using armor piercing or incendiary rounds; (d) damaging or destroying club property; (e) allowing/encouraging the press/media onto club property, etc. *If in doubt...ask the PPC before doing it. The above list is not all-inclusive.* The BoD may impose further stipulations/additional requirements/instructions and/or restrictions upon Events and/or upon the Principal and Instructors. Violation of any of the above rules or any club policy may result in suspending the Principal's and Instructor's ability to hold future classes OR having the Principal and Instructors totally banned from holding any future classes. If the Principal or Instructors are club members, they may also face temporary suspension of membership privileges OR they may (depending on the severity of the violation) face permanent expulsion from the club.
8. The Principal is fully responsible for the actions and safety of the students, Instructors and spectators.
9. Prior to scheduling or conducting any activities at PPC, a User Group liability insurance certificate must be on file with the Administrator's Office. The certificate of insurance must list Pima Pistol Club, Inc. as the certificate holder. Limits of liability required are \$2,000,000 per occurrence for general liability and be endorsed to include Pima Pistol Club, Inc. as an additional insured with primary and non-contributory coverage and include a waiver of subrogation in favor of PPC. Certificate of insurance along with copies of endorsement forms must be attached to the user group agreement. Until such a time that PPC receives and confirms the submission of an insurance policy compliant

with the guidelines provided by PPC, no User Group Events will be scheduled, no Events will be held, and all previously scheduled Events will be cancelled. Every User Group must designate a Principal for all Events held at the range. By signing the User Group “Acknowledgment Signature” form, the signee is designating himself/herself as the Principal party.

10. **The following rules and procedures apply to any Event conducted at PPC.** Each member of the User Group agrees to the following rules and regulations of PPC: **(a)** The Principal understands the priority of PPC is safety and agrees to conduct Events on PPC facilities with the highest standards of safety for participants, spectators and others. The Principal agrees to immediately correct any unsafe actions as determined by the PPC Range Safety Manual **(b)** The Principal agrees to keep all User Group information current with the Administration. This includes a current liability insurance certificate, hold harmless agreement, User Group “Acknowledgment Signature” form and contact information for the Principal and Instructors. The Principal will provide live fire Instructors consistent with the Instructor to student ratio set forth by PPC’s BoD. The Principal is responsible for all participants, spectators, and others, for range safety, the cleanliness and orderliness of ranges used. The Principal understands that all activities must follow state and federal regulations. Children under 6 years old are not allowed on range property, even as spectators. The User Group will shoot only targets authorized by a PPC Range Officer. Cans, bottles, cacti, boxes, rocks, unauthorized metal targets, exploding targets, glass, target frames, animals, etc., are prohibited.
11. The Principal understands he/she is liable if any incident occurs due to the User Group’s acts or omissions and PPC is not liable for any incident occurring before, during or after any of the User Group Event.
12. User Groups will be assessed \$20.00 for each frame destroyed by birdshot.
13. The Principal understands that the User Group is responsible for activity setup, participant entry into the facility, the collection of fees from participants, and the cleanup after every Event. The Principal understands cleanup of the range consists, at minimum, of the following: (a) Policing brass, removing empty shotgun shells, removing

paper targets from PPC target frames (b) Returning target frames to their original positions (c) Moving tables and chairs back to their original positions (d) Ensuring all trash is placed in trash receptacles, and leaving the Range/Classroom in good condition for the next User Group. Failure to clean up the Range/Classroom may result in a clean-up fee added to your invoice. All Invoices not paid at the time of range usage are NET 30. Invoices not paid within that timeframe are subject to a 10% late fee. Range reservation fees are collected after approval of the User Agreement by the Board of Directors or at the time of booking.

14. For traveling instructors, **range reservation fees are collected after approval of the User Agreement by the Board of Directors or at the time of booking.**
15. Refunds for range reservations will be granted **only if the cancellation is made at least 30 days prior** to the scheduled reservation date.
16. If a cancellation is made **within 30 days of the reservation**, no refund will be issued. However, the amount paid may be **credited toward a future reservation**, subject to availability and approval.
17. All refund or credit requests must be submitted via email.
18. The Principal understands if he/she arrives at the scheduled Range/Classroom and discovers any damage or an unclean facility, he/she must notify a PPC Range Officer immediately before the Event begins. Failure to notify a PPC Range Officer may result in the assessment of cleanup and damage fees to the User Group.
19. The Principal understands that any damage to PPC property, facility buildings, or target frames will result in the User Group being assessed the cost of repairs or replacements.
20. The Principal understands when the Event is over, the terms and conditions require participants and spectators to leave the Range/Classroom reserved for the Event. Participants may not use the Range/Classroom before or after the scheduled Event. The Principal must be the last person to leave the Range/Classroom when the Event is

completed.

21. The Principal understands that PPC will summarily deny any reservation request if he/she has any unpaid invoices outstanding for more than 30 days or expired insurance or expired User Group “Acknowledgment Signature” form. The Principal understands any safety violations can and probably will result in the temporary or permanent revocation of privileges at PPC. The Principal further understands that there is to be no alcohol or controlled substances on PPC property at any time. User Group participants and/or spectators who are impaired due to the consumption of alcohol or chemical substance (including prescription pharmaceuticals) are strictly prohibited from being on PPC property.
22. The Principal understands that PPC personnel reserve the right to terminate any Event if they observe unsafe actions, safety violations, or the use of prohibited targets. Abuse of PPC personnel will result in the termination of any Event to include future Events.
23. User Groups are required to provide their own first aid kits and outline an emergency action plan before each event. In the event of a medical emergency Call 911 immediately to summon the requisite emergency services. Then contact a PPC Range Official who will then meet and escort emergency personnel to the proper Range/Classroom to expedite a timely response to all emergencies. An AED (Automated External Defibrillator) is available at PPC.
24. The Principal and/or User Group will immediately and permanently be banned from holding future Events and all existing User Agreements will be cancelled if the Principal and/or User Group holds an Event where the student(s)/participant(s) pay a fee and the Principal hides it under the guise of “free instruction, free assistance, etc.” to avoid the approved user group process and/or paying the required PPC Range/Classroom fees.
25. Shooting into lateral/safety berms is prohibited for any reason and will result in temporary and/or permanent revocation of privileges. All shots must impact the backstop. All targets must be positioned so that any shot that passes through a target, or misses the target, impacts the backstop.

26. **Events** - All Events must be done on a one-time approval basis. There will be no “recurring” Events scheduled. These Events may be scheduled up to a year in advance and are limited to four Events per year. These Events may be held on any Range approved by the BoD with the advice of the Range Manager and Administrator. Range preference may be requested but is not guaranteed. Ranges will be assigned based on the needs of the Range. The Board of Directors will review each request at the next scheduled Board of Directors meeting and will deny, approve or request additional information. The request must be submitted in writing on the Event Request Form and provide specific event description, details on instructor qualification, safety considerations, instructor/ student ratio and a detailed cost/benefit analysis proposal and submitted to the Administrator. All Principals of events must provide proof of insurance per the normal User group Agreement. Principals of Events must adhere to all PPC Safety Rules.

PPC Application type

Before any range reservation or outside range use, the PPC Board of Directors must approve the group and specific use at a regular board meeting which happens on the second Tuesday each month or at a specially scheduled meeting.

All materials must be presented to the board at this meeting for approval. These materials include: the completed user group forms, copies of relevant instructor certifications, instructor liability insurance copies, and a certificate listing Pima Pistol Club, Inc. as additionally insured under the applying groups liability insurance policy (this must be on file before any classes are conducted), and a detailed course outline and lesson plan. Total minimum for general liability shall be a \$1,000,000 per occurrence / \$2,000,000 aggregate liability insurance policy that names Pima Pistol Club, Inc. as an additionally insured on their policy. This policy shall be purchased at the expense of the User Group.

Be sure to indicate what type of user group you are applying for when you prepare your application materials. Individual events are approvals for a single event; user groups can schedule recurring events.

User Groups

- ☐ National Affiliate (National Match Director)
- ☐ Local Affiliate (outlaw match director)
- ☐ General Affiliates
- ☐ Professional Government Agency
- ☐ Professional Instructor Affiliate

Individual Events

- ☐ One time event request

PRINCIPAL'S ACKNOWLEDGEMENT

By signing the "Acknowledgment Signature" below, I, as the Principal, hereby acknowledge and fully understand the Agreement Club between the Principal and Pima Pistol Club's BoD.

I, the Principal, agree to abide by all provisions and requirements contained within this Agreement, Pima Pistol Club Safety Rules and, additionally, with any stipulations, additional requirements, instructions and/or restrictions specified by Pima Pistol Club Board of Directors.

I, the Principal, also understand that the Agreement must be renewed annually. Further, this Agreement is automatically and without notice considered terminated if liability insurance expires prior to the one-year term and/or there is a change in the Principal. Upon expiration or termination, a new Agreement must be brought before the BoD for approval.

I, the Principal, understand that this acknowledgment must be approved and signed by Pima Pistol Club Board of Directors as a necessary requirement prior to scheduling or holding any Event. I also understand that failure to comply with club rules and policy, terms and conditions set forth within this document, or any stipulations, additional requirements, instructions and/or restrictions set forth in this document by the Board of Directors subject me and my User Group representatives to penalties up to and including temporarily suspending our ability to hold future classes OR being totally banned from holding any future classes.

And if I, the Principal, or any of my representatives, are Pima Pistol Club members, we may also face temporary suspension of membership privileges OR we may (depending on the severity of the violation) face permanent expulsion from the Pima Pistol Club. I hereby agree to these terms and conditions and enter into this Agreement knowingly and willingly as witnessed by my signature below on the "Acknowledgement Signature" form.



PRINCIPAL ACKNOWLEDGEMENT SIGNATURE

NAME OF GROUP: _____

INSURANCE POLICY CARRIER: _____

POLICY #: _____

EXPIRATION DATE: _____

(Certificate of Liability Insurance and endorsement forms must be attached)

GROUP'S CLASS SUBJECT: _____

PRINCIPAL'S PRINTED NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

EMERGENCY CONTACT NAME & PHONE: _____

ASST. MD's (if applicable) _____

SIGNATURE & DATE

Course or Event Details

Principal/User Group: _____

Planned Event or Courses: _____

Date(s) Requested: _____

Detailed Course/Event Description: _____

Instructor Qualifications: _____

Special Safety Considerations/Needs: _____

Instructor/Student Ratio: _____

Number of Anticipated Students: _____

Number of Certified Instructors: _____

CODE OF CONDUCT

I, the Principal, agree to conduct all training and Events at the facility in a safe, friendly and professional manner, that fully supports the best interests and high standards of the PPC.

Further I, the Principal, will treat all participants who enroll in training courses or Events I conduct at PPC with respect and impartiality.

Failure to uphold these standards and expectations by me or any of my User Group representatives could result in a temporary or permanent revocation of my and the User Group's privileges to operate at PPC.

By signing this form, I, the Principal, agree to all range rules, policies and procedures as outlined in the PIMA PISTOL CLUB "USER GROUP AGREEMENT TERMS, CONDITIONS AND REQUIREMENTS" and to adhere to and abide by the "CODE OF CONDUCT".

PRINCIPAL PRINTED NAME

PRINCIPAL (SIGNATURE & DATE)