



THE STATE OF ARIZONA  
**GAME AND FISH DEPARTMENT**

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**DEPUTY DIRECTOR**

TY E. GRAY



**Contained herein is the:**

**Ben Avery Shooting Facility User Group Terms and Conditions Packet; 1/1/2017.**

This "User Group Packet" was developed with the following objectives in mind:

- To explain the range reservation process,
- To document and clarify the policies, procedures, guidelines and safety rules governing the Reserved Ranges, and User Groups.

Our goal is to provide a safe and enjoyable shooting environment for everyone utilizing our facility.

Thank you for choosing the Ben Avery Shooting Facility and please contact us with any questions.

Note: Article 5, Sec 5.02(o) of this document: Definition of Tactical Shooting:

Tactical shooting is defined as any movement effected, with a loaded firearm, to shoot targets from multiple positions and/or locations. All movement must be accomplished with the fingers visibly outside the trigger guard. The firearm must remain oriented in a safe direction, down range at all times, and safety mechanisms must be engaged while the shooter is moving.

**Ben Avery Shooting Facility**  
**User Group Terms and Conditions**  
**1/1/2017**

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## **Article 1. Purpose: BASF User Group Terms and Conditions; 1/1/2017**

**Section 1.01** The purpose of the Ben Avery Shooting Facility (BASF) User Group Terms and Conditions is to provide User Groups with the information necessary to conduct safe matches, classes, and practices.

**Section 1.02** BASF constituted these rules for a single purpose: SAFETY. Failure to abide by these rules shall result in the temporary and/or permanent revocation of a User Groups privileges to utilize BASF.

**Section 1.03** All User Groups must acknowledge acceptance of the Terms and Conditions by signing the User Group Acknowledgment Signature Forms and Code of Conduct.

**Section 1.04** BASF reserves the right to modify, amend, or delete any rule, policy, or procedure for the facility or a specific range at any time.

**Section 1.05** Before any User Group may schedule or use a range or facility, a current, signed User Group Acknowledgment Signature Form, Code of Conduct Form, and Indemnification Hold Harmless Clause must be on file with the Main Range Facility Office.

- (a) It is the sole responsibility of the User Group to maintain current, signed copy of the User Group Acknowledgment Signature Form and Code of Conduct and understands the expiration of the aforementioned form will result in the cancellation of all events previously scheduled at BASF.
- (i) All User Group contact information must be kept current with the Main Range Facility Office. Please ensure that the following current:
  - a) Name of Responsible Party and names of authorized person(s)
  - b) Phone numbers; Fax numbers
  - c) Mailing address; E-mail address
- (b) Additionally, a valid and current insurance certificate and Hold Harmless Agreement must be on file before a User Group may schedule or use any range or facility.

**Section 1.06** BASF, for the convenience of all User Groups, provides a downloadable copy of the User Group Acknowledgment Signature Form, Code of Conduct and all other required signature forms hereafter mentioned in the User Group Terms and Conditions online at the following URL:

[http://www.azgfd.gov/outdoor\\_recreation/basf\\_forms.shtml](http://www.azgfd.gov/outdoor_recreation/basf_forms.shtml)

- (a) Copies of the User Group Terms and Conditions are also available at the Main Range Facility Office during normal business hours. A signed copy of the User Group Acknowledgment Signature Form and Code of Conduct may be mailed, faxed, e-mailed as an attachment or delivered in person to the Main Range Facility Office or the Shooting Sports Center.

(i) Main Range Facility Office Contact Information and Hours are:

- a. Mon-Fri 8am-4pm, excluding State Holidays.
- b. Phone: 623-582-8313; Fax Number: 623-582-5317
- c. E-mail: BASFrequests@azgfd.gov
- d. Address:  
Ben Avery Shooting Facility  
4044 W. Black Canyon Blvd.  
Phoenix, AZ 85086

**Section 1.07** If it becomes necessary to modify, amend, or delete any section of the User Group Terms and Conditions for any reason, unless otherwise stated in writing changes shall become effective January 1st of the next calendar year.

- (a) Any change to the User Group Acknowledgment Signature Form and Code of Conduct made by BASF supersedes any previous agreements written or otherwise.
- (b) Any changes to the User Group Acknowledgment Signature Form and Code of Conduct by the User Group will render it null and void resulting in all previously scheduled events to be cancelled.

## **Article 2. Insurance Requirements:**

**Section 2.01** Prior to scheduling or conducting any activities at BASF, all User Groups must have a valid and current one million dollar liability and a two million dollar general aggregate insurance certificate on file with the Main Range Facility Office.

**Section 2.02** The insurance policy must include the following verbatim as additional insured:

- (a) **“The policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the User Group.”**

**Section 2.03** User Group’s insurance certificate(s) shall include all vendors as insureds under its policies or User Group shall furnish to the State of Arizona separate certificates and endorsements for each vendor. All coverage’s for vendors shall be subject to the minimum requirements identified above.

**Section 2.04** The Ben Avery Shooting Facility will reject any insurance policy submitted that does not meet the aforementioned requirements.

- (a) Until such a time that the Main Range Facility Office receives and confirms the submission of an insurance policy compliant with the guidelines provided by the Arizona Department of Administration (ADOA), no User Group events will be scheduled, no events will be held, and all previously scheduled events will be cancelled from the scheduling book.
- (b) Upon confirmation of the receipt of a compliant insurance policy, the User Group must resubmit a range request for all cancelled events. The Ben Avery Shooting Facility can offer no guarantee of the availability of any range for said User Group in instances of event cancellation due to a failure to provide an ADOA compliant insurance policy.

**Section 2.05** The submission of all insurance policies must occur no later than three business days prior to the expiration date, or the date of a scheduled event to avoid cancellation of events and provide adequate time for office staff to verify policy compliance.

**Section 2.06** All insurance requirements are compliant with ADOA standards and additional information is available at the following URL: [www.gsd.azdoa.gov/Applications.html](http://www.gsd.azdoa.gov/Applications.html)

**Section 2.07 NOTICE OF CANCELLATION OF INSURANCE POLICY:**

- (a) Each insurance policy required by the insurance provisions of this contract shall provide the required coverage and shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to the Ben Avery Shooting Facility, 4044 W. Black Canyon Blvd. Phoenix, AZ 85086.

**Article 3. Responsible Party and Additional Authorized Person(s):**

**Section 3.01 Every User Group must designate a Responsible Party for all matches, practices, and classes held at the range:**

- (a) By signing the User Group Acknowledgment Signature Form and Code of Conduct, the signee is designating himself as the Responsible Party.

**Section 3.02 Additional Authorized Person(s):**

- (a) BASF understands that it is not possible for a single individual to be present at all events and submit all range requests. Therefore, on the page designated Additional Authorized Person(s), the responsible party may enumerate a list of designated individuals who may direct classes, matches, schedule events, and represent the User Group as so designated on the Additional Authorized Person(s) form.
- (b) By adding an individual to the Additional Authorized Person(s) form, the responsible party assumes the responsibility of ensuring that all additional authorized persons listed therein are familiar with the rules, policies, and procedures of the User Group Terms and Conditions and accepts responsibility for actions of the additional authorized persons.

**Article 4. Obligations of Responsible Party and Authorized Person(s):**

**Section 4.01** The following rules and procedures apply to any match, practice, event, or class conducted on this facility. Each member of the User Group agrees to the following rules and regulations of the Ben Avery Shooting Facility (BASF) and the Reserve Range(s) and Facilities:

- (a) We understand the first priority of BASF is safety, and agree to conduct our events with the highest standards of safety for participants, spectators and others on this facility. We agree to immediately correct any unsafe action.
- (b) We agree to keep all User Group information current with the Main Range Facility Office. This includes a current liability insurance certificate, hold harmless agreement, User Group Acknowledgment Signature Form and Code of Conduct and contact information for Responsible Party or Instructor.

- (c) We acknowledge that failure to keep our insurance policy up to date, or failure to submit the current year User Group Acknowledgment Signature Form and Code of Conduct and Hold Harmless Agreement will result in the cancellation of all scheduled events.
  - i) There are no indemnification/hold harmless requirements for the State of Arizona Department's, Agencies, Boards, Commissions, or Universities.
- (d) We acknowledge that we are required to provide first aid kits for our event.
- (e) We will provide Range Safety Officers with the necessary information to supervise our events and ensure that our members, participants, and spectators are familiar with all the safety procedures of BASF.
- (f) We are responsible for all participants, spectators, and others, for range safety, the cleanliness and/orderliness of ranges we use, and we will comply with governmental regulations applicable to our activities including potable water and sanitation.
- (g) We understand that all activities must follow state and federal regulations pertaining to Junior Shooters.
  - i) Junior Shooter is any individual 17 years of age or younger.
- (h) We will shoot only at targets authorized by a BASF Range Master. Cans, bottles, cacti, boxes, rocks, unauthorized metal targets (see specific range rules for clarification of metal targets and Reserve Ranges in which they are permitted), exploding targets, glass, target frames, animals, etc., are prohibited.
- (i) We understand the facility is closed to taking of wildlife (hunting). Violators are subject to criminal citations under Arizona Revised Statute (A.R.S.) Title 17.
- (j) We understand we are liable if any incident occurs due to our acts or omissions and BASF is not liable for any incident occurring before, during or after any of our events.
- (k) We will ensure no participant in any event is shooting .50 BMG, .416 Barrett, or any cartridge with the muzzle energy on par with the .50 BMG or greater, tracer rounds, incendiary or exploding ammunition.
- (l) We will not discharge birdshot on the wooden frames provided by BASF. User Groups will be assessed \$20.00 for each frame destroyed by birdshot.
- (m) We understand that the User Groups are responsible for match setup, participant's entry into the facility during non-business hours, the collection of fees from participants, and the cleanup after every event.
- (n) We understand cleanup of the range consists of the following:
  - i) policing brass, removing shotgun wads, removing our paper targets from BASF target frames,
  - ii) returning target frames to holders, putting away any crows-feet,
  - iii) moving tables and stools back to their original positions,
  - iv) lowering the range flag,
  - v) ensuring all trash is placed in trash receptacles, and leaving the range in good condition for the next User Group.

- vi) Failure to clean up the range or building may result in a clean-up fee added to your invoice.
- (o) We understand if we arrive at our scheduled Reserve Range and discover any damage or an unclean range, we must notify a BASF Range Master immediately before we begin our event.
  - i) Failure to notify a BASF Range Master may result in the assessment of cleanup and damage fees to our User Group.
- (p) We understand any damage to the property, facility buildings, or target frames will result in our User Group being assessed the cost of repairs or replacements.
- (q) We understand when our event is over, the terms and conditions require participants and spectators to leave the Reserve Range we reserved for the event.
  - i) Participants may not use the range before or after the scheduled event. The Responsible Party must be the last person to leave the range when the event is completed.
- (r) We understand if any of our participants want to continue shooting at the Main Range for the day, we must provide them with dated proof of their participation in our event.
  - i) Reserve Range Card Users (Yellow Card Users) may check in at the Shooting Sports Center and sign in to use the range after an event, if the range is not in use by another User Group. All other event participants are welcome to shoot on the Main Range.
- (s) We understand we must provide additional toilet facilities for events lasting more than six hours and with more than 50 participants and spectators.
  - i) The first facility shall be an ADA approved toilet, with one additional toilet for every 25 additional participants. If adding more than 20 additional facilities, at least 1 out of each 20 must be ADA approved toilets.
- (t) We understand if we have a large event, we shall notify the BASF User Group Liaison at least two days in advance to procure additional restroom supplies and trash bags. We also understand we are responsible for removing trash from large events.
- (u) We understand it is the User Group's responsibility to obtain the proper permits and inspections, including, but not limited to, State Fire Marshal inspections for tents and other facilities prior to events.
- (v) We understand that any Fire Marshal inspections must be accompanied by the Department's Loss Prevention Coordinator, and that we must notify the Range Manager at least one week prior to any scheduled State Fire Marshal inspection.
- (w) We understand BASF does not provide brooms, dustpans, and, rakes or shovels to clean up the ranges after we use them for our events. If needed, the User Group must provide these items.
- (x) We understand that BASF will summarily deny any reservation request if we have any unpaid invoices outstanding for more than 30 days, expired insurance or expired User Group Acknowledgment Signature Form and Code of Conduct form.
- (y) We understand that submitting a range request form for a range and/or building does not automatically guarantee us the range or building for the specified date and time on the request. The range request has no validity until returned with a Confirmation Stamp dated and initialed by a BASF Range Master confirming the request. Range request forms are available at: <https://azgfdportal.az.gov/shooting/basf/forms/>

- (z) We understand we must schedule all Reserve Ranges in advance, and that all reservations must be in writing on the proper form provided for these purposes. We also understand Range staff will not verbally hold any range in the schedule book. The range request form must be accurate, legible and properly filled out in order to receive a confirmation for the requested range. E-mail and verbal requests for range reservations are not acceptable.
- (aa) We understand we must submit all cancellations in writing on the proper form for range cancellations at least seven days in advance of the scheduled event. Cancellations less than seven days prior to the event will result in the application of a Failure to Cancel Fee for each occurrence; \$45.00 per range and/or building scheduled for a half day or less (4 hours or less), and \$75.00 per range and/or building scheduled for a full day (over 4 hours). E-mail and verbal cancellation requests are not acceptable. Range cancellation forms are available at: <https://azgfdportal.az.gov/shooting/basf/forms/>
- (bb) We will ensure all Additional Authorized Persons will review the facility-wide rules, any posted signs, and all rules regarding the Reserved Ranges listed in this packet. All User Groups shall abide by these rules when conducting matches, training, practices and classes.
- (cc) We understand any safety violations can result in the temporary or permanent revocations of our privileges to shoot at BASF.
- (a) We understand that there is to be no alcohol on any range at any time. Alcohol may be consumed at scheduled events following the completion of all shooting only with prior express written consent from BASF.
- (b) We understand that if we are going to consume alcohol at our scheduled event, we must submit a BASF Alcohol Use Request Form (available upon request from BASF Main Range office) at least 30 days prior to the event. The request must be approved by the BASF Range Manager or designate. We also understand that the approved BASF Alcohol Use Request Form must be presented for review by any requesting BASF Range Master during the scheduled event.
- (dd) We understand that no persons under the age of 21 years may consume alcohol on BASF property at any time.
- (c) We understand that any alteration or damage to any target frame provided by BASF will be subject to a \$20.00 fee per frame altered or destroyed by the User Group.
- (d) We understand BASF Personnel reserve the right to cancel any event if they observe the following: unsafe actions, safety violations, or the use of prohibited targets. Abuse of BASF personnel will also result in the cancellation of any event.
- (e) We understand all participants and observers are required to wear hearing and eye protection during live fire periods on all ranges during shooting periods.
- (f) We understand if our User Group receives two Notice of Incidents from BASF personnel, until such a time that we can schedule and complete a meeting with either the BASF Range Manager or Assistant Manager, we cannot hold any scheduled events or schedule new events.
- (g) We understand in the event of a suspension or cancellation of any event(s) by BASF personnel, regardless of circumstance, all previously scheduled events will be cancelled. A new request must be submitted for each event and is subject to the availability of the requested ranges.



- (ee) We understand we cannot schedule, conduct, or participate in any activity at the Ben Avery Shooting Facility that is outside the scope of this User Group Agreement without prior approval of the Arizona Game and Fish Department through a Solicitation / Event Permit, in accordance with Arizona Administrative Code R12-4-804. The BASF Manager shall determine if a Solicitation / Event Permit is required on a case by case basis.
- (ff) We understand that when utilizing BASF buildings:
  - i) The thermostats shall be set no lower than 76 degrees Fahrenheit.
  - ii) When finished for the day, the Responsible Party must ensure all lights and the air conditioning unit is shutoff, all trash is deposited in the waste cans, and all tables and chairs returned to their original location.
- (gg) We understand that no User Group may perform welding or metal work on property without the prior written authorization of the BASF Manager or Assistant Manager.
- (hh) We understand that fees for camping apply to the entire facility (see enclosed fee schedule for prices).
  - i) Campers for large events may camp in range parking lots with prior written approval from facility office.
  - ii) The Responsible Party must collect all fees and include them with the invoice total.
  - iii) Camping on the Reserve Range Parking Lots may only occur when a User Group has reserved the range and the Responsible Party is present.
  - iv) Unauthorized campers will be asked to leave the facility
  - v) Gate codes are required for all campers to enter the facility after hours. Contact the BASF Facility Office during office hours only, or via email [BASFrequests@azgfd.gov](mailto:BASFrequests@azgfd.gov) for the current gate codes.
- (ii) We understand that without prior written BASF Range Master approval, User Groups shall not drive or park any vehicle on any range.
  - i) User Groups may temporarily park in driveways for unloading/loading purposes only. All vehicles shall be moved to a designated parking area before shooting commences.
  - ii) Do not block emergency access roads and/or driveways to any range or building for any reason.
  - iii) Vehicles are not permitted on any ranges for any reason during or after inclement weather resulting in muddy conditions on the range floor. Any violation of this policy resulting in damage to the range floor will be charged a clean-up fee to repair the range back to its normal condition. The User Group will not be permitted to schedule or use BASF ranges or facilities until this charge is paid in full.
  - iv) Violation of this policy may result in cancellation of your reservation and suspension and/or revocation of your User Group privileges.

**Section 4.02 Contacting a BASF Range Master:**

- (a) If a User Group needs to contact a Range Master during regular business hours, they may do so by calling 602-531-8083.
  - i) This is a cell phone carried by the Range Master in Charge (RMIC) of the facility.

- (b) The RMIC needs to be immediately notified in the event the User Group arrives to a dirty range, witnesses an unsafe action, observes any damage to the range, or another User Group is using their reserved range.

**Section 4.03 Medical Emergency:**

1. User groups are required to provide their own first aid kits.
2. In the event of a medical emergency during regular Public Range business hours:
  - a. Call 911 immediately to summon the requisite emergency services.
  - b. Then contact the Range Master In Charge (RMIC) 602-531-8083.
3. Upon receipt of the call from a User Group, the RMIC will meet and escort emergency personnel to the proper range to expedite a timely response to all emergencies.
4. If a medical emergency occurs after business hours and the RMIC is not on the property, the User Group must contact BASF personnel as soon as possible via email at [BASFrequests@azgfd.gov](mailto:BASFrequests@azgfd.gov), but no later than the next business day.
5. If a medical emergency occurs during non-business hours, call 911, and have someone from the User Group meet EMS at the main entrance and escort them to the range.

## Article 5. Reserved Range Rules:

**Section 5.01** The User Group is responsible for following all rules found within this packet and posted at every range. The User Group, not BASF, is responsible for the User Group's actions. These are facility wide rules and apply to all ranges and property.

**Section 5.02 In order to make your visit to this facility safe and enjoyable, please read and follow the rules below:**

- (a) All shooters must immediately correct any unsafe condition. Everyone is responsible for range safety.
- (b) There is no shooting between 10:00 PM and 7:00 AM. No exceptions.
- (c) Participants and observers are required to wear hearing and eye protection on all ranges.
- (d) Alcohol is prohibited on all ranges. Any shooter impaired due to the consumption of alcohol or chemical substance (including prescription pharmaceuticals) is prohibited from shooting at BASF.
- (e) There shall be no shooting from moving or parked vehicles.
- (f) Off-road driving on the facility is prohibited. Do not drive across medians. Keep all vehicles on designated roads and parking lots. Violators are subject to citation.
- (g) The facility is closed to the taking of all wildlife. Hunting is prohibited on BASF property. Violators are subject to citation under ARS Title 17.
- (h) The campground and dump station is for paid Ben Avery camper use only.
- (i) All pets must be on a leash at all times and controlled by their owners. All owners must clean up after their pets.
- (j) Do not climb on berms. You may not be on the sides or tops of the berms (impact or lateral) for any reason at any time.
- (k) The facility speed limit is 15 MPH on paved roads and 5 MPH on dirt roads and parking lots unless otherwise posted. Failure to obey posted speed limits may result in a citation under ARS Title 28.
- (l) All shots must strike the backstop or impact berm. Shooting above the berm at the hillside is prohibited.
- (m) All shooters must stop shooting prior to 10:00 PM and vacate the range, unless camping or participating in a large event with prior BASF approval to be on property overnight.
- (n) **Tactical Shooting**: Tactical shooting is permitted ONLY on certain ranges. Refer to descriptions and range specific rules listed in Section 5.07 through 5.20 for ranges allowing tactical shooting.
  - (i) Tactical shooting is defined as any movement effected, with a loaded firearm, to shoot targets from multiple positions and/or locations. All movement must be accomplished with the fingers visibly outside the trigger guard. The firearm must remain oriented in a safe direction, down range at all times, and safety mechanisms must be engaged while the shooter is moving.

**Section 5.03** Shooting into lateral berms is prohibited for any reason and will result in temporary and/or permanent revocation of privileges.

**Section 5.04** All shots must impact the backstop. All targets must be positioned so that any shots that pass through a target, or miss the target, impact the backstop.

**Section 5.05** Authorized Targets:

- a) Paper targets. Supplied by the User Group and affixed to BASF supplied target frames.
- b) Steel Targets. BASF permits steel targets on certain Reserve Ranges. Steel targets must have a downward canted angle. Please refer to the Reserve Range Rules to determine which ranges BASF permits the use of steel targets.
- c) Polymer Targets. Stationary flat, silhouette style, polymer targets designed to allow bullets to pass-through without deflection or ricochet, Please refer to the Reserve Range Rules to determine which ranges BASF permits the use of polymer targets.

**Section 5.06** Prohibited Targets:

- a) Bottles, rocks, cans, toasters, glass, cactus, live or dead animals, bowling pins, mannequins, hubcaps, exploding targets, etc.
- b) Unless otherwise listed as an authorized target, or the User Group received permission from a BASF Range Master, all other targets are ipso facto a prohibited target.
- c) Destruction of the wooden frames provided by BASF will result in a fine assessed to the User Group on a per frame basis.

## **Section 5.07 Reserve Ranges available to User Groups:**

- (a) Firearm Ranges in order from East to West:
  - i) Indoor Air Gun and Archery Education Range
  - ii) Smallbore
  - iii) Rifle 2
  - iv) Pistol 3 & 4
  - v) High Power
  - vi) Rifle Silhouette
  - vii) Pistol 2
  - viii) Rifle 1
  - ix) DPS Range
  - x) Benchrest
  - xi) Practical Pistol Ranges A, B, C, D, E, and F
  - xii) Pistol Silhouette
  - xiii) Mounted Shooting Arena East and West

## **Section 5.08 Indoor Airgun/Archery Range:**

- (a) **Description:** The indoor air gun and archery building is an air conditioned configurable building that can meet a variety of air gun and archery shooting needs. It has firing positions for 40 Air Guns OR 24 Archery OR 12 Air Gun and 24 Archery positions available. This building may also be reserved for large events or ceremonies.
- (b) Extra fees apply for use of the Indoor Airgun/Archery Range, please review fee schedule for charges.
- (c) Facility wide range rules apply. Responsible Party Obligations apply.
- (d) Only air rifles and/or pistols shooting .177 caliber pellets at velocities of 600 fps or less are permitted.
- (e) Airsoft and paintball guns are prohibited.
- (f) Discharging of firearms within the building is strictly prohibited.
- (g) Crossbows and broadheads are not permitted in the building.

## Section 5.09 Smallbore Range:

- (a) **Description:** This range features lighting for night shooting and a covered concrete shooting pad with wooden shooting tables. This is primarily a rifle range, although pistols may be fired on this range with some restrictions-see below. Target holders are located at 50 feet, 25, 50 and 100 yards, and 50 meters.
- (b) The fee for nightlights applies to all night events scheduled on this range. (See fee schedule for use of nightlights.)
- (c) Facility wide range rules apply. Responsible Party Obligations apply.
- (d) The red flag (located at the corner of the driveway) must be up when firing and taken down after each event is complete.
- (e) Rifles, carbines, and muzzleloaders are permitted.
- (f) Shotguns using buckshot and/or slugs are permitted.
- (g) Birdshot cannot be used on BASF wooden frames and BASF will assess a \$20.00 fee per frame for each frame destroyed.
- (h) Handguns are permitted with the following restrictions:
  - (i) Handgun targets must be placed at the 100 yard target line, with the firing line set to the desired distance from the back berm.
  - (ii) Handguns may not be fired from under the canopy or shooting tables on the concrete pad.
- (i) All targets must be placed at the 100 yard target line unless shooting is done from the prone, sitting, or benchrest position.
- (j) Steel targets with a downward canted angle.
- (k) Steel targets are only permitted with BASF Range Master approval. If approved, targets must be placed at the backstop on the east side of the range only.
- (l) All other portable targets are prohibited.
- (m) Cross firing is prohibited.
- (n) Shooting into lateral berms is prohibited.
- (o) All shots must impact the backstop (berm).
- (p) Fully automatic firearms are prohibited.
- (q) Tactical shooting is permitted for Law Enforcement Agencies only. (Prior approval from a Range Master is required).

### **Section 5.10 Rifle 2 Range:**

- (a) **Description:** This range features a covered concrete shooting pad with wooden shooting tables, stools, 15 shooting points with 50 meter, 50 and 100 yard target distances.
- (b) Facility wide range rules apply. Responsible Party Obligations apply.
- (c) The red flag (located at the corner of the driveway) must be up when firing and taken down after each event is complete if there are no other groups using Pistol 3 or 4.
- (d) Rifles, carbines, muzzle loaders, and shotguns are permitted.
- (e) Shotguns using buckshot and/or slugs are permitted.
- (f) Birdshot cannot be used on BASF wooden frames or you will be charged \$20.00 for each frame destroyed by birdshot.
- (g) All targets must be placed at the 100 yard target line unless shooting is done from the prone, sitting, or benchrest position.
- (h) Tactical shooting is prohibited.
- (i) Steel targets are prohibited.
- (j) Handguns are prohibited.
- (k) Portable targets are prohibited.
- (l) Shooting into lateral berms is prohibited.
- (m) Fully automatic firearms are prohibited.

### Section 5.11 Pistol 3 & 4 Ranges:

- (a) **Description:** Open 25-yard bays, with canopy, no tables and 15 target positions located at backstop only.
- (b) Facility wide range rules apply. Responsible Party Obligations apply.
- (c) The red flag (located at the corner of the driveway) must be up when firing and taken down after each event is complete if there are no other groups using any of the other ranges in this area.
- (d) Shotguns using buckshot and/or slugs are permitted.
- (e) Birdshot cannot be used on BASF wooden frames or you will be charged \$20.00 for each frame destroyed by birdshot.
- (f) Handguns are permitted.
- (g) Fully automatic firearms, rifles and carbines prohibited.
- (h) Tactical shooting prohibited.
- (i) All shots must impact the backstop (berm).
- (j) There is no shooting from under the canopy.
- (k) Shooting into lateral berms is prohibited.
- (l) All shots must be fired toward the back-stop from inside the lateral berms.
- (m) The following targets are allowed:
- (n) Paper targets attached to cardboard on wooden frames placed in the target holders located at the back-stop (berm).
- (o) Stationary flat, silhouette style, polymer targets designed to allow bullets to pass-through without deflection or ricochet, placed at the back-stop (berm) are permitted only with Range Master approval.
- (p) Portable targets and all other targets are prohibited.
- (q) Steel targets are prohibited.



## Section 5.12 High Power Range:

- (a) **Description:** This range features 100 shooting positions at 100, 200, 300, 500, 600, 800, 900 and 1,000 yards.
- (b) **NOTES:** BASF does not provide User Groups with target frames for the High Power range. BASF only provides 4' target frames for User Groups. If the User Group requires target frames, please specify the number of 4' target frames required for the event when submitting your reservation request. Only shooting positions # 85 –# 99 accept the 4 ft. frames. User Group may be required to meet with a BASF Range Master to ensure User Group is familiar with High Power range procedures and long range shooting.
- (c) Facility wide range rules apply. Responsible Party Obligations apply.
- (d) The red flag (located at the east end of pit/backstop) must be up when firing and taken down after each event is complete.
- (e) Rifles, carbines and muzzleloaders are permitted.
- (f) Fully automatic firearms, handguns and shotguns are prohibited.
- (g) Parking or driving vehicles on shooting pads is prohibited.
- (h) All shooting must be from the shooting pads.
- (i) Tactical shooting is prohibited.
- (j) Shooting into lateral berms is prohibited.
- (k) Steel targets are prohibited.
- (l) All shots must impact the backstop (berm).
- (m) Responsible Party or Instructor must lock the gates across the east and west sections of the lateral berms where Calle Silhouetta (the road through the middle of the range) runs through, when shooting 500 yards and beyond. Contact a BASF Range Master for High Power keys prior to shooting.
- (n) Responsible Party or Instructor is responsible for securing the range from unauthorized intrusion during live fire. BASF staff is not responsible for locking the gates or securing the range during any event.
- (o) The speed limit on the dirt road to and from the pit is 5 MPH. NO EXCEPTION.
- (p) Gates must be unlocked and secured after each event is complete. Keys must be returned to the facility office or Shooting Sport's Center at the end of event.
- (q) Communication between the firing line and the pit is required and must be arranged by the Responsible Party or Instructor. BASF does not supply communications equipment or personnel for the pit.
- (r) No practice or training beyond 300 yards will be scheduled on weekends unless there are 10 or more shooters.
- (s) User Groups must ensure adequate personnel to properly operate target elevators in the pit, and to monitor and control firing line activities.

### Section 5.13 Rifle Silhouette Range:

- (a) **Description:** A covered cement shooting pad featuring silhouette animals at varying distances, maximum of 500 meters, specifically designed for the rifle silhouette shooting discipline.
- (b) Facility wide range rules apply. Responsible Party Obligations apply.
- (c) Note: Only User Groups with a course of fire consistent with courses of fire outlined by the NRA for the discipline of Rifle Silhouette may use the Rifle Silhouette Range.
- (d) The red flag (located at the corner of the driveway) must be up when firing and taken down after each event is complete.
- (e) Muzzle loaders are permitted.
- (f) Rifles permitted with ammunition and caliber restrictions.
- (g) Ammunition permitted on this range:
- (h) Center fire cartridges 6mm (.243) or larger, unless otherwise prohibited.
- (i) Rimfire .22 short, long, long rifle.
- (j) Soft point, full metal jacket, and hollow point cartridges.
- (k) Ammunition prohibited on this range:
  - (i) Magnum or belted magnum cartridges.
  - (ii) All center-fire calibers smaller than 6mm (.243).
  - (iii) .22 rimfire magnum, 17 HMR and 17 HM2, or any other rimfire magnum cartridge.
  - (iv) Any cartridge, or load, that damages the targets and/or target rails.
- (l) Fully automatic firearms, handguns and shotguns are prohibited.
- (m) Center fire rifles cannot be shot at any targets less than 100 meters.
- (n) Damages to the targets will result in a \$30.00 per man hour fee to repair or replace the targets and may result in the suspension of the User Group.
- (o) Any animal targets, or rails, destroyed beyond repair will be assessed full replacement value to the User Group. Animal targets are shot from the standing position only.
- (p) Gongs may be shot from either the standing position or seated position.
- (q) Tactical shooting is prohibited.
- (r) Shooting into lateral berms is prohibited.
- (s) All shots must impact the backstop (berm) if you miss the animals or gongs.
- (t) Wood frame target stands with paper targets may be used only at the dedicated target ranges and placed in a manner that all shots will impact the backstop.
- (u) All other targets are prohibited on this range.

## Section 5.14 Pistol 2 Range:

- (a) **Description:** This range is only available for scheduling on Saturday and Sunday, no exceptions. Open 15-yard bay, with canopy, no tables, and 16 target positions located at backstop only.
- (b) Facility wide range rules apply. Responsible Party Obligations apply.
- (c) This range is only available for reservation on Saturday and Sunday. No exceptions.
- (d) The red flag (located at the corner of the driveway) must be up when firing and taken down after each event is complete if there are no other groups using any of the other ranges in this area.
- (e) Shotguns using buckshot and/or slugs are permitted.
- (f) Birdshot cannot be used on BASF wooden frames or you will be charged \$20.00 for each frame destroyed by birdshot.
- (g) Handguns Permitted.
- (h) Fully automatic firearms, rifles and carbines prohibited.
- (i) Tactical shooting prohibited.
- (j) No shooting from under the canopies.
- (k) All shots must be fired toward the backstop (berm) from inside the lateral berms.
- (l) All shots must impact the backstop (berm).
- (m) Shooting into lateral berms prohibited.
- (n) The following targets are allowed:
  - (i) Paper targets attached to cardboard on wooden frames placed in the target holders located at the backstop (berm).
  - (ii) Stationary flat, silhouette style, polymer targets designed to allow bullets to pass-through without deflection or ricochet, placed at the backstop (berm) are permitted only with Range Master approval.
- (o) Portable targets and all other targets are prohibited on this range.
- (p) Steel targets are prohibited.

### **Section 5.15 Rifle 1 Range:**

- (a) **Description:** This range is only available for scheduling on Saturday and Sunday, no exceptions. This range features a covered concrete pad with wooden shooting tables, stools, 15 shooting points with 90 yard target distances.
- (b) Facility wide range rules apply. Responsible Party Obligations apply.
- (c) This range is only available for reservation on Saturday and Sunday. No exceptions.
- (d) Rifles, carbines, muzzleloaders, and shotguns are permitted.
- (e) Shotguns using buckshot and/or slugs are permitted.
- (f) Birdshot cannot be used on BASF wooden frames or you will be charged \$20.00 for each frame destroyed by birdshot.
- (g) Tactical shooting is permitted.
- (h) Range Master approval is required.
- (i) East to west movement while shooters are facing the lateral berms is prohibited.
- (j) Shooting from under the canopy is prohibited.
- (k) All shots must be fired from inside the lateral berms.
- (l) The following targets are allowed:
- (m) Paper targets attached to BASF wooden frames placed in the target holders located at the back-stop (berm).
- (n) Stationary flat, silhouette style, polymer targets designed to allow bullets to pass-through without deflection or ricochet, placed at the back-stop (berm) are permitted only with Range Master approval.
- (o) Steel targets with a downward canted angle, located just behind the target bases at the backstop (berm).
- (p) Portable targets and all other targets are prohibited.
- (q) Handguns are prohibited.
- (r) Shooting into lateral berms is prohibited.
- (s) Fully automatic firearms are prohibited.

## Section 5.16 DPS Range:

- (a) **Description:** This range is only available for scheduling on Saturday and Sunday, no exceptions. Uncovered 100 yard range with target holders available to use at 100 yard position only, located at the backstop. The firing line can be backed up from the target holders to meet the distance needs of your event. Covered bleachers are available for shade.
- (b) Facility wide range rules apply. Responsible Party Obligations apply.
- (c) The red flag (located at the corner of the driveway) must be up when firing and taken down after each event is complete.
- (d) The range is available only for User Groups to reserve on Saturday and Sunday-no exceptions.
- (e) Handguns, rifles, carbines, muzzle loaders are permitted.
- (f) No pistol shooting beyond 50 yards.
- (g) Shotguns using buckshot and/or slugs are permitted.
- (h) Birdshot cannot be used on BASF wooden frames. BASF will assess a \$20.00 fee per frame for each frame destroyed by birdshot.
- (i) The following targets are allowed:
- (j) Paper targets attached to BASF wooden frames placed in the target holders located at the back-stop (berm).
- (k) Stationary flat, silhouette style, polymer targets designed to allow bullets to pass-through without deflection or ricochet, placed at the back-stop (berm) are permitted only with Range Master approval.
- (l) Steel targets with a downward canted angle; located at the backstop (berm).
- (m) No other types of portable targets are permitted on the range.
- (n) Paper targets used by the User Group must be removed from the target frames and placed in the trash receptacles provided.
- (o) All target frames must be returned to the target bins on the east side of the building at the end of your event All shots must impact the backstop (berm).
- (p) Tactical shooting is permitted.
  - (i) Prior approval from a Range Master is required.
  - (ii) The use of the 50 yard target holders is prohibited. No exceptions.
  - (iii) Fully automatic firearms are prohibited.
  - (iv) Shooting into lateral berms is prohibited.
  - (v) Parking vehicles on the range is prohibited.
  - (vi) Vehicles may be driven down range on the east side only for set up and tear down purposes, and must be removed to the parking lot prior to shooting. No exceptions.

## Section 5.17 Benchrest Range

- (a) **Description:** A covered range with 65 concrete shooting tables and target holders at 100, 200, and 300 yards.
- (b) Facility wide rules apply. Responsible Party Obligations apply.
- (c) Only groups engaging in precision rifle shooting from the prone or benchrest position may reserve this range.
- (d) The red flag (located at the corner of the driveway by the) must be up when firing and taken down after each event is complete.
- (e) Rifles, carbines and muzzle loaders are permitted.
- (f) Steel targets with a downward canted angle, placed against the 300 yard backstop, are permitted and must be approved by BASF Range Master prior to set up.
- (g) Shooting must be from the benchrest or prone positions.
- (h) Rifle-rests with spikes or pointed feet are not permitted for use directly on the concrete shooting benches.
  - i) Rifle-rests with spikes or pointed feet must use “pucks” and/or other devices that stop the spikes or pointed feet from coming into direct contact with the concrete shooting bench surface.
  - ii) Any rifle-rest that damages the concrete shooting bench surface is not permitted.
  - iii) Modifications, drilling, or pounding spikes into the concrete shooting bench surface is strictly prohibited.
- (i) Shotguns are prohibited.
- (j) Handguns are prohibited.
- (k) Fully automatic firearms are prohibited.
- (l) Tactical shooting is prohibited.
- (m) Shooting into lateral berms is prohibited.
- (n) Driving across the range bed is prohibited.
- (o) The road on the east side of the range next to the berm is available to utilize for set-up and tear down purposes.
- (p) Parking on the range is prohibited.

## Section 5.18 Practical Pistol Ranges

(a) **Description:**

- (i) There are 6 bays available: A, B, C, D, E, and F.
  - (ii) Bays A, B, C & D are 100 yards; Bays E & F are 15 yards.
  - (iii) Bays C & D have cement pads, a canopy, lights, wooden shooting tables and stools. (Lights are available for night shooting on bays C & D, and light fee will apply to all night events scheduled on these two bays. (See fee schedule for nightlight usage fee.)
- (b) Facility wide rules apply. Responsible Party Obligations apply.

(c) **Range Specific rules for bays A, B, C & D:**

- (i) The red flag (located at the corner of the driveway by the Practical Pistol Sign) must be up when firing and taken down after each event is complete if there is no other group using any of the other bays.
- (ii) Fully automatic firearms are permitted; Shooter must be sitting when shooting in full auto mode.
- (iii) 3-Round Bursts permitted in standing, sitting or kneeling stationary positions only.
- (iv) Pistols, rifles, carbines, muzzle loaders are permitted.
- (v) Shotguns using buckshot and/or slugs are permitted.
- (vi) Birdshot cannot be used on BASF wooden frames and BASF will assess a \$20.00 fee per frame for each frame destroyed by birdshot.
- (vii) Portable targets are permitted.
- (viii) Steel targets with a downward canted angle are permitted with approval by BASF Range Master prior to set up.
- (ix) All targets, steel or wood target frames, must be positioned so that all shots (including misses on steel targets) impact the backstop (berm).
- (x) All shots must impact the backstop (berm) within the range you are using.
- (xi) Handguns may not be fired from under the canopy; shooting from under the canopy is permitted from the benchrest or prone position only.
- (xii) All shooting must be done from inside the lateral berms.
- (xiii) Tactical shooting is permitted.
- (xiv) Shooting into lateral berms is prohibited.
- (xv) All target stands and target bases (crows-feet) must be returned to the storage bins and racks located on Bays A, C and D, and all tables and benches must be returned to their original positions.
- (xvi) PRACTICAL PISTOL BAY A: ROUGHRIDER SALOON: If shooting from inside, or adjacent to the structure, the muzzle must be forward of, and well clear of the structure when firing to avoid muzzle flash damage to the structure surfaces.

**(d) Range specific rules for Practical Pistol bays E & F:**

- (i) The red flag (located at the corner of the driveway by the Practical Pistol Sign) must be up when firing and taken down after each event is complete if there is no other group using any of the other bays.
- (ii) Handguns are permitted.
- (iii) Fully automatic firearms, carbines, and rifles are prohibited.
- (iv) Shotgun use with prior approval by a BASF Range Master only.
- (v) The following targets are allowed:
  - a. Paper targets attached to cardboard on BASF wooden frames placed in the target holders located at the backstop (berm).
  - b. Stationary flat, silhouette style, polymer targets designed to allow bullets to pass-through without deflection or ricochet, placed at the backstop (berm) are permitted only with Range Master approval.
- (vi) Steel targets and other portable targets prohibited.
- (vii) Tactical shooting prohibited.
- (viii) Shooting into lateral berms is prohibited.
- (ix) All shots must impact the backstop (berm).
- (x) COOSIES SALOON AND FT. SINCLAIR: If shooting from inside, or adjacent to the structure, the muzzle must be forward of, and completely clear of the structure when firing to avoid muzzle flash damage to the structure surfaces.



## Section 5.19 Pistol Silhouette Range

- (a) **Description:** A covered cement shooting pad featuring silhouette animals at varying distances out to 200 meters, specifically designed for the pistol silhouette shooting discipline.
- (b) Note: Only User Groups with a course of fire consistent with courses of fire outlined by the NRA for the discipline of Pistol Silhouette may use the Pistol Silhouette Range.
- (c) Facility wide rules apply. Responsible Party Obligations apply.
- (d) The red flag (located at the corner of the driveway) must be up when firing and taken down after each event is complete.
- (e) Handguns permitted.
- (f) Rifles firing low velocity cartridges permitted as defined below:
  - (i) .22 short, long, and long rifle in lever action, pump or semi-auto rifles,
  - (ii) .22 Magnum in lever action rifles only.
  - (iii) Center fire level action rifle w/tubular magazines, firing standard velocity cast or jacketed ammunition.
  - (iv) Black Powder Cartridge Rifle (BPCR) rifles shooting black powder and cast bullets on the long range targets only
- (g) Fully automatic firearms and carbines are prohibited.
- (h) Hot loads are prohibited.
- (i) Cross shooting is prohibited.
- (j) Shooters must shoot from the cement pad under the canopy at the animals directly in front of the firing position, and in a standing position.
- (k) Gongs may be shot from standing or sitting position only.
- (l) Stakes are not to be driven into the ground for any reason.
- (m) Users will be assessed \$30.00 per man hour to repair any damages to the targets and/or target rails and the target reset system. Any animal targets, rails or the reset mechanisms destroyed beyond repair will be assessed full replacement value to the user.
- (n) Any damage to the targets, target rails, or target rail mechanisms may result in suspension for the User Group.
- (o) Tactical shooting is prohibited.
- (p) Shooting into lateral berms is prohibited.
- (q) All shots must impact the backstop (berm) if you miss the animals or gongs.
- (r) All other targets prohibited.

## Section 5.20 Mounted Shooting Center:

- (a) **Description:** The Mounted Shooting Center consists of two equestrian arena shooting ranges, and an equestrian warm-up paddock, specifically built for the Cowboy Mounted Shooting discipline.
- (b) Only User Groups and yellow card holders participating matches or practicing in the discipline of mounted shooting may use the Mounted Shooting Center.
- (c) Facility wide rules apply. Responsible Party Obligations apply
- (d) Mounted Shooting Center Safety Procedures apply.
- (e) Projectile ammunition or live ammunition is prohibited from use within the mounted shooting center grounds and arenas.
- (f) Only .45 caliber Long Colt firearms that are permitted in CMSA or MSA rules are permitted.
- (g) Only .45 caliber blank ammunition provided by a CMSA or MSA certified provider is permitted.
- (h) The mounted shooting arena is for mounted shooting activities only to include the non-shooting training of mounted shooting horses.
- (i) The fee is required of each person entering the arena on horseback.
- (j) Carrying loaded firearms outside the competitive or practice arena or entry staging area is prohibited.
- (k) At a match or group event the firearm may be loaded only immediately before entering the competitive arena at a loading bay or table, authorized by CMSA Rules.
- (l) Firearms may only be discharged in the competitive arenas at targets that are a minimum of 30 feet from the arena fence. It is the responsibility of the person setting the course to ensure targets are 30 feet from the competitive arena fence.
- (m) “Dry firing” outside the arena is prohibited.
- (n) Unfired ammunition must be removed from a firearm immediately upon exiting the competitive arena at an authorized area established by CMSA rules.
- (o) The East Mounted Shooting Arena is available for clinics and training classes.
- (p) All horse manure and bedding material must be picked up and placed in the dumpster provided. Failure to do so will result in the assessment of a clean-up fee of \$30 per man-hour to restore the facility back to its original state. The User Group will not be permitted to schedule or use BASF ranges or facilities until this charge is paid in full.
- (q) Reservation requests for water truck and tractor must be submitted at least 30 days in advance. The water truck and tractor will not be available without a previously approved and scheduled range reservation.
- (r) All target stands, cones, balloon holders, and barrels must be cleared from the arenas at the end of the shooting day or event.

## Section 5.21 Buildings available for lease

- (a) BASF has several buildings available for classroom training sessions or stat house purposes for competitive matches.
- (b) **Smallbore Building:** Located directly in front of the Smallbore Range. The building accommodates 24 people. \$50.00 per day
- (c) **Indoor Air Gun/Archery Building:** Can be scheduled for banquets and classroom use. Call the Main Range Facility Office before scheduling to determine if the building can facilitate your needs. \$75 per half day (less than 5 hours) \$150 per day (5 hours or more)
- (d) **Activity Center:** Located between the Smallbore Range and the Main Range. This building has a capacity of 150 people. The Activity Center has an additional agreement form that must be submitted before a User Group may schedule the building. \$75 per half day (5 hours or less) \$150 per day (more than 5 hours)
- (e) **High Power Building:** Located in the 1,000 yard firing line parking lot. This building accommodates 40 people. \$100 per day.
- (f) **Rifle Silhouette Building:** Located directly in front of the Rifle Silhouette Range. This building accommodates 24 people. \$50 per day.
- (g) **DPS Classroom:** Located on the west side of the building directly in front of the DPS Range. This building is equipped with an overhead projector and accommodates up to 24 people. This building is available on Saturday and Sunday only. No exception. \$100 per day.
- (h) **Benchrest Building:** Located directly in front of the Benchrest Range. This building accommodates 24 people. \$50 per day.
- (i) **Practical Pistol Building:** Located in front of Practical Pistol Bay C. This building accommodates 24 people. \$50 per day
- (j) NOTE: BASF does not have steel targets, laptops, projectors, tools, or any type of teaching or instructional aids available for loan or rent.

## Article 6. BASF Range and Facilities Fees

### Section 6.01 Fee Schedule Effective July 1, 2012

#### DAILY FEES FOR USER GROUPS (PER SHOOTER - PER DAY)

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1	DAILY FEE: COMPETITIVE MATCH	\$ 6.00
2	DAILY FEE: COMPETITIVE PRACTICE	\$ 6.00
3	DAILY FEE: LAW ENFORCEMENT & MILITARY.	\$ 6.00
4	DAILY FEE: MAIN PUBLIC RANGE	\$ 7.00
5	DAILY FEE: GENERAL SHOOTING	\$ 7.00
6	DAILY FEE: TRAINING & EDUCATION	\$ 15.00
7	DAILY FEE: AMMUNITION AND FIREARMS TESTING	\$ 15.00
8	DAILY FEE: SECURITY & ARMED GUARD	\$ 15.00

#### BUILDING FEES

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9	CLASSROOM / STAT HOUSE	\$ 50.00
10	DPS CLASSROOM	\$ 100.00
11	HIGH POWER BUILDING	\$ 100.00
12	ACTIVITY CENTER	(5 hours or less) \$ 75.00 (over 5 hours) \$ 150.00
13	INDOOR EDUCATION RANGE	(5 hours or less) \$ 75.00 (over 5 hours) \$ 150.00

#### OTHER FEES

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14	NEW USER GROUP SET-UP	\$ 50.00
15	VENDOR	\$ 20.00
16	RANGE LIGHTS *Article 7, Sec. 7.05 (page 30)	\$ 15.00
17	FAILURE TO CANCEL	(4 hours or less) \$ 45.00 (over 4 hours) \$ 75.00
18	CLEAN-UP	(per man hour) \$ 30.00
19	DESTRUCTION OF TARGET FRAMES	\$ 20.00
20	LATE PAYMENT	\$ 25.00
21	INSUFFICIENT FUNDS	\$ 25.00
22	WATER TRUCK FEE	\$ 100.00

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## **Article 7. BASF Fees Explained:**

### **Section 7.01 Daily Fee: Competitive Match / Practice \$6.00**

- (a) Effective January 1, 2012.
- (b) The User Group must be sanctioned by a national or international shooting sports organization. User Groups may be required to provide documentation of club sanctioning and / or match registration from the sanctioning organization.

### **Section 7.02 Daily Fee: Law Enforcement and Military \$6.00**

- (a) Effective January 1, 2012
- (b) This fee applies to all Federal, State, and local law enforcement agencies and departments for official law enforcement training only.
- (c) The Law Enforcement agency or department must be an approved User Group with the Ben Avery Shooting Facility.

### **Section 7.03 Daily Fee: Shooting Range Fee \$7.00.**

- (a) Effective January 1, 2012.
- (b) This fee applies to:
  - (i) The Main Public Range,
  - (ii) General, or recreational shooting (no paid professional firearms or shooting instruction) on reserved ranges by individuals, shooting clubs and other organizations that are not sanctioned by a national or international shooting sports organization,
  - (iii) Reserved Range or “Yellow Card” holders.

### **Section 7.04 Daily Fee: Reserved Range \$15.00.**

- (a) Effective January 1, 2012.
- (b) This fee applies to:
  - (i) Paid, professional firearms training or education of any kind,
  - (ii) Firearms and ammunition testing,
  - (iii) Security guard training and qualification.

### **Section 7.05 Daily Fee: Range Lights \$15.00.**

- (a) The Range Light fee will be charged for any event scheduled that ends after dark on the following ranges: Smallbore Range, Practical Pistol Bay C and/or D. No Exceptions.
- (b) If lights are not required, please schedule another range to avoid paying the fee.

### **Section 7.06 Failure to Cancel Fees**

- (a) Cancellations must be received in writing on the proper form at least seven (7) days in advance of the scheduled event. Cancellations less than seven days prior to the event will result in the application of a Failure to Cancel Fee for each occurrence. E-mail and verbal cancellation requests are not acceptable.
- (b) Any reservation of a building or range for a duration of **four (4) hours or less** will be assessed a \$45.00 fee per day for each range or building scheduled.
- (c) Any reservation of a building or range for a duration **greater than four (4) hours** will be assessed a \$75.00 fee per day for each range or building scheduled.
- (d) All BASF User Group Agreements expire on December 31<sup>st</sup> of the current calendar year. BASF reserves the right to cancel any scheduled event if the User Group fails to submit an updated User Group Agreement for the calendar year in which the event is scheduled, or if their insurance expires prior to the scheduled event date and the User Group fails to provide updated insurance certification. In the event BASF cancels an event due to these circumstances, the User Group is liable for the Failure to Cancel Fees.

### **Section 7.07 Clean up fee \$35.00 per man-hour per incident.**

- (a) This fee will be applied to any user that leaves the range or building without policing their brass, leaving shotgun wads on the range, leaving target frames down range, moving tables, chairs and benches and failing to reset or return these items to their original placement.

### **Section 7.08 Vendor Fees \$20.00 per day.**

- (a) This fee applies to any vendor you set up to come out and provides services for your event, and any vendor at the Main Range, such as a food vendor for the public. All Main Range vendors must pay their fees daily in the Shooting Sports Center. BASF does not set up vendors for any event.

### **Section 7.09 Late Payment Fee \$25.00**

- (a) All invoices more than 30 days past due will be assessed a \$25.00 late payment fee per invoice, and the following actions will be taken:
  - (i) All previously approved reservations will be cancelled. Upon payment in full of all outstanding balances, the User Group may re-submit reservations requests.
  - (ii) All range future requests will be denied until all outstanding invoices are paid in full.
  - (iii) Failure to pay within thirty days of the date on an invoice shall result in suspension of the User Group.
  - (iv) User Groups with invoices thirty or more days delinquent will be referred to the appropriate agency for collection.

### **Section 7.10 Insufficient Funds Fee \$25.00**

- (a) All checks returned from the bank unpaid will incur a \$25 per check fee. Additional checks as payment on your account will not be accepted. Future payments must be made with cash, certified cashier's check, money order, or credit card.

**Section 7.11 Water Truck Fee: \$100.00 per day.**

- (a) This fee applies to User Groups who require the BASF water truck and operator on site to mitigate dust, or groom the Mounted Shooting Arenas. Any reservation request for water truck service must be submitted at least 30 days in advance. The water truck will not be available without a previously approved and scheduled range reservation.

**Section 7.12 Junior Shooters.**

- (a) BASF does not charge a shooting fee for juniors; however, junior participants must be included in your diversity numbers on your invoice. The above shooter fees are for adults (18 and older).

**Article 8. Reserving Ranges and Buildings:**

**Section 8.01 Reserving a range and/or building:**

- (a) All range requests must be submitted no later than three business days before the requested event.
  - i) Failure to do so may result in inadequate time to process the request. Reservations for weekend events must be submitted no later than 2:00 P.M. on Wednesday.
- (b) Reserve Ranges may be reserved between Tuesday and Sunday.
  - i) Please review specific reserve range rules for additional reservation requirements.
  - ii) Only in the case of large events may a User Group request range use on a Monday.
  - iii) Law Enforcement and Military have priority scheduling on Tuesdays, however current reservations will not be “bumped” for LE or Military reservation requests.
- (b) Reserve Ranges may not be scheduled for any Monday, or any Tuesday after a Monday Holiday. This does not apply to Law Enforcement or Military.

**Section 8.02 Range Request Forms:**

- (a) All range reservation requests must be submitted on the Range Request Form located in the Main Range Facility Office or online at the BASF website.
- (b) Reservation requests will only be accepted on the current Reservation Request Form provided by BASF. All other requests will be rejected.
- (c) Reservation request forms are available at the following web link:  
  
<https://azgfdportal.az.gov/shooting/basf/forms/>
- (d) Requests for ranges/buildings may be sent via fax, mail, or delivered in person to the BASF Facility Office.
- (e) E-mail requests will only be accepted if they include as an attachment a properly completed Range Request Form and must be submitted to the following address:  
  
BASFrequests@azgfd.gov
- (f) BASF reserves the right to prioritize range requests submitted for reservations.

- (g) Range requests forms must be filled out completely and legibly, otherwise they will be denied. The Detailed Course of Fire must be completed on all requests (See next page for instructions).
- (h) Do not assume you have any range or building because you sent in a request or spoke to range personnel. Your range request is only valid once returned to you with a confirmation stamp, dated and initialed by a Range Master.
- (i) Verbal requests for ranges and/or buildings are not accepted, nor will we “hold” or schedule ranges and/or buildings waiting for the proper forms to arrive.
- (j) In order to avoid the issuance of a Failure to Cancel Fee, the User Groups must arrive no later than one hour of the scheduled start time.
  - i) After one hour, the range will be opened to other user groups. Any subsequent range request approvals will be contingent upon the payment of the Failure to Cancel Fee.
- (k) When requesting a time for a range or building, be sure to include any set-up and tear down time required in the request. User Groups cannot, without Range Master approval, stay after their scheduled times. If your event and clean up happens to end earlier than anticipated, stop by the Main Range Facility Office or Shooting Sports Center and inform us so we can open up the range for other users.
- (l) User groups are required to pay building reservation fees for set-up and clean-up times. For example, if you reserve the Activity Center or the Air Gun Building for a large event and need to come in the day before to set-up, or come back the next morning for clean-up, you will be charged the applicable fee for the added day/time.
- (m) It is unacceptable for a User Group to reserve a range for the entire day when an event will only last less than four or five hours.
  - i) The Ben Avery Shooting Facility considers this practice an abuse of the scheduling system, and if it continues to occur, the User Group will lose its privilege to reserve ranges until such a time that either the Assistant Range Manager or Range Manager reinstates the User Group.
- (n) We encourage User Groups to provide a second or third choice for ranges in the event that the first choice is unavailable.

**Section 8.03 Course of Fire:**

- (a) The detailed course of fire must include the following information:
- (b) Indicate firearms to be used: Pistol, Rifle, Carbine, Shotgun
- (c) What type of targets will be used: Paper Targets, Steel Targets.
- (d) Indicate the type of shooting: Tactical Shooting and/or Stationary Shooting
- (e) Tactical shooting is defined on page 12 of this Agreement.
- (f) Indicate the type of training: Match, Practice, Testing, or Training.
- (g) Provide a brief description of the event: i.e. 3-Gun Match; CCW Class; Advanced Handgun skills; etc.
- (h) Matches - provide the name of match, indicate state, regional, national, and sanctioned by if applicable. High Power users note maximum yardage needed for match.



- (i) Practice for a specific match discipline - If the practice is in conjunction with an upcoming match please note this in the detailed course of fire. High Power users note maximum yardage needed for practice.
- (j) Education and/or training - all types of firearms used in the course must be noted, such as rifle, pistol, carbine, shotgun, full auto, exact discipline of shooting (stationary or tactical as defined in the BASF Rules), targets used for course (paper used on frames provided by BASF, steel and/or portable targets).
- (k) CCW Classes - no explanation needed unless the course deviates from the standard distance mandated by DPS shooting at paper targets on wooden frames provided by BASF.
- (l) Rifle/Pistol Silhouette Ranges: Please see note on the specific range rules regarding requesting the use of these ranges.
- (m) LE, military, and armed guard classes are prohibited from using the silhouette ranges.
- (n) Any additional remarks, such as set up and overnight use, must be noted in the Detailed Course of Fire Section.

**Section 8.04** All Range Request Forms must be complete and legible or they will be automatically denied.

## **Article 9. BookBen.Today**

**Section 9.01 BookBen.Today is the BASF on-line scheduling calendar.**

- (a) Only current User Group Responsible Party and Additional Authorized persons will be granted access to BookBen.
- (b) Authorized BookBen users will be emailed a web-link with instructions to the calendar; and will be able to log-on with the ability to perform the following:
  - (i) Establish / change password,
  - (ii) Change notification preferences,
  - (iii) View “Dashboard” Announcements,
  - (iv) Determine range/facility availability,
  - (v) Submit reservation requests on-line.
- (c) User Groups are encouraged to utilize the BookBen on-line scheduling platform to view the calendar, determine resource availability, and submit reservation requests.
- (d) The option to submit reservation or cancellation request via the previously established process (see Section 8.01) will remain available for User Groups lacking e-mail and internet access.
- (e) BASF strongly recommends that BookBen users carefully review their “Dashboard Announcements” each time they log-in, to remain current with updates and changes.
- (f) NOTE: Any abuse of the BookBen on-line scheduling calendar, such as excessive booking and/or cancelling reservations, may result in restricting Users to a “View Only” status; requiring Users to submit requests via the previously established process (Article 8).

## **Article 10. Canceling a Reservation.**

### **Section 10.01 Cancellation of events:**

- (a) All cancellation requests must be submitted in writing on the proper form at least seven (7) days in advance of the scheduled event.
- (b) Deleting a reservation from the BookBen on-line calendar does not constitute cancelling a reservation. User Groups must use the forms and follow the procedures listed in this Article.
- (c) Cancellations less than seven days prior to the event will result in the application of a Failure to Cancel Fee for each occurrence.
- (d) All cancellation forms must be received at the Main Range Facility Office in the same manner as Range Request Forms by email, fax, mail or hand delivered.
  - i) Cancellation requests are not valid until the User Group receives back via email, a stamped and initialed cancellation request.
- (e) E-mail and verbal cancellation requests are not acceptable.
- (f) E-mail cancellations will only be accepted if they include as an attachment, a properly completed Cancellation Request Form and must be submitted to the following address:

BASFrequests@azgfd.gov

- (g) If cancelling an event where multiple ranges and/or buildings are reserved, be sure to list all ranges and buildings to be cancelled on the Range Cancellation Form.
- (h) Failure to cancel all reserved facilities for a single event will result in the application of a Failure to Cancel Fee for each range or facility.
- (i) Range / Building cancellation request forms are available at the following web link:

<https://azgfdportal.az.gov/shooting/basf/forms/>

### **Section 10.02 Cancellations due to weather:**

- (a) Cancellations due to severe weather conditions are the only exception to the seven-day cancellation policy.
- (b) If inclement weather forces the cancellation of an event, the User Group must contact the RMIC immediately to cancel the invoice.
- (c) If it is after hours, please contact the BASF Facility Office within one business day to cancel the invoice.
- (d) Failure to contact BASF personnel will result in the invoice being declared unpaid and future range requests will be rejected.
- (e) The possibility of bad weather does not constitute inclement weather for the purposes of canceling an event. It is the User Group's responsibility to determine weather conditions on the ground at BASF at the time of your scheduled event.

## Article 11. Invoices and Payment

### Section 11.01 Invoices

- (a) Invoices are placed in the small black mail box (located at the Main Range Facility Office, immediately left of the front office door outside), each morning prior to 7am.
- (b) Invoices must be picked up by the User Group before conducting any event, including set-up.
- (c) Failure to pick up invoices prior to use of the range may lead to suspension and/or permanent revocation of User Group privileges at BASF.
- (d) The User Group may only use the ranges or buildings for the times that appear on the invoice. Any changes must receive advanced approval from authorized BASF personnel.
- (e) The diversity section on the bottom of the invoice must be completed and match the number of participants or students listed on the invoice "total # of" column.
  - (i) Please select one diversity option per person [including women].
  - (ii) This is a federally mandated requirement.
  - (iii) It is not necessary to ask your participants their nationality; casual observation will suffice.
- (f) The diversity section no longer includes a space for junior shooters. They must be reported on the invoice, on the line provided for Junior Shooters, for each day of the event.
- (g) If the event consists only of junior participants, the junior diversity numbers must be provided to the Main Range Facility Office within seven days of the event. Failure to provide the diversity numbers to the Main Range Facility Office will result in temporary and/or permanent revocation of range privileges.
- (h) User Group responsibility for completing the invoice:
  - (i) BASF personnel will select the appropriate shooter type for billing purposes on the invoice but leave blank the number of shooters to be filled in by the User Group at the completion of their event.
  - (ii) The User Group is responsible for entering the total number of shooters for each day of the scheduled event, and calculating the total amount due for the invoice.
  - (iii) The User Group must provide an honest and accurate count of the number of shooters for each event. Failure to provide an honest and accurate count may result in permanent revocation of User Group privileges at BASF.
  - (iv) BASF staff will select all relevant fees for buildings, lighting, and any other applicable fee and it is the User Groups responsibility to accurately record the number of shooters and total the invoice for payment
  - (v) BASF staff will verify shooter counts, diversity numbers, and confirm totals prior to accepting payment.

## **Section 11.02 Payment**

- (a) Payment in full is due immediately upon conclusion of the event.
  - (i) If the event is a multiple day event, payment is due upon the conclusion of the last day of the event.
- (b) Invoices may be paid at the Shooting Sports Center during Main Range operating hours.
- (c) Payment may be made via cash, check, Master Card or Visa.
- (d) If the event ends past operating hours, or the Shooting Sports Center is closed, a payment by check, with the white invoice included, may be mailed to the Main Range Facility Office.
- (e) Credit card payments can be made at the Main Range Facility Office during office hours. (Monday – Friday, 8am-4pm). Payment with credit card can only be made in person or over the phone. Do not send credit card information via email, in writing via USPS, or leave credit card information on voice mail.
- (f) Partial payments for invoices are not accepted. All fees for the event must be paid on the same invoice at the same time.
- (g) Payment must be received within thirty days after the completion of the event to avoid the late payment fee.
- (h) User groups with invoices delinquent for more than thirty days will be subject to cancellation of previously reserved ranges and future range requests denied until all outstanding invoices are paid in full.
  - (i) Failure to pay within thirty days of the date on an invoice results in the suspension of the User Group.
  - (ii) User Groups with invoices thirty or more days delinquent will be referred to the appropriate agency for collection.

## **Article 12. Range and facilities reservations for the upcoming calendar year:**

**Section 12.01** We will accept range reservations requests for calendar year 2018 on Monday, **June 5, 2017, at 8:00 AM.**

- (a) Current User Groups are required to submit their calendar year 2018 reservation requests on the BASF Range Request form (fillable or standard) Available on-line at:  
  
<https://www.azgfd.com/shooting/basf/usergroups/>
- (b) Reservations request and cancellation forms are also available on the BookBen on-line calendar on the “Dashboard”.
- (c) All requests received after 4pm on June 19, 2017, will be processed on a first-come-first-serve basis.
- (d) After the initial 2018 requests have been entered in the on-line range scheduling calendar, the calendar will be open and available. Range requests for 2018 received prior to the first Monday of June, 2017 will be denied.
- (e) 2018 range requests will be prioritized as follows:
  - (i) Events scheduled first for the upcoming year are Winter Range, NMLRA (Muzzle Loaders) and the AZ Game & Fish EXPO.
  - (ii) Winter Range and NMLRA are held in either February or March.
    - a) Winter Range uses all ranges from High Power through Pistol Silhouette, with the exception of Rifle Silhouette. NMLRA uses all the ranges from Smallbore to Pistol Silhouette.
    - b) The AZ Game & Fish EXPO is usually held the last weekend in March.
    - c) Set-up for EXPO takes place the week prior to the event, therefore, many ranges and buildings are not available for use during these events.
- (f) Competitive matches take priority over other users.
- (g) Competitive matches are prioritized by: 1. International, 2. National, 3. Regional, 4. State, and then 5. Local
- (c) All other reservations requests will be prioritized on a time stamped first come-first serve basis.

**Section 12.02** All current user groups will be notified in March 2017, of the 2018 dates for Expo, Winter Range, and NMLRA.

- (a) This helps speed up the Range Scheduling process for the upcoming year. We generally begin the range scheduling process with over 3,000 range and building requests and more continue to come in after the initial run continuing throughout the rest of the year, so by eliminating requests we cannot process during these three major events expedites the scheduling process for the next year.

### **Article 13. Short Term Key Agreements:**

- (a) For events that last multiple days, a Short Term Key Agreement must be completed at the BASF Facility Office prior to the start of the event.
- (b) On the first day of the event, the User Group will be issued a key to a building and will be responsible for the securing of the building for the duration of the event.
- (c) Keys must be returned immediately upon the conclusion of the event.

### **Article 14. Gate codes and entering the Facility after business hours:**

**Section 14.01** BASF closes the main gates approximately thirty minutes before the end of public shooting hours.

- (a) The User Group is responsible for ensuring access to the facility for their participants after public shooting hours.
- (b) The Ben Avery Shooting Facility issues a gate code to User Groups who schedule event after public shooting hours.
- (c) That code is issued only to the Responsible Party and anyone listed as an additional authorized person.
- (d) These codes are not for dissemination to the public or event participants.
- (e) Failure to abide by this policy will result in the revocation of privileges to shoot after public shooting hours.
- (f) The gate code changes on the first of every month.
- (g) User Groups must call the Main Range Facility Office at 623-582-8313 during business hours, or email [BASFrequests@azgfd.gov](mailto:BASFrequests@azgfd.gov) to receive the current month's gate code.
  - i) User groups are required to get the gate code 2 or 3 days prior to a scheduled event. There should be no expectation to arrive on the day of an event and receive a gate code
- (h) A keypad is located on the driver's side of the main entrance gate.
- (i) The Responsible Party or anyone listed as an additional authorized person must physically enter the gate code for their participants.
- (j) Allowing individuals to enter the facility via the exit gate is strictly prohibited.
  - i) At no time should any member of the User Group be on property prior to the arrival of a Range Master in the morning. The Ben Avery Shooting Facility will hold the Responsible Party liable for the activities of any member of their User Group who gains access to the facility with a gate code provided to them in contravention of the User Group Terms and Conditions.
- (k) BASF staff will not leave the gate open for any user group under any circumstance unless prior arrangements have been approved by BASF management.
- (l) BASF hours of operation are included within this Agreement. Please note that BASF closes for all Monday holidays, New Year's Day, Thanksgiving, and Christmas.

## **Article 15. Reserved Range Card “Yellow Card” Policy**

**Section 15.01** Reserved Range Cards, or “Yellow Cards” are available only to members of User Groups that are nationally sanctioned competitive shootings groups, clubs or organizations.

### **Section 15.02 The purpose of the Yellow Card**

- (a) The purpose of the Yellow Card is to allow competitive shooters to utilize the Reserve Range, or Ranges in their shooting discipline(s) for the purposes of practicing for an upcoming match. NO EXCEPTIONS.
- (b) To be issued yellow card, the Responsible Party of a nationally sanctioned competitive shooting group or club must sign off on the Reserve Range Card Request form. By doing so, the Responsible Party is agreeing that the individual requesting the Yellow Card is a competitive shooter in the organization, is a safe shooter, and will follow the rules and procedures of the range and the directions of BASF personnel.

### **Section 15.03 In addition to all BASF policies, rules and guidelines, the following applies:**

- (a) The Cardholder may only utilize the range specified on their card during daylight hours when the Ben Avery Shooting Facility Main Range is open for business.
  - (i) Wednesday, Thursday, and Saturday 7am – 7pm, or sunset, whichever comes first.
  - (ii) Friday and Sunday, 7am – 5pm.
  - (iii) Reserved ranges are not available to Cardholders on Mondays or Tuesdays; when the Main Public Range or the Facility is closed, or after sunset; no exceptions.
- (b) Cardholders are not authorized to schedule ranges, conduct matches, or use their Yellow Card for commercial purposes.
- (c) BASF User Groups take priority over any Yellow Cardholder.
- (d) Cardholders may utilize the range only if the range has not been previously reserved by a User Group.
- (e) Cardholders may not use a Reserve Range for general recreational shooting.
- (f) Yellow Cards are not issued to students of CCW classes, tactical classes, police officers, public shooters, or for any other purpose.
- (g) Yellow Cards are not issued for the High Power range.
- (h) Cardholders are restricted to practicing on the range listed on the yellow card only; no exceptions.
- (i) Cardholders must stop at the Main Range Shooting Sports store to pay the range fee and sign-in to their specific range prior to shooting.
- (j) Cardholders must provide current valid yellow card and receipt for the day to any Range Master upon request.
- (k) The Yellow Card allows for one (paid) guest per visit or per day only; no exceptions.
- (l) Junior shooters are not eligible for Yellow Cards, however, Junior shooters are eligible as a guest of a current authorized Cardholder with a paid receipt for that day. (Cardholder pays the range fee, the Junior Shooter shoots free).

**Section 15.04 Additional Stipulations:**

- (a) The Responsible Party may impose additional stipulations for their participants to receive a yellow card. Such stipulations may include, but are not limited to requiring a person to participate in three competitive matches, or shoot in matches for six consecutive months.
- (b) The Responsible Party shall notify BASF personnel if they modify the requirements for their competitors to obtain a yellow card.
- (c) With prior approval from BASF Assistant Manager, the Responsible Party may receive a Reserve Range Card for himself or herself.
- (d) Additional Authorized Persons must receive approval from the Responsible Party to receive a yellow card.
- (e) The Responsible Party may ask BASF to revoke the yellow card of any Cardholder for any reason.

**Section 15.05 BASF personnel reserve the right to revoke a yellow card from any user at any time for the following:**

- (a) Violating BASF range rules,
- (b) Violating this Reserved Range Card policy, Using the Reserve Ranges for a purpose other than practicing for an upcoming match in their specified shooting discipline,
- (c) Being verbally abusive, or confrontational with BASF range staff, or failing to follow staff directives,
- (d) Any action deemed unsafe.

**Section 15.06 If BASF revokes a yellow card:**

- (a) The Responsible Party will be notified immediately.
- (b) If the cardholder wishes to plead for reinstatement, he or she must schedule a meeting with the BASF Range Manager or Assistant Manager.
- (c) If reinstatement is granted, the cardholder must provide a new Reserve Range Card Request form signed by the Responsible Party.



**Article 16. BASF User Group Terms and Conditions; 1/1/2017,  
Signature Forms**

**Section 16.01 ACKNOWLEDGEMENT SIGNATURE FORM**

NAME OF USER GROUP: \_\_\_\_\_

INSURANCE POLICY CARRIER: \_\_\_\_\_

POLICY# \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

PURPOSE OF USER GROUP: \_\_\_\_\_

RESPONSIBLE PARTY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CELL: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EMERGENCY CONTACT NAME & PHONE: \_\_\_\_\_

\_\_\_\_\_

**Code of Conduct**

As a BASF user group representative, I agree to conduct all training and events at the facility in a safe, friendly and professional manner that fully supports the best interests of and high standards of the Arizona Game and Fish Department and the Ben Avery Shooting Facility. Furthermore, I will treat all participants who enroll in training courses or events I conduct at the Ben Avery Shooting Facility with respect. 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 my user group's, privileges to operate at BASF or any other Arizona Game & Fish Commission owned or Arizona Game & Fish Department operated properties.

By signing this form, I agree to all range rules, policies and procedures as outlined in the User Group Terms and Conditions and to adhere to the Code of Conduct. Please submit the form signed on the front and back to the BASF Office. User Group Acknowledgment expires on Dec 31<sup>st</sup> every year.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Section 16.02 BASF USER GROUP CODE OF CONDUCT; 1/1/2017**

By signing the following, the Responsible Party of the User Group Agrees to the following:

1. I have read and understood all BASF User Group Terms and Conditions and agree to abide by all Terms and Conditions, the Code of Conduct, all range rules, and policies included in the BASF User Group Terms and Conditions document dated 1/1/2017.
2. I understand that failure to abide by the User Group Terms and Conditions, the Code of Conduct, any range rules, procedures, or directions from Ben Avery personnel can result in the suspension and/or the permanent revocation of the User Groups privilege to use the Ben Avery Shooting Facility.
3. I understand failure to abide by the *User Group Terms and Conditions* will result in the cancellation of all events as outlined in the *User Group Terms and Conditions*.
4. I understand that safety is the first priority at the Ben Avery Shooting Facility and agree to conduct all events to the highest standards of safety and will immediately correct any observed unsafe condition at any event to which I am the responsible party.
5. I agree to keep all User Group contact information current with the Facility Office, and understand it is my responsibility to keep current the *User Group Acknowledgment Signature Form*, insurance, and hold harmless agreement as it appears in the User Group Terms and Conditions.
6. I understand the User Group is liable and responsible for any incident or accident that occurs due to our acts and omissions, and the Ben Avery Shooting Facility is not liable or responsible for any incident or accident after the User Group takes possession of the range.
7. I agree to pay all invoices, including all associated fees, and understand payment must be received within thirty days of the scheduled event.
8. We understand that the Ben Avery Shooting Facility personnel reserve the right to halt or terminate any event if said personnel observe any unsafe actions, safety or procedural violations, and/or the use of prohibited targets.
9. I understand that a failure to properly complete a Range Request Form will result in the denial of the aforementioned Range Request.
10. I understand that the User Group cannot use any range or building in the absence of written confirmation from Ben Avery Shooting Facility.
11. I understand that, as the Responsible Party, or anyone designated as an Additional Authorized Person below must be present at all times during any scheduled event.
12. I understand that if the name and signature that appears upon the Range Request is not that of the Responsible Party or an Additional Authorized Person the reservation will be denied.
13. I understand that the failure to pick up the invoice prior to set-up or use of a range or building is strictly prohibited and may result in the suspension or revocation of our privileges to use the Ben Avery Shooting Facility.

SIGNATURE \_\_\_\_\_

**Section 16.03 Additional Authorized Person(s); 1/1/2017**

User Group: \_\_\_\_\_

Responsible Party (Print): \_\_\_\_\_

I hereby authorize the person(s) listed below to conduct matches, practices, classes and/or schedule ranges in my absence. I understand the person(s) I authorize are acting as the primary Responsible Party/instructor on my behalf and they are held to the same rules, procedures and standards of BASF as outlined in the User Group Terms and Conditions. Furthermore, any rule or safety violations occurring in events under their direction can result in temporary and/or permanent revocation of our user privileges at the Ben Avery Shooting Facility. I understand it is my responsibility to ensure the accuracy of the Additional Authorized Person(s) list.

I agree to review all rules and procedures with the following person(s) to ensure their complete understanding of the rules, procedures, and Terms and Conditions as they appear in this document.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form will **replace** / **add** to existing authorized persons (circle one).  
 This form can be updated or changed at any time by submitting a new form.

		Permissions (Y/N) If neither Y or N are noted, permissions will default to N.					
		Please print clearly.	Conduct Matches	Conduct Practice	Conduct Class	Schedule Ranges	Sign Reserve Range Forms
Designated Persons	Name						
	Phone						
	Address						
	Email						
	Name						
	Phone						
	Address						
	Email						
	Name						
	Phone						
	Address						
	Email						

**Section 16.04 BASF ACTIVITY CENTER USE AGREEMENT; 1/1/2017**

NAME OF USER GROUP: \_\_\_\_\_

By signing this agreement form, the User Group and I agree to the following:

1. The User Group rents the Activity Center “as is” and it is the responsibility of the User Group to set-up the room to meet the needs of their specific event. Additionally, the User Group is responsible for returning the building to the same or better condition and to the original configuration prior to said event.
2. The User Group assumes all responsibility for any injuries or damages to the building or grounds surrounding the building.
3. The use of any additional equipment, including tables, chairs, and the kitchen facility must receive prior approval from the Ben Avery Shooting Facility Office.
4. The User Group must receive prior approval before posting or mounting on the wall, either interior or exterior, any informational display, object, or item *etc.* Similarly, the User Group must receive prior approval from the Facility Office before removing any item, display, or object *etc.*
5. It is the responsibility of the User Group to provide cleaning supplies and all tables and chairs shall be returned to the original position. A \$30.00 fee per person per hour (minimum of one hour) will be charged for any clean up and/or original placement of tables and chairs by BASF personnel.
6. The use of stakes for tents or other displays in the grass areas around the Activity Center must receive prior approval by the staff of the Ben Avery Shooting Facility.
7. No one may drive any vehicle across or on the lawn.
8. The User Group is liable for any damage caused to the Activity Center and the surrounding areas and will be billed for the cost of repair and/or replacement.
8. User Group must pay any and all assessed costs or fees before User Group can schedule any future events at BASF.
9. Failure to follow Activity Center Use Agreement may result in the suspension of the User Group and/or loss of privileges to utilize the Activity Center.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 16.05 INDEMNIFICATION HOLD HARMLESS CLAUSE; 1/1/2017**

**IF YOU ARE:**

**PROFIT / NON-PROFIT**

**INDEMNIFICATION CLAUSE:**

In consideration of BASF authorizing Permittee to use BASF, Permittee shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Permittee or any of its owners, officers, directors, agents, employees or vendors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Permittee to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Permittee from and against any and all claims. It is agreed that Permittee will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of BASF authorizing Permittee to use BASF, the Permittee agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Permittee for the State of Arizona.

Permittee(s) . is a profit/non- profit	<hr/> Signature of Authorized Representative/Title/Date
--	--

**OR**

**PUBLIC AGENCY**

Each party (as "indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "claims") arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officer, officials, agents, employees, or volunteers."

Permittee / is a Public Agency	<hr/> Signature of Authorized Representative/Title/Date
--------------------------------------	--

**OR**

**STATE OF ARIZONA**

There are no indemnification/hold harmless requirements for the State of Arizona Department's, Agencies, Boards, Commissions, or Universities.