



Important Things to Know

- No business may perform work at the range, unless they have provided proof of their commercial liability policy.
- The range may not have paid employees.
- Non-profit organizations may volunteer their time to help at the range.
 - An undisclosed donation may be made to the organization.
 - The organization must provide proof of insurance for their participants.
- Volunteers that are not members must complete a liability waiver. This includes volunteering to assist with events/special groups (i.e. scorers, placing targets, filling machines, etc.)
 - Any person under the age of 18 that is volunteering must have their parent or legal guardian complete a liability waiver.
- No one under the age of 8 may handle firearms on range property.
- Anyone under the age of 18 must be supervised by an adult.
- There may be no archery on range property.
- All events/special groups must be approved by the venue manager(s) and board using the Event Request Form. (See the deadlines on the following page.)
 - Insurance must be provided.
 - This can be in the form of a yearlong policy or event specific coverage.
 - The policy must cover any instructors, participants, volunteers, and spectators.
 - If the policy does not cover any of these categories, they are not permitted on range property.
 - The Cody Shooting Complex must be listed as an additional insured.
 - The certificate and policy cannot indicate there is a contract.
 - The certificate and policy must list the physical address of the range.
 - No events or use by special groups will be permitted unless all these conditions have been met.
 - Individuals of special groups may not have their ammo and/or rounds paid for by the special group if the group has not had their insurance approved.
 - If an event/special group is bringing in vendors a list of such must be provided.
 - Proof of the vendors commercial liability insurance must be provided.
 - If the vendor is providing equipment for use, they must list the special group as an additional insured on their policy.
 - Fees will be set by the Venue Managers and/or Board.
 - A \$50 cleaning deposit is required for each building being utilized.
- The use of certain venues requires the closure of/or restrictions on other venues.

Venue Being Used

NRA Bays
S Sporting Clays
N Sporting Clays
Plinking Range
Long Range
Silhouette Range
Skeet Clubhouse
Indoor Range

Venue(s) Affected

S Sporting Clays
NRA Bays
Plinking Range, Potentially Long/Silhouette Ranges
N Sporting Clays
Potentially N Sporting Clays and/or Silhouette Range
Potentially N Sporting Clays and/or Long Range
Indoor Range
Skeet Clubhouse

General Range Rules and Venue Specific Rules must always be followed.

Event/Special Group Submittal Deadlines

Event/Group Start Date(s)		Form Due	Board Meeting	Insurance Due
August	2024	6/3/2024	6/11/2024	6/17/2024
September	2024	7/1/2024	7/9/2024	7/15/2024
October	2024	8/5/2024	8/13/2024	8/19/2024
November	2024	9/2/2024	9/10/2024	9/16/2024
December	2024	9/30/2024	10/8/2024	10/14/2024
January	2025	11/4/2024	11/12/2024	11/18/2024
February	2025	12/2/2024	12/10/2024	12/16/2024
March	2025	1/6/2025	1/14/2025	1/20/2025
April	2025	2/3/2025	2/11/2025	2/17/2025
May	2025	3/3/2025	3/11/2025	3/17/2025
June	2025	3/31/2025	4/8/2025	4/14/2025
July	2025	5/5/2025	5/13/2025	5/19/2025
August	2025	6/2/2025	6/10/2025	6/16/2025
September	2025	6/30/2025	7/8/2025	7/14/2025
October	2025	8/4/2025	8/12/2025	8/18/2025
November	2025	9/1/2025	9/9/2025	9/15/2025
December	2025	10/6/2025	10/14/2025	10/20/2025
January	2026	11/3/2025	11/11/2025	11/17/2025