



Carson City Rifle and Pistol Range Reservation Policy

Title/Topic: Carson City Rifle and Pistol Range Reservation Policy	Number: 2020-1
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Department Approval: JHB 5.5.20,6.23.20, 7.12.23, 8.19.24, and 9.30.24 City Manager Approval: NP 5.5.20, 6.23.20, 7.12.23, 8.19.24, and 9.30.24	Attachments: 1. Carson City Rifle and Pistol Range Fee Schedule 2. Insurance Template 3. Firing Line Safety Rules
Applies to: Carson City Rifle and Pistol Range staff and participants, but primarily user groups that include law enforcement, governmental organizations, commercial/private businesses, non-profit organizations and general public group users. Does not apply to drop-in or annual pass users of the facility.	

1.0 PURPOSE – To establish guidelines and procedures for reservation of the Carson City Rifle and Pistol Range.

2.0 DEFINITIONS-

Board – Carson City Board of Supervisors

CCMC – Carson City Municipal Code

Department – Carson City Parks, Recreation and Open Space Department

Director – Director of Carson City Parks, Recreation and Open Space

NRA – National Rifle Association

Permit – Document that confirms a reservation

Permittee – The group or individual authorized to reserve the facility

Range – The entire Carson City Rifle and Pistol Range

RSO – Range Safety Officer or equivalent for Law Enforcement

SOP- Standard Operating Procedure

Waiver – Carson City Release and Liability Waiver Form

3.0 POLICY – The Department will provide reservation opportunities at the Carson City Rifle and Pistol Range in a transparent and equitable manner, while providing quality customer service. As a public shooting facility, every effort should be made to ensure the general public can use and enjoy the facility during operating hours.

4.0 PROCEDURES

4.1 Methods of Reservation

- 4.1.1 Online reservations at www.carson.org/ccpr.
- 4.1.2 Reservations by email at ccrange@carson.org.
- 4.1.3 Required forms may be submitted via email to ccrange@carson.org or in person or via US Mail at Carson City Parks Administration, 3303 Butti Way, Bldg. #9, Carson City, NV 89701.

4.2 Guidelines

- 4.2.1 Reservations are available to non-profit organizations, commercial/private businesses, law enforcement agencies, governmental organizations, and other user groups. Any approved user group, non-profit organization, or commercial/private business “conducting business” of any kind is required to make a reservation. “Conducting business” includes, but is not limited to, a class, event, or service provided to customers of the business. The following locations are available for reservation, with the exception of special events and authorized Carson City Sheriff’s Office training:
 - 4.2.1.1 Long Range: Tables 11-20 (covered); and Prone positions 21-30 (uncovered)
 - 4.2.1.2 Short Range: Tables 1-5 (2 people max per table)
 - 4.2.1.3 Shooting Bays: 3 and 4
- 4.2.2 New reservations or changes to existing reservations may be made on a first come first served basis. Reservations must be made at least 8 (calendar) days in advance, except authorized Carson City Sheriff’s Office training, and may not be made more than one (1) year prior to the date of the use. Cancellations made within 8 (calendar) days of the reservation will not receive a refund or credit. Exceptions will not be made unless approved by Range Coordinator or Sr. Park Ranger.
 - 4.2.2.1 Re-occurring reservations may be accommodated on a limited basis, at the discretion of the Department, and provided the use of the general public is not negatively impacted from the re-occurring use. Re-occurring reservations will only be considered if all requirements outlined in section 4.2 are met and full payment for the reservation is made in advance. User groups that do not comply with Range rules or this policy will not be allowed to make reservations.
- 4.2.3 Reservation requests are subject to modification by the Department to ensure the request complies with the Range rules and availability.
- 4.2.4 Submission of a request for reservation requires acceptance and compliance with all Range Safety Rules for the duration of the event.
- 4.2.5 Forms Required: Forms will be kept on file by the City and do not have to be resubmitted if all documents are current.

- 4.2.5.1 Insurance: All reservations must have a current \$1,000,000 liability insurance policy naming Carson City as an added insured on file. Any law enforcement agency and governmental organization may provide a “self-insured” letter or equivalent from the reserving agency/ organization for proof of insurance coverage. Insurance must be provided to the Department before a reservation is confirmed.
- 4.2.5.2 Business License: All commercial businesses, whether using the Range for instruction, training, or testing purposes, must have a valid Carson City Business License on file. License must be provided to the Department before a reservation is confirmed.
- 4.2.5.3 Range Safety Officer Certifications: All reservations must provide their own RSO to supervise shooting activities during their reservation. Proof of NRA RSO certification or a nationally recognized organization (as determined by the Sr. Park Ranger or Range Coordinator) is required. Law Enforcement and Military may provide RSO/ Range Master certification from the NRA, a nationally recognized organization, or from their current agency. All certifications must be current and valid.
- 4.2.5.4 SOP/ Reservation Policy Acknowledgment Form
- 4.2.6 Groups may reserve a portion of the facility, but do not have exclusive use of the facility, as some portions may still be open and made available to the general public or reservation by other user groups.
 - 4.2.6.1 At least 50% of each range (shooting bays, short range, long range) shall be open and available for the general public’s drop-in use at all times. There should always be availability for the general public to participate in drop-in use of the facility, with the exception of special events and authorized Carson City Sheriff’s Office training.
 - 4.2.6.2 Group reservations will be limited to four reservations per day. Each reservation will be for a two-hour time block. Refer to Fee Schedule for definition of group reservation.
- 4.2.7 Private Range Rental or Special Events may reserve the entire facility for an event with approval of the Director. After hours reservations and nighttime shoots are only available to Law Enforcement or with approval of the Director.
 - 4.2.7.1 Law Enforcement has precedence for group reservations but may not supersede confirmed reservations.
 - 4.2.7.2 Special events consist of three or more reservation requests per day. Fees for special events shall be by approval of Director and requires a refundable security deposit. For example, reserving all four shooting bays is considered a special event.
 - 4.2.7.3 Special event fees:
 - 4.2.7.3.1 Non-profit base rate is \$250
 - 4.2.7.3.2 Commercial base rate is \$500
- 4.2.8 Reservation time block includes setup, takedown and clean up.

- 4.2.8.1 Any permittees that go over their allotted time for their reservation will be charged the appropriate fee for an additional reservation.
- 4.2.8.2 Clean up includes but is not limited to picking up debris and brass.
- 4.2.9 Reserved hours must be consecutive.
- 4.2.10 Group size is the total number expected over the course of the event.
- 4.2.11 No person under 18 years of age may make a reservation for any facility.
- 4.2.12 Animals (except for service animals) are not permitted. Dogs may be allowed for special events or for law enforcement training by approval of the Director.
- 4.2.13 Failure to comply with range rules may result in expulsion from the range and suspension of reservation privileges as authorized in CCMC.

4.3 Fees and Collections

- 4.3.1 Fees for use of the range will be established in the Fee Schedule approved by the Board.
- 4.3.2 Fees are to be paid in the form of cash, check, money order, or credit card and administered in compliance with the City's Cash Handling Policy.
- 4.3.3 Payments may be made on-line www.carson.org/ccpr.
- 4.3.4 Deposits are due at the time the reservation is made.
- 4.3.5 Deposits, or portions thereof, may be retained to cover any additional expenses incurred from the reservation, i.e., additional cleaning requirements, additional staff time, or damages caused by the group. An itemized list of any additional expenses incurred will be presented to the Permittee for verification of retained deposits. Department labor, supplies and materials will be tracked and a breakdown of costs incurred will be provided to Permittee. Labor will be billed by employee's current rate of pay, including benefits.
- 4.3.6 If a full deposit is to be refunded, it will be processed within 3 weeks from the date of the reservation.
- 4.3.7 Deposits will typically be refunded to the Permittee in the same way it was paid; however, deposits paid in cash or money order will be refunded with a check.

4.4 Damages

- 4.4.1 If damages to the range are in excess of the cleaning/security deposit, the Permittee will be billed for the damages exceeding the deposit in addition to forfeiting the deposit.
- 4.4.2 If the bill is not paid in a reasonable amount of time, collection proceedings will commence, and future reservations will be denied or cancelled.

4.5 Cancellation/Termination of Event

- 4.5.1 A Permittee may cancel a reservation in writing to ccrange@carson.org.
- 4.5.2 Reservations may be cancelled by the Department before the event for failure to meet conditions and terms of the reservations policy.

- 4.5.3 A reservation may be cancelled before or terminated during the event for any of the of the following reasons:
 - 4.5.3.1 Information provided on the Permit differs greatly from the actual event.
 - 4.5.3.2 Member(s) of the group is in violation of local, state, or federal laws or ordinances.
 - 4.5.3.3 Department or Carson City Policy is violated.
 - 4.5.3.4 Imminent danger to staff and/or guests.
 - 4.5.3.5 Authorities order an evacuation of the facility.
 - 4.5.3.6 If a permittee is a no-call/ no-show after 30 minutes from their scheduled reservation time, the reserved area will be made available to the public and the permittee will forfeit their reservation, will not receive a refund and the reservation will not be rescheduled as a credit.
 - 4.5.3.7 Hazardous weather conditions or facility closure due to unforeseen safety concerns or other circumstances as authorized by Director.

4.6 Staff Responsibilities

- 4.6.1 Reservations Staff
 - 4.6.1.1 Check online reservations and contact customers as needed.
 - 4.6.1.2 Ensure online reservation system is functioning correctly and is updated.
 - 4.6.1.3 Collect and refund fees compliant with City Cash Handling Policy.
 - 4.6.1.4 Verify required forms
 - 4.6.1.5 Contact facility staff if there are any questions or if the group has requested special allowances.
 - 4.6.1.6 Begin collection proceedings, where necessary to do so.
- 4.6.2 Range Staff
 - 4.6.2.1 Provide up-to-date information on reservable facilities to Department staff.
 - 4.6.2.2 Check paperwork and/or online system and schedule staff appropriately.
 - 4.6.2.3 Ensure the facility is clean and ready for the reservation.
 - 4.6.2.4 Schedule cleaning services as necessary and appropriate.
 - 4.6.2.5 Determine if the group is following guidelines set forth in the reservation permit.
 - 4.6.2.6 Monitor the group during the event and notify the person in charge of the group as listed on the Group Use Permit if there are any concerns.
 - 4.6.2.7 Assess the condition of the facility after the event and provide reservations staff with documentation of any expenses to be retained from the deposit, by the next business day after the event.
 - 4.6.2.8 Determine the amount of the deposit to be retained, where applicable. Additional staff time, additional cleaning, damages to

facility, and other factors will be taken into consideration to determine an amount.