



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

5000 W. CAREFREE HIGHWAY  
PHOENIX, AZ 85086-5000  
(602) 942-3000 • WWW.AZGFD.GOV

**GOVERNOR**

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**DIRECTOR**

LARRY D. VOYLES




**DEPUTY DIRECTORS**

GARY R. HOVATTER

BOB BROSCHEID



Welcome to the Ben Avery Shooting Facility. Our User Group Packet is designed with several things in mind:

-  Facilitate the needs of all users when requesting ranges to the best of our ability,
-  Ensure the Specialty Ranges are used in the manner they are intended for and,
-  Clarification of the different shooting disciplines permitted at Ben Avery.

Our goal is to provide a safe and enjoyable shooting environment for everyone utilizing our ranges, now, and in the future.

If you are a current user of any of our Specialty Ranges or a new user looking to hold matches or teach classes at Ben Avery, you will find information on every range available for your use and the methods for scheduling ranges for future use.

Thank you for choosing the Ben Avery Shooting Facility and please let us know if you have any questions.

## The User Group Terms and Conditions

The purpose of the User Group Terms and Conditions is to provide you with the information about our facility to conduct a safe match, class or practice. The rules at the Ben Avery Shooting Facility (BASF) are in force with one single goal in mind-SAFETY. Failure to follow the rules can result in temporary and/or permanent revocation of your privileges at Ben Avery.

The Ben Avery Shooting Facility reserves the right to change, add and delete any safety rules and/or procedures facility wide or for a specific range at any time.

**Each user group must annually sign an acknowledgment of the User Group Terms and Conditions. A User Group Acknowledgement expires December 31<sup>st</sup> annually.** A current signed User Group Acknowledgement must be on file with the Main Range Facility Office before any event can take place on the facility grounds. The User Group maintains the responsibility of keeping their acknowledgement current with the range, and we reserve the right to cancel any event, up to and including the last minute if the User Group Acknowledgement is outdated.

The User Group Acknowledgment and other forms in this packet are available online for your convenience at:

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

You can return the acknowledgment by fax, mail or drop it off in person to when you are at the range. The documents can be dropped off at the Main Range Facility Office or the Shooting Sports Center. The User Group Acknowledgement and other forms in this packet are also available in the Main Range Facility Office.

Main Range Facility Office Hours are:

Mon-Fri 8am-4pm, excluding State Holidays.

Fax Number: 623-582-5317

Address:

Ben Avery Shooting Facility  
4044 W. Carefree Highway  
Phoenix, AZ 85086

The User Group Terms and Conditions is a working document and changes are made as necessary by BASF Personnel. All changes before the December 31 expiration date will be sent to all users with the effective date; otherwise, changes will become effective Jan 1.

Any changes to the User Group Acknowledgement form by the User Group will render it null and void resulting in all previously scheduled events to be canceled.

## **Contacting a Range Master during Business Hours**

The range master phone is carried by a range master during Main Range Public operating hours Wednesday through Sunday. The phone number is 602-531-8083.

Emergencies: Call 911 first for any medical or law enforcement emergency, and then contact a BASF Range Master on the Range Master Phone. We will respond and escort emergency personnel to your exact location on property to expedite assistance. If an emergency happens after hours, notify 911 and send someone to the main east entrance to escort emergency personnel to your location. There is an Automatic External Defibrillator (AED) located in the Practical Pistol building for use if necessary.

If you are in need of assistance at your range for any reason, please call the Range Master Phone for assistance.

The Range Master phone is for requesting emergency help or Range Master assistance during business hours only.

## **Insurance Requirements**

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 before any event can be scheduled, or conducted at Ben Avery.

The insurance policy must include the following as additional insured:

**The State of Arizona, and  
The Arizona Game and Fish Commission and Department and its employees, officers,  
agents and volunteers.**

If your insurance policy is lacking the additional insured parties listed above, or the minimum liability and general aggregate amounts, it will not be accepted as a valid insurance certificate, and therefore, no events will be scheduled, or allowed to be conducted, until the insurance certificate is corrected.

The insurance requirements come from the Arizona Department of Administration. Information on the insurance policy requirements can be found at this link:

[www.gsd.azdoa.gov/Applications.html](http://www.gsd.azdoa.gov/Applications.html)

The User Group maintains the responsibility of providing the Ben Avery Shooting Facility (BASF) with a current copy of your insurance certificate. Failure to comply will result in the cancelation of all previously scheduled events for your group when your insurance has expired and the Main Range Facility Office has not received a new certificate before the policy expiration date. BASF reserves the right to cancel any event up to and including at the last minute due to lack of, or an expired insurance policy. Range reservation requests will not be

accepted or processed if the insurance policy has expired for the User Group and the Main Range Facility Office has not received a new certificate.

Failure to provide proper proof of insurance will lead to the loss of all previously scheduled ranges. BASF reserves the right to open up these ranges immediately for other user groups to schedule.

**Contact Information:**

All contact information for your group must be kept current with the Main Range Facility Office; this includes names authorized to schedule and/or conduct matches, phone numbers, fax numbers, addresses and email addresses. This allows us to contact you or a designated event leader in the event of a range closure due to unforeseen circumstances.

**Responsible Party:**

Every user group must have one responsible party, or designated group leader, for all matches, practices and classes held at the range. We designate the responsible party by the name and signature on the top of User Group Acknowledgement. We do understand the designated group leader may not be available to conduct every match, practice or class throughout the year, so you need to provide a list of authorized people, covered under your insurance policy, to conduct matches, practices and classes and/or schedule ranges for your user group in your absence. Please list the additional authorized people on the form provided along with their current contact information. If a certain party is not listed, the party will not be permitted to schedule or oversee any match or class for your group; therefore, the range reservation will be denied. This list may be changed and updated throughout the year as needed by the primary signer on the agreement.

**Entering the facility during non-business hours:**

The User Group is responsible for ensuring their participants and others connected with their event gain access to the range when closed to the public. The east gate, or main entrance has a keypad access gate on the exit side, and the codes are available only to match directors or instructors listed on the user acknowledgement. The code is changed on the first of every month and is available by calling the Main Range Facility Office. 623-582-8313.

Gates codes are for match directors, instructors and designated authorized personnel on the user acknowledgement only. The gate codes are not to be given out to event participants, club members, students or spectators. Publishing gate codes in newsletters, sending out emails to members containing the gate codes or posting gate codes on websites is prohibited. You will be held liable for any club member abusing the range after hours to access the range for their own personal use if you have provided them the monthly gate code by any means of communication from the club or organization. Furthermore, we will revoke all future use of the range after hours in such instances and you will be limited to utilizing the specialty ranges during business hours only.

BASF staff members will not leave the gate open for any user group before or after the Main Range Facility Operating Hours, unless the user group has hired a licensed security company

approved by BASF Management prior to the event. The security company will be responsible for patrolling the range until the gates are closed, locked and all participants and spectators have vacated the premises. This also includes the campground gates located inside the range.

Please instruct all participants, students and spectators to exit through the east main gate area after hours. This is the only gate with a pressure pad to allow people to exit the range after hours when the facility is locked down for the evening.








A copy of the range hours of operation is included in this packet. We are closed Thanksgiving, Christmas and New Year's Day, and this includes state observed holidays for Christmas or New Year's Day if they fall on either a Saturday or Sunday.

### **Vehicles on ranges:**

Driving vehicles on any range is prohibited with the exception of set up for large events or prior BASF Range Master approval. Vehicles damage the concrete, metal and PVC target holders, many times beyond repair making them unusable. You are permitted to park in driveways for unloading/loading purposes only; and vehicles must be moved to the designated parking lots after unloading/loading. Do not block emergency access roads and/or driveways to any range for any reason. Violation of this policy could result in suspension and/or revocation of your privileges.

### **When your event is complete for the day:**

The Match Director/Instructor is responsible for cleaning up the range, this includes:

-  Police all brass and/or shotgun wads
-  Any clay birds shot (or missed) must be picked up and thrown away
-  Trash placed in trash cans
-  Target frames, with the targets removed, returned to the target holders
-  Crows feet returned behind the target holders at the Practical Pistol Ranges
-  Any tables and stools placed back in their original positions
-  Ensure all participants and spectators have vacated the range before you leave

### **Berms:**




User group personnel, participants and spectators are not permitted on the berms for any reason; this includes the lateral berms and the backstop. Not only are you placing yourself in danger when another group is shooting next to or nearby the range, but the berms erode faster from this type of abuse.

All shots must impact the backstop (berm), no exceptions. Target frames must be placed as close to the backstop (berm) as possible to ensure all shots will impact the backstop (berm).




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

## **Targets:**

### Authorized Targets

-  Paper targets supplied by the user group.
-  Wooden target frames supplied by the user group.
-  Steel targets are permitted on certain Specialty Ranges. Steel targets must have a 45-degree cant to force rounds into the range bed. Please refer to the Specialty Range Specific Rules to determine which ranges allow steel targets and the criteria for the use of steel on specialty ranges.

### Non-authorized targets

-  Bottles, rocks, cans, toasters, glass, cactus, live or dead animals, bowling pins, mannequins, hubcaps, exploding targets, etc.
-  If it is not listed above under authorized target, it is considered a non-authorized target and is prohibited on any range.
-  Shooting at the actual wood target frames provided by BASF is prohibited, and will result in a \$20.00 fee for each target frame destroyed.

## **Buildings:**

The thermostat in the buildings should be set at 76 degrees. Please turn off all lights and AC/Heater when leaving the building for the day. This will help all users and BASF regarding the overhead costs of operating BASF.











## **Camping in the Specialty Range Parking Lots or in the Campground area:**

The fees for camping apply to the entire facility (see enclosed fee schedule for prices). Campers for large events may camp in range parking lots upon approval from facility office. Fees for camping must be collected by the Match Director and included with your invoice total. All campers shall be issued a placard that will be displayed in a manner in which any BASF Range Master can easily see, such as on the vehicle dashboard, on a drive through check of the range parking lot or campground area. This includes all Match Directors and Instructors camping in the range parking lots. Please stop by the facility office before your event to pick up the paid camping receipts to issue to your participants. Any camper without a placard will be considered trespassing and citations may be issued. Unauthorized camping could jeopardize future range camping by the sponsoring organization.










Gate codes are required for all campers to enter the facility after hours. Gate codes are available at the BASF Facility Office.

## Responsibilities of the Match Director or Instructor






**The following rules and procedures are to be followed for 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 Specialty Range(s):**






-  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. Any unsafe action in any of our events will be immediately corrected.
-  We agree to keep all User Group information current with the Main Range Facility Office; which includes a current liability insurance certificate, User Group Acknowledgement and contact information for Match Director or Instructor.
-  We acknowledge that failure to keep our insurance policy up to date or submitting our User Group Acknowledgment on an annual basis will result in previously scheduled ranges being canceled, including up to the last minute before an event is scheduled to start and revokes our privileges.
-  We will provide Range Safety Officers with necessary information to supervise our events and ensure that our members, participants and spectators are familiar with all the safety procedures of BASF.
-  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.
-  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 Specialty Ranges in which they are permitted), exploding targets, glass, target frames, animals, etc., are prohibited.
-  We understand the facility is closed to taking of wildlife (hunting). Violators are subject to criminal citations under ARS Title 17.
-  We understand we are liable if an 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.
-  We will ensure no participant in any event is shooting .50 BMG, .416 Barrett, or any derivative of the .50 BMG, armor piercing ammunition, tracer rounds, exploding ammunition, or any caliber equal to or more powerful than the .50 BMG.
-  Birdshot cannot be shot at BASF wooden target frames. You will be assessed \$20.00 for each frame destroyed by birdshot.

## Responsibilities of the Match Director or Instructor Continued




-  We understand we are responsible for match setup, our participant's entry into the facility during non-business hours, for collecting fees from participants and for cleanup after every event.
-  We understand cleanup of the range consists of policing brass, removing shotgun wads, removing our paper targets from BASF target frames, returning target frames to holders, putting away any crows feet and moving tables and stools back to their original positions, ensuring all trash is placed in trash receptacles and leaving the range in good condition for the next User Group. Failure to do so will result in a \$30.00 per hour/per person clean-up fee added to your invoice.
-  We understand if we arrive at our scheduled Specialty Range and discover any damages or messes we must notify a BASF Range Master immediately before we begin our event. We understand failure to notify a BASF Range Master of any damages or messes may result in cleanup and damage fees being assessed to our group.
-  We understand any damage to the property, facility buildings, or target frames will result in our group being assessed the cost of repairs or replacements. Alterations to any range are prohibited.
-  We understand when our event is over, the terms and conditions require participants and spectators to leave the Specialty Range we reserved for the event. Participants may not use the range before or after the scheduled event. **The Event Director must be the last person to leave the range when the event is completed.**
-  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. Specialty 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 welcomed to shoot on the Main Range.
-  We understand we must provide additional toilet facilities for events lasting more than six hours or with more than 50 participants and spectators. The first facility shall be an ADA approved toilet, with one additional toilet for every 25 participants and spectators over the first 50.
-  We understand if we have a large event, we need to notify the Range Staff at least 2 days in advance to procure additional restroom supplies, (toilet paper, towels and soap) and trash bags. We also understand we are responsible for removing trash from large events.
-  We understand portable plastic jugs containing water and/or other refreshments are prohibited for use on the facility. The use of portable plastic water jugs has been linked to spreading Norovirus or Norwalk Like Virus.

## Responsibilities of the Match Director or Instructor Continued

-  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, these items must be provided by the user group for clean up purposes.
-  We understand any Specialty Range request will be denied and/or canceled for unpaid invoices, expired insurance and/or expired user group acknowledgement.
-  We understand by 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 your request.
-  We understand we must schedule all Specialty Ranges in advance, and that all reservations must be in writing on the proper form provided for these purposes. We also understand Range Personnel will not verbally “hold” any range in the schedule book. The range request form must be accurate, legible and fully completed in order to receive a confirmation for the requested range. **Verbal requests for range reservations will not be accepted.**
-  We understand all cancelations must be made in writing on the form provided for range cancelations at least 7 days in advance of the scheduled event. Failure to cancel before 7 days of the event occurring will result in the following Failure to Cancel Fees for each occurrence; \$45.00 for a range and/or building scheduled a half day or less (4 hours or less), and \$75.00 for a range and/or building scheduled a full day (over 4 hours). **Verbal cancelations will not be accepted and email cancelation requests will only be accepted at the following email address:**  
  

[BASFrequests@azgfd.gov](mailto:BASFrequests@azgfd.gov)
-  We will ensure all of our user group personnel will review the facility wide rules, Specialty Range specific rules listed in this packet; as well as read any posted signs. All User Groups shall abide by these rules when conducting matches, practices and classes.
-  We understand any safety violations can result in our privileges at BASF becoming temporarily and/or permanently revoked.
-  We understand alcohol is prohibited on ranges. Permission to use alcohol after events are complete for the day/evening must be approved before the match begins for the day.
-  We understand range target frames may not be altered and that assessment of a \$20.00 charge will occur for each frame altered or destroyed.
-  We understand BASF Personnel may shut down our event for unsafe actions, safety violations, abuse of BASF Personnel or the use of prohibited targets.

## **Responsibilities of the Match Director or Instructor Continued**

-  We understand all participants and observers are required to wear eye and ear protection during live fire on any ranges during all events.
-  We understand if our User Group receives two notices from BASF personnel of any combination of infractions, our privileges will be suspended until a meeting has been scheduled and completed with the BASF Range Manager or Assistant Range Manager.
-  We understand if our range privileges have been canceled by BASF personnel for any reason including outstanding invoices, lack of or expired insurance and/or user agreement, notices of incidents, etc., we must resubmit the range requests once reinstated by either the Range Manager, or Assistant Range Manager.

**Welcome to the Ben Avery Shooting Facility (BASF)**  
**(These are facility wide rules and apply to all ranges and property)**

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















1. All facility-wide rules found in this agreement and range specific rules posted at each range must be obeyed. These rules are posted with the explicit understanding that you, not BASF, are responsible for your actions.
2. All range users are responsible to immediately correct any unsafe condition.
3. If you observe any unsafe condition, immediately report it to a BASF Range Master or Range Safety Officer.
4. All range users are personally responsible for range safety and safe shooting.
5. Participants and observers are required to wear eye and hearing protection on all shooting ranges.
6. At the command Cease-Fire all participants must **immediately** stop shooting, remain in place and await further instructions from the Range Master or Range Safety Officer.
7. Alcohol is prohibited on all ranges. Persons who have been consuming alcohol or any substance causing impairment, including prescription medications, are prohibited from shooting and/or handling firearms and bows on ranges. Persons are prohibited from shooting if they are impaired to the slightest degree.
8. Shooting is permitted only on authorized ranges, only at authorized targets. Shotgun rebar frames are provided for the Main Range customers and are the only exception for birdshot. Shooting at cacti, rocks, glass, boxes, appliances, unauthorized metal targets, mannequins, exploding targets, target frames, animals, etc, is prohibited.
9. Tracer, armor piercing, incendiary, exploding, .416 Barrett and .50 BMG or larger caliber ammunition is prohibited.
10. Shooting from a moving vehicle is prohibited.
11. An adult must constantly supervise children under 16 years of age at all times while they are shooting.
12. Shooting is restricted to the Main Range and the Clay Target Center, except for scheduled events for approved user groups.
13. All shooters (archery and firearm) must check into the Shooting Sports Center at the Main Range before shooting, unless you are participating in a scheduled event.
14. Events, buildings, and specialty ranges must be scheduled in advance through the Main Range Facility Office at the west end of the Main Range parking lot.
15. 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.
16. Pregnant women must be advised the facility has a high lead content in the environment and the noise from the gunfire may cause damage to the unborn baby's hearing. Lead has been proven to cause birth defects.
17. Children under the age of five are not permitted on the firearm ranges. The ear canals are not fully developed in young children and their ears are very sensitive to loud noises. Permanent hearing loss can be immediate and irreversible even after a small amount of exposure in a loud environment.
18. 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.

## Welcome to the Ben Avery Shooting Facility (BASf) Continued:










19. Metal targets or metal flag holders are prohibited on the main range.
20. All ranges must be cleaned and rearranged to original configuration after use. All trash must be placed in trash containers. Bottles/glass containers are prohibited. Leave the facility in as good condition as you found it, or better, otherwise you will be assessed a clean up fee of \$30.00 per person per hour. If you damage anything on the facility you will be assessed the cost of repair or replacement. Alterations to any range are prohibited.
21. The campground and dump station is for Ben Avery Patron use only. All campers must check in upon arrival at the Main Range Facility Office located at the west end of the Main Range parking lot.
22. The exceptions are the two concrete fire pits in the campground south of the Main Range. These fire pits are prohibited from use during high winds or extreme dry conditions. Charcoal may be used in closed grills. Fires in stone circles are not considered containers and are prohibited. **NOTE**-During extremely dry conditions all fires may be prohibited, including charcoal in closed grills. Check with the Main Range Facility Office for restrictions pertaining to any type of fire on the facility. Never assume fires are permitted throughout the year.
23. A securely holstered firearm worn on the dominant hand side, hip or thigh, are permitted. Shoulder holsters, small of back, or cross draw (except at sanctioned cowboy events) are prohibited. Holstered firearms may not be drawn except at a shooting position at the firing line on a range with the muzzle pointed down range and finger off the trigger until ready to fire. No one is permitted to draw a holstered firearm over a shooting table. CCW Holders are not permitted to draw from any holster, other than a dominant strong side holster.
24. Uncased firearms are not permitted on the Main Range as of July 1, 2008. All firearms are required to be in a case or properly holstered before being permitted to enter the Main Range. Acceptable cases include either a fully enclosed soft sided (leather or canvass) zipped or tied shut or hard box (usually plastic or metal with properly working latches) case that encloses the entire firearm. Scabbards that do not cover the trigger sufficiently and gun socks are not permitted as a substitute to a case. A properly holstered firearm (pistol) will be securely in place and worn on the shooters strong side (dominant hand) hip or thigh. All other holsters will be considered uncased and not permitted on the Main Range, unless they are enclosed in another bag or case.
25. All pets must be on a leash and controlled by their owners. All owners must clean up after their pets. Note that dogs and horses have more acute hearing than humans and their hearing may be permanently damaged by the loud noise of gunfire.
26. 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.
27. The facility speed limit is 25 mph unless otherwise posted with slower speeds during events.
28. Failure to obey posted speed limits may result in a citation under ARS Title 28.
29. All shots must strike the backstop or impact berm. Shooting above the berm at the hillside is prohibited.
30. **Always wash your hands in cold water** immediately after shooting, and before handling food. **Warm and hot water** expands the pores and enables lead particulates to enter the body.

## Specialty Ranges available to User Groups

### Firearm Ranges in order from East to West:

-  Hunter Education Ranges
-  Indoor Airgun and Archery Education Range
-  Smallbore
-  Rifle 2
-  Pistol 3 & 4
-  High Power
-  Rifle Silhouette
-  Pistol 1 & 2
-  Rifle 1
-  DPS Range
-  300 Yard Rifle Range
-  Benchrest
-  Practical Pistol Ranges
-  Pistol Silhouette

### Archery Ranges:

-  Field
-  Animal
-  Broadhead
-  Hunter
-  Lower Animal
-  Upper Animal
-  FITA
-  Broadhead, Crossbow, FITA Practice
-  Archery Education

## Hunter Education Range

### Description:










The Hunter Education Ranges consists of three bays (A, B and C) with target markers set at 50 feet and 25 yards. A covered set of bleachers is located in front of Bay B.

Hunter Education Classes have top priority on these ranges.

4-H, and other junior educational firearm programs shooting .22 rimfire rifles take second priority for scheduling these ranges.

Facility wide range rules apply. Match Director Responsibilities apply.

### Specific range rules:





-  Rifles chambered for rimfire cartridges only are permitted.
-  Rifles chambered for any cartridge higher than the .22 rimfire are prohibited.
-  Full autos, shotguns, centerfire rifle and carbines are prohibited.
-  Shooting from the cement pad is prohibited, unless it is done in prone position.
-  All shots must be fired from inside the lateral berms.
-  Tactical shooting is prohibited.
-  Steel targets are prohibited.
-  Shooting into lateral berms prohibited.
-  All shots must impact the backstop (berm).

## Indoor Airgun/Archery Range/Building:

### Description:

The airgun and archery range is indoors.

Facility wide range rules apply. Match Director Responsibilities apply.

-  Only air rifles and/or pistols shooting pellets 600 fps or under are permitted.
-  Airsoft and paintball guns are prohibited.
-  All firearms are prohibited in the building.
-  Crossbows are not permitted in the building.

## Smallbore Range:












### 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 ft, 25, 50 and 100 yards, and 50 meters.

The fee for electricity applies to all night events scheduled on this range. (See fee schedule for use of electricity.)

Facility wide range rules apply. Match Director Responsibilities apply.

### Range Specific Rules:

-  The red flag (located at the corner of the driveway) must be up when firing and taken down after each event is complete.
-  Rifles, carbines and muzzleloaders are permitted.
-  Shotguns using buckshot and/or slugs are permitted.
  - Birdshot cannot be used on BASF wooden frames or you will be charged \$20.00 for each frame destroyed by birdshot.
-  Handguns are permitted with the following restrictions:
  - Handgun targets must be placed at the 50 or 100 yard target line. Firing is to be south of either target line at the distance required.
  - Handguns may not be fired from under the canopy or shooting tables on the concrete pad.
-  Steel targets are **only** permitted with BASF Range Master approval. Steel targets, if approved, must be placed at the backstop with a 45 degree-cant-angle.
-  Tactical shooting is permitted and defined on this facility as a forward and backward movement only with the muzzle always pointed at the backstop. Tactical shooting authorization applies to law enforcement only.
  - East to west movement, or shooters facing the lateral berms is prohibited.
-  All other portable targets are prohibited.
-  Cross firing is prohibited.
-  Shooting into lateral berms is prohibited.
-  All shots must impact the backstop (berm).
-  Full Auto prohibited.










## Rifle 2 Range

### 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.

Facility wide rules apply. Match Director Responsibilities apply.

### Rifle 2 specific rules:

-  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.
-  Rifles, carbines, muzzle loaders, and shotguns are permitted.
-  Shotguns using buckshot and/or slugs are permitted.
  - Birdshot cannot be used on BASF wooden frames or you will be charged \$20.00 for each frame destroyed by birdshot.
-  Tactical shooting is permitted and defined on this facility as a forward and backward motion only with the muzzle always pointed at the backstop. Tactical shooting pertains to law enforcement only.
  - East to west movement, or shooters facing the lateral berms is prohibited.
-  Steel targets are prohibited.
-  Handguns are prohibited.
-  Portable targets are prohibited.
-  Shooting into lateral berms prohibited.
-  Full autos prohibited.











## **Pistol 3 & 4 Ranges:**

### **Description:**

Open 15 yard bays with no canopy or tables with 15 target positions located at backstop only.

Facility wide rules apply. Match Director Responsibilities apply.

### **Pistol 3 & 4 Range specific rules:**

-  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.
-  Shotguns using buckshot and/or slugs are permitted.
  - Birdshot cannot be used on BASF wooden frames or you will be charged \$20.00 for each frame destroyed by birdshot.
-  Handguns Permitted.
-  Full autos, rifles and carbines prohibited.
-  Tactical shooting prohibited.
-  All shots must impact the backstop (berm).
-  Shooting into lateral berms prohibited.
-  All shots must be fired from inside the lateral berms.
-  Paper targets attached to cardboard on wooden frames only. All other targets prohibited on these ranges.
-  Portable targets prohibited.















## High Power Range

### Description:

Features shooting positions at 100, 200, 300, 500, 600, 800, 900 and 1,000 yards.

Facility wide rules apply. Match Director Responsibilities apply.

### Specific range rules:

-  The red flag (located at the east end of pit/backstop) must be up when firing and taken down after each event is complete. The red flag at each firing distance must be raised in conjunction with the red flag located at the east end of the pit/backstop for every event.
-  Rifles, carbines and muzzleloaders are permitted.
-  Full autos, handguns and shotguns are prohibited.
-  Parking or driving vehicles on shooting pads is prohibited.
-  Tactical shooting is prohibited.
-  Shooting into lateral berms is prohibited.
-  Steel targets are prohibited.
-  All shots must impact the backstop (berm).
-  Match Director 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.
-  Match Director or Instructor must latch and lock the gates at the east and west end of the 1,000 yard parking lot when shooting 500 yards and beyond.
-  Match Director 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.
-  Gates must be unlocked and secured after each event is complete. Keys must be returned to the facility office or Sport's Center at the end of event.
-  Communication between the firing line and the pit is required and must be arranged by the Match Director or Instructor.
-  No practice beyond 300 yards will be scheduled on weekends unless there are 10 or more shooters.

## Rifle Silhouette Range
















### Description:

A covered cement shooting pad featuring silhouette animals at varying distances, specifically designed for the rifle silhouette shooting discipline.

Facility wide rules apply. Match Director Responsibilities apply.

If your club or group does not shoot rifle silhouette as outlined by the NRA you are not permitted to use this range. Any other user requests for this range must be requested through the BASF assistant or manager for approval.

### Range specific rules:

-  The red flag (located at the corner of the driveway) must be up when firing and taken down after each event is complete.
-  Muzzle loaders are permitted.
-  Rifles permitted with ammunition and caliber restrictions.
-  Ammunition permitted:
  - Center fire cartridges 6mm (.243) or higher, unless otherwise prohibited
  - Rimfire .22 short, long, long rifle.
  - Soft point and hollow point cartridges.
-  Ammunition prohibited on this range:
  - No magnum cartridges, belted magnums or full metal jacket ammunition permitted.
  - All center-fire calibers below 6mm (.243), .22 rimfire magnum, 17 HMR and 17 HM2.
  - Any cartridge, or load, that damages the targets and/or target rails.
-  Full autos, handguns and shotguns are prohibited.
-  Center fire rifles cannot be shot at any targets at a 100 meters or less.
-  Damages to the targets will result in a \$30.00 per man hour fee to repair or replace the targets.
-  Any animal targets, or rails, destroyed beyond repair will be assessed full replacement value to the user.
-  All other targets are prohibited on this range.
-  Animal targets are shot from the standing position only.
-  Gongs may be shot from either the standing position or seated position.
-  Tactical shooting is prohibited.
-  Shooting into lateral berms is prohibited.
-  All shots must impact the backstop (berm) if you miss the animals or gongs.

**Note:** When requesting this range you **MUST** list the caliber and types of ammunition you will be using on this range; **UNLESS** you are a rifle silhouette disciplined user group, otherwise your request will be automatically denied. Any damages to the silhouette animals and/or target rails as a result of your use could result in suspension or revocation of your user privileges at BASF.
















## DPS Range

### 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.

Facility wide range rules apply. Match Director Responsibilities apply.

### Range specific rules:

-  The red flag (located at the corner of the driveway) must be up when firing and taken down after each event is complete.
-  The range is available only for User Groups to reserve on Saturday and Sunday-no exceptions.
-  Handguns, rifles, carbines, muzzle loaders are permitted.
  - No pistol shooting beyond 50 yards.
-  Shotguns using buckshot and/or slugs are permitted.
  - Birdshot cannot be used on BASF wooden frames or you will be charged \$20.00 for each frame destroyed by birdshot.
-  Steel targets are permitted with a 45 degree-cant-angle placed against the backstop, and approved by BASF Range Master prior to set up.
-  Tactical shooting is permitted and defined on this facility as a forward and backward movement only with the muzzle always pointed at the backstop.
  - East to west movement, or shooters facing the lateral berms is prohibited.
-  No other types of portable targets are permitted on the range.
-  Vehicles may be driven down range on the east side only for set up and tear down purposes.
-  The use of the 50 yard target holders is prohibited.
-  Full autos are prohibited.
-  Parking vehicles on the range is prohibited.
-  All shots must impact the backstop (berm).
-  Shooting into lateral berms is prohibited.
-  Paper targets used by your group **must** be removed from the target frames and placed in the trash receptacles provided.
-  All target frames must be returned to the target bins on the east side of the building at the end of your event.

## **300 Yard Rifle Range**

Description:

We will announce the criteria for scheduling this range, and the post the range specific rules, once the range construction has been completed and it is ready for shooting.











## Benchrest Range

### Description:

A covered range with 65 concrete shooting tables and target holders at 100 and 200 yards.

Facility wide rules apply. Match Director Responsibilities apply.

### Range Specific Rules:

-  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.
-  Rifles, carbines and muzzle loaders are permitted.
-  Shotgun use by BASF Range Master approval only.
-  Steel targets are permitted with a 45 degree-cant-angle placed against the 300 yard backstop, and approved by BASF Range Master prior to set up.
-  Handguns are prohibited.
-  Full autos are prohibited.
-  Tactical shooting is prohibited all shooting positions must be stationary.
-  Shooting into lateral berms is prohibited.
-  Driving across the range bed is prohibited. The road on the east side of the range next to the berm is available to utilize for set-up and tear down purposes.
-  Parking on the range is prohibited.

## Practical Pistol Ranges

### Description:

6 available bays, A, B, C, D, E & F











Bays A, B, C & D are 100 yards

Bays E & F are 15 yards











Bays C & D has cement pads, a canopy, have wooden shooting tables and stools. Lights are available for night shooting on bays C & D, and electrical fee usage will apply to all night events scheduled on these two bays. (See fee schedule for electricity usage fee.)

Facility wide rules apply. Match Director Responsibilities apply.

### Range Specific rules for bays A, B, C & D:

-  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.
-  Full autos are permitted.
  - Shooter must be sitting when shooting in full auto mode.
    - 3-Round Bursts permitted in standing, sitting or kneeling stationary positions only.
-  Pistols, rifles, carbines, muzzle loaders are permitted.
-  Shotguns using buckshot and/or slugs are permitted.
  - Birdshot cannot be used on BASF wooden frames or you will be charged \$20.00 for each frame destroyed by birdshot.
-  Portable targets are permitted.
-  Steel targets are permitted with a 45 degree-cant-angle and approved by BASF Range Master prior to set up.
-  All shots must impact the backstop (berm) within the range you are using.
-  All shooting must be done from inside the lateral berms.
-  Tactical shooting is permitted and defined on this facility as a forward and backward movement only with the muzzle always pointed at the backstop.
  - East to west movement, or shooters facing the lateral berms is prohibited.
-  Shooting into lateral berms is prohibited.

### Range specific rules for bays E & F:

-  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.
-  Handguns are permitted.
-  Full autos, carbines, and rifles are prohibited.
-  Shotgun use with prior approval by a BASF Range Master only.
-  Portable targets prohibited.
-  Targets must be placed in the target holders at the backstop.
-  Tactical shooting prohibited.
-  Steel targets prohibited.
-  Shooting into lateral berms is prohibited.
-  All shots must impact the backstop (berm).

## Pistol Silhouette Range












### Description:

A covered cement shooting pad featuring silhouette animals at varying distances out to 200 yards, specifically designed for the pistol silhouette shooting discipline.

If your club or group does not shoot pistol silhouette as outlined by the NRA you are not permitted to use this range. Any other user requests for this range must be requested through the BASF assistant or manager for approval.

Facility wide rules apply. Match Director Responsibilities apply.



















### Specific range rules:

-  The red flag (located at the corner of the driveway) must be up when firing and taken down after each event is complete.
-  Handguns permitted.
-  Rifles firing low velocity cartridges permitted as defined below:
  - .22 short, long, long rifle and magnum rimfire cartridges only.
  - Center fire lever actions shooting jacketed low velocity ammunition.
-  Full autos and carbines are prohibited.
-  Hot loads are prohibited.
-  Cross shooting is prohibited.
  - 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.
  - Gongs may be shot from standing or sitting position only.
-  Stakes are not to be driven into the ground for any reason. This damages the automatic target reset system.
  - 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.
-  Tactical shooting is prohibited.
-  Shooting into lateral berms is prohibited.
-  All shots must impact the backstop (berm) if you miss the animals or gongs.
-  All other targets prohibited.

**Note:** When scheduling this range for use you **MUST** list the caliber and types of ammunition your group will be using on this range; **UNLESS** you are a pistol silhouette disciplined user group. Any Range Request from other users lacking the caliber and type of ammunition on the request form will be automatically denied.

Any damages to silhouette animals, target rails or mechanisms as a result of your use could result in suspension or revocation of your user privileges at BASF.

## Mounted Shooting Center:

-  All cowboy mounted shooting will adhere to the following BASF MSC Safety Procedures.
-  Projectile ammunition or live ammunition is prohibited from use within the mounted shooting center grounds and arenas.
-  Only .45 caliber Long Colt firearms that are permitted in CMSA or MSA rules are permitted.
-  Only .45 caliber blank ammunition provided by a CMSA or MSA certified provider is permitted.
-  The mounted shooting arena is for mounted shooting activities only to include the non-shooting training of mounted shooting horses.
-  A minimum of two individuals are required to be at the arenas while in use to ensure a person is available to call for emergency assistance.
-  The unscheduled “day-use” of arenas by a party of individuals (2 or more) is authorized during BASF facility operating hours when the competitive and practice arenas are not reserved by a user group.
-  For day-use, at least one person in each party using the arena must be a level 2 certified or higher in CMSA, or other recognized Cowboy Mounted Shooting organization.
-  For day-use, each individual or party using the arena must check in at the Shooting Sports Center, located at the Main Range, and pay the appropriate fee for each person planning to use the arena. Failure to pay before using the arena can result in loss of privileges for the arenas.
-  The fee is required of each person entering the arena on horseback. Each individual is only required to pay one fee even if multiple horses are ridden.
-  Carrying loaded firearms outside the competitive or practice arena or entry staging area is prohibited.
-  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.
-  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.
-  “Dry firing” outside the arena is prohibited.
-  Un-discharged ammunition must be removed from a firearm immediately upon exiting the competitive arena at an authorized area established by CMSA rules.
-  All requests for a Reserved Arena Card must be a level II or above to receive a Reserved Arena Card issued by BASF.
-  A Yellow Card Holder of a BASF Reserved Arena Card who is a Level II, or higher status, may have as many guests as they like however; all guests that ride in the arenas must pay the required daily fee.
-  The Reserved Range Arena Card is not valid for commercial use: i.e. collecting fees from students for instruction or lessons. Commercial use must be through the establishment of a user group agreement with a valid approved insurance policy as outlined by ADOA.

## Archery Ranges:

The various archery ranges conform to the same rules with any exceptions noted. Facility wide rules and Match Director/ Instructor Responsibilities apply to all archery ranges, matches, practices, and classes.

- ✘ Alcohol is prohibited at or on all archery ranges.
- ✘ Persons who have been consuming alcohol or are under the influence of mind-altering drugs are prohibited from shooting.
- ✘ Pets must be kept on a leash at all times.
- ✘ **Firearm use is prohibited on ALL archery ranges.**
- ✘ All range users are responsible for range safety and safe shooting.
  - Shooting is permitted ONLY when:
    - all persons are behind the waiting line
    - safe shooting conditions exist, and
    - the all-clear signal is given for archers to approach the shooting line.
- ✘ Broadheads are prohibited on all ranges except the Broadhead and Cross Bow Range. No broadhead shooting into FITA, or compressed fiber targets. Otherwise target tips must be used on the target butts.
- ✘ No running allowed on the archery ranges.
- ✘ All shooting is to be into provided target butts only. Arrows must impact dirt safety backstop or target butts.
- ✘ Crossbows are prohibited on all ranges, except the Broadhead, Crossbow and FITA Practice range.
- ✘ No shooting at unauthorized targets, cans, cactus, animals etc.
- ✘ Only nock your arrow when at the firing line and safe conditions exist. Arrows can't be nocked when people are down range retrieving arrows.
- ✘ Respect other shooters and their equipment.
- ✘ One walking course and one hill course must be available for BASF patrons while an event is occurring to allow those archers a walking course to shoot without interfering with an event.
- ✘ The FITA Range is restricted to FITA style shooting only using field tips.

## **Buildings available for lease**

We have several buildings available for classroom training sessions or stat house purposes for competitive matches.

**Conservation Education Building (Con-ED)**-Located at the east end of the facility. The building holds approximately 50 people. This building is reserved for Hunter Education Classes all day on the 1<sup>st</sup> and 3<sup>rd</sup> Saturday of every month and every Tuesday and Thursday Evening from 5p-10p throughout the year. We will release the 1<sup>st</sup> and 3<sup>rd</sup> Saturday for any user to schedule 3 weeks before the date if it has not been reserved for a Hunter Education Class.

**Smallbore Building**-Located directly in front of the Smallbore Range. The building accommodates 24 people.

**Indoor Airgun/Archery Building**-Can be scheduled for banquets and classroom use. Call the Main Range Office before scheduling to determine if the building can facilitate your needs.

**Activity Center**-Located between the Smallbore Range and the Main Range. This building has a capacity of 150 people. The Activity Center has an agreement to be submitted for use included in this packet. If you plan on using the Activity Center please fill out and submit this form with your signed User Group Acknowledgment..

**Rifle Silhouette Building**-Located directly in front of the Rifle Silhouette Range. This building accommodates 24 people.

**Benchrest Building**-Located directly in front of the Benchrest Range. This building accommodates 24 people.

**Practical Pistol Building**-Located in front of Practical Pistol Bay C. This building accommodates 24 people.

**Archery Training Room**-Located just to the west of the Known Distance Practice Range. This building accommodates 12 people.

## Invoices

- ✘ Invoices are located at the Main Range Facility Office in a black mailbox immediately left of the office door.
- ✘ Invoices must be picked up before conducting any event; this includes set up for the event. The invoice is permission to use the range or building; without the invoice you do not have permission to use the range or building. **Failure to pick up invoices prior to use of the range can lead to suspension and/or permanent revocation of privileges at BASF.**
- ✘ Approved use of the ranges and/or buildings are for the assigned ranges and/or buildings listed on the invoice. Any changes or use of an alternate or additional range and/or building must be approved in advance by authorized BASF Staff.
- ✘ The diversity section on the bottom of the invoice must be filled out and match the number of participants or students you listed on the invoice. Please choose only one diversity option per person even if they qualify for several options. This is a requirement by the Federal Government, so please capture this information by visual identification only. Do not ask your participants their nationality.
  - Note: These numbers all count as part of the total number of participants, so the diversity numbers must match the number of participants you are paying for on the invoice. The diversity section no longer includes a space for junior totals. All participants under the age of 18 must be recorded, by day, on the first line of the invoice.
- ✘ If the event consists only of junior participants, the junior diversity numbers must be provided to the Main Range Facility Office within 7 days after the event has occurred. BASF is required to provide these numbers to the Federal Government and we must match events and diversity numbers when audited by the Federal Government. Failure to provide the diversity numbers to the Main Range Office will result in temporary and/or permanent revocation of range privileges.
- ✘ Invoice totals for participants are left blank intentionally. BASF will mark all the boxes for additional fees for night lights, building and other applicable fees that may apply on your invoice. You will need to fill in the number of participants and total the bill for payment.
- ✘ Partial payments for invoices are not accepted. All fees for the event must be paid on the same invoice at the same time.
- ✘ Invoices must be paid in full within 30 days after the event is complete.

## Invoices Continued

- ✘ Invoices may be either paid at the Shooting Sports Center, during facility operating hours, with cash, check MC or Visa. Payments can be mailed in to the Main Range Facility Office with a check enclosed and the white copy of the invoice. Credit card payments can be made at the Main Range Facility Office during normal Facility Office hours.
- ✘ **User groups with delinquent invoices will be subject to cancelation of previously reserved ranges and future range requests denied until invoices are paid in full.**

## FEES

Daily Fee Practice \$6.00 per participant per day.

- ✘ This fee applies to practices for competitive matches only, and includes all firearm, archery, airgun and mounted shooting scheduled practices.

Daily Fee Competition \$6.00 per participant per day.

- ✘ This fee applies to all competitive firearm, archery, mounted shooting and airgun matches.

Daily Fee Training and Education \$7.00 per participant per day.

- ✘ This fee applies to all educational and training courses conducted that are not for profit. Example: you offer to give a class on tactical shooting to your competitive shooters within your group and you are only charging your students the \$7.00 range fee plus cost of materials. Or, you are offering a safety course to the public, but again you are only charging the range fee and other incurred costs to put on the event, i.e. targets, books, tape, etc. These instances would be considered at the \$7.00 rate per day per participant, and includes all firearm, airgun, mounted shooting, archery training.

Daily Fee Commercial \$15.00 per participant per day.

- ✘ Commercial training is any event that charges participants an amount above cost. CCW, tactical courses, NRA classes, training classes, or any event in which the participants are charged above the normal range training and education fee of \$7.00 and cost of materials is commercial. This applies to all user groups with no exceptions and includes firearm, archery, airgun, mounted shooting and OHV classes.
  - BASF reserves the right to determine commercial use by any user group.
- ✘ This fee also applies to organizations or individuals using the range to conduct testing and an organization or individual charges for testing or product use or who pays a third-party to perform the testing in such instances.
  - Note: A user group that claims a nonprofit status does not determine non-commercial use.

Daily law enforcement and military training fees \$6.00 per participant per day.

- ✘ This fee applies to all law enforcement and military personnel using the range as part of a regimented training or qualification course set up by your firearm instructor only.

Vendor Fees \$20.00 per day

- ✘ 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 general public. All Main Range vendors must pay their fees daily in the Shooting Sports Center. BASF does not set up vendors for any event.

## FEES CONTINUED

### Building fees \$50.00-\$150.00

- ✘ Smallbore, Rifle Silhouette, Benchrest, Practical Pistol and the Archery Training Buildings are \$50.00 per use. The building listed above scheduled as Stat Houses for competitive matches only are not accessed a fee. All other uses are accessed the \$50.00 fee.
- ✘ Activity Center rents for \$75.00 for 4 hours or less and \$150.00 for 4 hours or more per use.
- ✘ Con-Ed is \$75.00 per use beginning January 1, 2012.
- ✘ Indoor Airgun/Archery Education Range is \$75.00 per use of 5 hours or less, and \$150.00 for 5 hours or more per use, or day, beginning January 1, 2012.

### Night Light Fee \$15.00 per night

- ✘ The night light fee will be applied to every invoice for any user scheduled on a range with lights at night. Ranges that provide lighting: Smallbore, Practical Pistol Bays C & D and the Main Range. All users requesting these ranges after dark will be required to pay a \$15.00 fee for night light use per evening.

### OHV Track use \$100.00 per use/day

### Failure to Cancel Fees

Cancelations for any building and/or range must be submitted in writing and received by the Main Range Office 7 days, or more, prior to the event date previously scheduled. Verbal cancelations will not be accepted under any circumstance.

- ✘ A reservation for any range and/or building 4 hours or less is a \$45.00 fee for each range and building previously scheduled. This fee is applied daily to all scheduled buildings and ranges.
- ✘ A reservation for any range and/or building 4 hours or more is a \$75.00 fee for each range and building previously scheduled. This fee is applied daily to all scheduled buildings and ranges.

### Clean up fee \$30.00 per man-hour per incident.

- ✘ 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.

### Late Payment Fee

- ✘ All payments over 30 days will be accessed a \$25.00 late payment fee per incident.

### User Group Set-Up Fee

- ✘ All new user groups to the Ben Avery Shooting Facility will be charged a \$50.00 set-up fee. This fee applies to new user groups only.

## **FEES CONTINUED**

### **Corporate Events**

- ✂ BASF will be offering Corporate Events beginning January 1, 2012. Please refer to the website for more information after January 1, 2012.

### **Rifle Sight-In Service**

- ✂ Beginning January 1, 2012 the Main Range will offer sight-in service for a fee of \$20.00. The \$20.00 fee does include the current \$7.00 fee to use the range.

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

## Scheduling Ranges and Buildings

**Requesting a range and/or building:** All range reservation requests must be submitted on the range request forms available at the Main Range Facility Office, or located online at the Internet address provided on the first page of the User Group Terms and Conditions. Reservation requests will only be accepted on the current forms provided by BASF. Alternate forms will be rejected as they do not provide all the required information.

Requests for ranges/buildings may be sent by fax, mailed, emailed to the address below, or delivered in person to the BASF Facility Office.

**Email requests for any range/building must be sent to:**

[BASFrequests@azgfd.gov](mailto:BASFrequests@azgfd.gov)

**Email to individual email addresses will not be accepted for any reason.**

Ben Avery reserves the right to prioritize range requests submitted for reservations.

Range requests forms must be filled out completely and legibly, otherwise they will be denied for incomplete paper work. **The Detailed Course of Fire must be completed on all requests.** (See next page for instructions.) The range will be scheduled for another user group if their paperwork is filled out correctly.

All range requests must be confirmed in writing on the original range request form by BASF personnel, otherwise the request is not valid. A submitted request without confirmation from BASF personnel is not valid for any permission to use any range or building at the facility. 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.

**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.**

User groups must be on the range within the first hour of the requested scheduled time, otherwise we will consider the user group a no show and assess a failure to cancel fee; at this time the range will open up for other users. If you arrive at the facility and still need a range or building, you will also be assessed the regular fees associated with utilizing the ranges and/or buildings, including all shooter fees as well as the failure to cancel fee.

When scheduling ranges and/or buildings please consider the length of time required for the combination of set-up, actual event, clean up and tear down of the range and/or building. Scheduling a range and/or building all day in order to use it for a few hours sometime during the course of the day is not acceptable. Any range not in use during the requested scheduled time will be considered a failure to cancel and opened up for others to utilize.

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.

Scheduling ranges and/or buildings all day for events that wrap up in a few hours is unacceptable and repeated abuse of over scheduling range/building times will result in the cancelation of future events. A meeting with the Range Manager, or Assistant Range Manager must be held before further scheduling of any Specialty Range or building in the future.

We encourage second and third choices for ranges and/or buildings if your first choice is not available. List the additional choices for ranges or buildings in order of preference, on an attachment if necessary, when submitting your range request form. This will help us facilitate your range needs on your first request for a range or building.

**The detailed course of fire must be filled out with the following information:**

**Indicate if the request is for a match, practice, education, training or CCW class.**

**Matches**-provide the name of match, indicate state, regional, national, and sanctioned by if applicable. High Power users note maximum yardage needed for match.

**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.

**Education and/or training**-all types of firearms used in 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).

**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.

**Rifle/Pistol Silhouette Ranges:** If you are not a specific silhouette club shooting the rifle or pistol silhouette disciplines and wish to utilize either of these ranges you **MUST** indicate the caliber(s) you intend to use on these ranges on your range request to be considered for approval. Any deviation from the listed calibers or ammunition on the range request after approval will result in the permanent revocation of privileges of these ranges and fines assessed for all damages to the silhouette targets and rails. Range requests for these ranges will not occur before a meeting has been scheduled and conducted between the user group and the Assistant Range Manager at BASF.

If the course of fire is not defined on the Range Request form the range request will automatically be denied.

LE, military and armed guard classes are prohibited from using the silhouette ranges.

Any additional remarks, such as set up and overnight use, must be noted in the Detailed Course of Fire Section.

**All Range Request Forms must be printed legibly or they will be automatically denied.**

**Cancellation of events:** All range and/or building cancelations must be submitted on the proper cancelation form available online or at the BASF Facility Office. Cancelations must be received no later than 7 days in advance of the scheduled event to avoid cancellation fees. Failure to cancel before 7 days will result in the following fees:

All cancelation forms must be received at the Main Range Facility Office in the same manner as Range Request Forms by either fax, mail, email or hand delivered. **No verbal cancelations will be accepted from any user.**

**Cancelations due to weather:** Cancelations due to weather conditions are the only exception to the 7 day cancellation rule. If the weather forces you to cancel your event, you must contact a BASF Staff member to cancel your invoice for you. Check in at the BASF Facility Office or the Shooting Sports Center to get your paperwork taken care of immediately. Failure to do so could result in the invoice falling into unpaid status and resulting in Failure to Cancel fees and denied range requests in the future. Calling to cancel an event based on the possibility of bad weather will not be accepted, and you will be charged failure to cancel fees.

**Keys for buildings:** Keys may be issued for buildings reserved for several days. If you would like to have a key issued for your event complete the Key Agreement Form and submit it to the BASF Range Facility Office. We will issue keys on the first day of your event after receiving the completed Key Agreement form. Keys must be returned as soon as tear down for the event is complete.

**When are the Specialty Ranges available for scheduling?** Tuesday has been added to the list of available days to schedule the Specialty Ranges.\* The specialty ranges and buildings may be scheduled Tuesday-Sunday with exceptions regarding the DPS Range and 300 Yard Rifle Range (See specific range rules regarding scheduling these ranges.) Mondays can only be scheduled for large events, including set up and tear down for these events. Law Enforcement and Military have priority scheduling on Tuesdays.

**\*The Specialty Ranges may not be scheduled any Tuesday after a Monday Holiday to allow us to clean up the ranges in preparation for the upcoming week. This does not apply to LE or military.**

**Scheduling for the upcoming year:** We will begin accepting Range Reservation Requests on June 1<sup>st</sup> through June 15<sup>th</sup> for the upcoming calendar year. All requests received after June 15<sup>th</sup> will be processed after the initial group of requests have been entered in the range schedule book. Range requests for the upcoming year received prior to June 1<sup>st</sup> will be denied. We prioritize the range requests by type of event taking place. Competitive matches take priority over other users. Competitive matches are prioritized by International, National, Regional, State and Local matches. Events scheduled first for the upcoming year are Winter Range, NMLRA (Muzzle Loaders) and the AZ Game & Fish EXPO. Winter Range and NMLRA are held in either

February or March and the AZ Game & Fish EXPO is always held the last weekend in March. 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.

Winter Range uses all ranges from High Power through Pistol Silhouette, with the exception of Rifle Silhouette. NMLRA uses all the ranges from Small-bore to Pistol Silhouette.

The Main Range is always open for public use during all events and will not be scheduled for any user groups during normal operating hours.

Please call for dates on Winter Range and NMLRA prior to scheduling for the upcoming year. This helps speed up the Range Scheduling process for the upcoming year. We generally begin the range scheduling process with over 2500 range and 800 building requests and more continue to come in after the initial run continuing throughout the rest of the year, so by eliminating requests we can't process during these three major events expedites the scheduling process for the next year.

## **Reserved Range Cards**

The yellow card system has generated a number of questions regarding this system, so the following is a description of the purpose, procedures and guidelines for the yellow cards.

The purpose of the Yellow Card is to allow competitive shooters only to utilize the specialty range in their discipline(s) to practice for an upcoming match only. The yellow cards are range specific and only allow the competitive shooter to use the range(s) indicated on the card.

Yellow cards are not issued to students of CCW classes, tactical classes, or general Main Range shooters.

Yellow cardholders are not permitted to schedule ranges, conduct matches, or use the specialty ranges during non-business hours. The only time a yellow card user is permitted on a specialty range is during regular business hours and if the range is not scheduled for a match, class or course by any user group. User groups take priority over any yellow cardholder.

The reason BASF requires the match director to sign off on the form for a person to gain a yellow card is to ensure the person is in fact a competitive shooter in your organization, and you have deemed them a safe shooter that will follow the protocol and procedures of the specialty range and shooting discipline. The match director may impose additional stipulations under which a match director may authorize or sign the yellow card form. 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. A match director may also not sign yellow cards for any competitive shooters, if the match director prefers to schedule practices. If a Match Director substantially modifies the requirements for their competitors to obtain a Yellow Card, please notify BASF personnel.

Ben Avery personnel reserves the right to revoke a yellow card from any user at any time for violating range rules, using the specialty ranges for a purpose other than practicing for an upcoming match in their specified shooting discipline, abusing range staff, or any action determined unsafe. Yellow cards are a privilege, not a right.

Match Directors can request BASF staff to revoke the privileges of any yellow cardholder.

If a yellow card is revoked, it is the responsibility of the user, and not the match director, to schedule a meeting with the BASF Range Manager, or Assistant Manager, to determine if the yellow card will be reinstated to the user.

If you are the lead Match Director listed for a user group, you are not required to obtain a Yellow Card. You may use the specialty range, when available during regular business hours, and we will issue you a card. During non-business hours, you must schedule the range by Range Reservation form if the range is available.

All additional signers on the User Group Acknowledgement will need to have a signed Reserved Range Application form for issuance of a yellow card.



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

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### *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 user group privileges to operate at BASF or any other Arizona Game & Fish Commission owned or Arizona Game & Fish Department operated properties.*

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

By signing this form on the front and back, you 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.

## **The Arizona Game and Fish Department Ben Avery Shooting Facility**

-  We have read and understand the facility wide rules, Specialty Range specific rules in the User Group Terms and Conditions, posted signs, and all procedures in the User Group Packet and agree to abide by them while conducting any event at BASF.
-  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. Unsafe actions in any of our events will be immediately corrected.
-  We agree to keep all User Group information current with the Main Range Facility Office, which includes the one million dollar liability and two million dollar general aggregate insurance certificate to include The State of Arizona **and** Arizona Game & Fish Commission and Department and its employees, officers, agents and volunteers as additional insured on the policy. Failure to provide current insurance nullifies User Group privileges.
-  We understand failure to keep our insurance policy up to date and/or renewing our User Group Acknowledgement on a yearly basis will result in all previously scheduled ranges being canceled, including up until the last minute before an event is scheduled to start and nullifies the User Agreement.
-  We understand we are liable if an incident occurs due to our acts and omissions, and BASF is not liable for any incident occurring before an event begins once we have taken possession of the range; during any event; or after any of our events.
-  We agree to pay all invoices, including assessed fees for damages and failure to cancel fees no later than 30 days after each event.
-  We understand that non-compliance with the terms and conditions, facility wide range rules, Specialty Range specific rules, procedures and/or instructions from any BASF Range Master, safety violations, or late payment of fees shall result in temporary and/or permanent revocation of privileges.
-  We understand BASF Personnel will shut down our event for unsafe actions, safety violations and/or the use of prohibited targets.
-  We understand improperly completed Range Requests Forms will be denied and the range will be scheduled for the next user group with a properly filled out Range Request Form.
-  We understand without a written confirmation from BASF personnel the range request sent in by our group is not valid and we do not have authorization to use the requested range and/or building without confirmation.
-  We understand the responsible party named above, or authorized designee submitted in writing, **MUST** be present during our entire event.
-  We understand if the name on the range request is not the responsible party named above, or the authorized designee provided in writing on our User Group Acknowledgement, the reservation request will be denied.
-  We understand that failure to pick-up our invoice prior to set-up or use of a range or building may result in suspension or revocation of our privileges and future use of the BASF.

**SIGNATURE** \_\_\_\_\_

## Additional Authorized Person(s)

**User Group:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Primary Match Director (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 match director/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. Further, any rule or safety violations under their command can result in temporary and/or permanent revocation of our user privileges at BASF.

I agree to review all rules and procedures with the following person(s) to ensure they understand the rules and conduct the match, practice or class within the guidelines and rules at BASF.

I understand it is my responsibility to keep this list current with the BASF Facility Office. The authorization form can be updated and changed to add or delete people from the account at any time by submitting a new form.

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

| Designated Person  | Conduct Matches Y/N | Conduct Practice Y/N | Conduct Class Y/N | Schedule Ranges Y/N | Sign Yellow Card Forms Y/N |
|--|---------------------|----------------------|-------------------|---------------------|----------------------------|
| Contact Information<br>(Name, phone #, fax, email and address) |                     |                      |                   |                     |                            |
| Contact Information<br>(Name, phone #, fax, email and address) |                     |                      |                   |                     |                            |
| Contact Information<br>(Name, phone #, fax, email and address) |                     |                      |                   |                     |                            |
| Contact Information<br>(Name, phone #, fax, email and address) |                     |                      |                   |                     |                            |

# **Ben Avery Shooting Facility Activity Center Use Agreement**

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

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

- 1.** The Activity Center is rented as an empty building, and will be returned to its original condition upon completion of my event. A walk through with BASF personnel will be completed before and after the event. Our group will be responsible for any damages incurred to the building or grounds surrounding the building.
- 2.** All set up, take down and clean up is our responsibility.
- 3.** The use of any BASF supplies or equipment will be by request and with prior approval from the BASF Facility Office. This includes additional tables, chairs, kitchen facility, etc.
- 4.** No existing wall displays or items will be taken down or moved without prior approval from the BASF Facility Office.
- 5.** No information or displays will be placed on any walls by any means without prior approval from the BASF Facility Office. This applies to the exterior, as well as interior walls.
- 6.** Licensed security approved by BASF is required for all events taking place after normal BASF business hours.
- 7.** Clean up and clean up supplies is our responsibility. We understand that it is our responsibility to return all tables and chairs to their original placement when we entered the building. We understand that a fee of \$30.00 per person per hour will be charged for any clean up and/or original placement of tables and chairs by BASF personnel. We also understand that failure to abide by this agreement will result in the loss of future use of the facility.
- 8.** The use of stakes for tents or other displays in the grass areas around the Activity Center must be approved prior to set up by BASF Staff.
- 9.** Driving any vehicle across or on the lawn is prohibited.
- 10.** Damages to the Activities Center and/or the grounds surrounding the building will be assessed and charged to our User Group for repairs and/or replacement.

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Ben Avery Shooting Facility Hours of Operation**

### **Summer Hours begin the week of May 15<sup>th</sup>\*:**

- Monday            CLOSED
- Tuesday           CLOSED
- Wednesday       7 a.m. to 7 p.m.
- Thursday         7 a.m. to 7 p.m.
- Friday             7 a.m. to 3 p.m.
- Saturday         7 a.m. to 7 p.m.
- Sunday            7 a.m. to 3 p.m.

\*The hours begin the Monday of the week containing the 15<sup>th</sup>; for example, if the 15<sup>th</sup> falls on a Friday, the summer hours will actually begin Wednesday May 13<sup>th</sup>.

### **Winter Hours begin the week of October 15<sup>th</sup>\*:**

- Monday            Closed
- Tuesday           Closed
- Wednesday       8 a.m. to 8 p.m.
- Thursday         8 a.m. to 8 p.m.
- Friday             8 a.m. to 3 p.m.
- Saturday         8 a.m. to 8 p.m.
- Sunday            8 a.m. to 3 p.m.

\*The hours begin the Monday of the week containing the 15<sup>th</sup>; for example, if the 15<sup>th</sup> falls on a Friday, the winter hours will actually begin Wednesday October 13<sup>th</sup>.



## Ben Avery Shooting Facility Facility Use Fees

Effective January 1, 2012

### DAILY SHOOTER FEES FOR USER GROUPS

|   |   |                      |
|---|---|----------------------|
| * | DAILY FEE PRACTICE                      | \$6.00/shooter/day   |
| * | DAILY FEE COMPETITION                   | \$6.00/shooter/day   |
| * | DAILY FEE ARCHERY PRACTICE              | \$6.00/shooter/day   |
| * | DAILY FEE ARCHERY COMPETITION           | \$6.00/shooter/day   |
| * | DAILY FEE TRAINING/EDUCATION            | \$7.00/shooter/day   |
| * | DAILY FEE COMMERCIAL TRAINING/EDUCATION | \$15.00/shooter/day* |
| * | DAILY FEE LAW ENFORCEMENT/MILITARY      | \$6.00/shooter/day   |

\*Note: Commercial fee is for any individual or group conducting training/education for profit, this includes firearm, archery, mounted shooting and OHV training or education. Non-profit status does not make any user exempt from commercial fees.

### BUILDING FEES

|   |                                 |  |
|---|---------------------------------|--|
| * | CLASS ROOMS/STAT HOUSES         | \$50.00 per day                              |
| * | CONSERVATION EDUCATION BUILDING | \$75.00 per day                              |
| * | INDOOR EDUCATION RANGE          | \$75.00/5 hrs or less<br>\$150.00/over 5 hrs |
| * | ACTIVITY CENTER                 | \$75.00/4 hrs. less<br>\$150.00/over 4 hrs   |

### OTHER FEES

|   |   |                                |
|---|---|--------------------------------|
| * | VENDOR FEE  | \$20.00/day                    |
| * | NIGHT LIGHTING  | \$15.00/per night event        |
| * | FAILURE TO CANCEL (less than 7-day notice in writing) |                                |
|   | Half day Reservation (4 hours or less)                | \$45.00/per day/range/building |
|   | Full day Reservation (4 hours or more)                | \$75.00/per day/range/building |
| * | CLEAN UP  | \$30.00/per man-hour           |
| * | Destruction of target frames                          | \$20.00 per frame              |
| * | Late Payment Fee                                      | \$25.00 per Invoice            |
| * | New User Group Set-Up Fee                             | \$50.00 One Time Fee           |
| * | Rifle Sight-In Service at Main Public Range           | \$20.00 Includes range fee     |