



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

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

**GOVERNOR**

JANICE K. BREWER

**COMMISSIONERS**

CHAIRMAN, ROBERT E. MANSELL, WINSLOW

KURT R. DAVIS, PHOENIX

EDWARD "PAT" MADDEN, FLAGSTAFF

JAMES R. AMMONS, YUMA

J.W. HARRIS, TUCSON

**DIRECTOR**

LARRY D. VOYLES

**DEPUTY DIRECTOR**

TY E. GRAY



Thank you for reading the Ben Avery Shooting Facility User Group Terms and Conditions. We designed this User Group packet with several objectives in mind:

-  To explain the range reservation process used by the facility,
-  Explain the rules governing the Reserved Ranges and,
-  Clarifying the different shooting disciplines permitted at the Ben Avery Shooting Facility (BASF).

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

The following packet will outline how a User Group may reserve a range, what rules govern the use of all Reserve Ranges at Ben Avery, and the policies governing the behavior of user groups at Ben Avery.

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

## The 2015 User Group Terms and Conditions

The purpose of the User Group Terms and Conditions is to provide User Groups with all the information necessary to conduct safe matches, classes, and practices. The Ben Avery Shooting Facility constituted these rules for a single purpose: SAFETY. Failure to abide by these rules shall result in the temporary and/or permanent revocation of a User Groups privileges to utilize BASF. A User Group must acknowledge their acceptance of the Terms and Conditions by signing the *User Group Acknowledgment Signature Form and Code of Conduct*.

The Ben Avery Shooting Facility reserves the right to modify, amend, or delete any safety rule and/or procedure for the facility or a specific range at any time.

**The User Group Terms and Conditions expire annually December 31.** Before any User Group may schedule or use a range, a current, signed *User Group Acknowledgment Signature Form and Code of Conduct* must be on file with the Main Range Facility Office. It is the sole responsibility of the User Group to maintain current, signed copy of the *User Group Acknowledgment Signature Form and Code of Conduct* and understands the expiration of the aforementioned form will result in the cancellation of all events previously scheduled at BASF. Additionally, a valid insurance certificate and Hold Harmless Agreement must be on file before a User Group may schedule or use a range.

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

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

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

Main Range Facility Office Hours are:

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

Fax Number: 623-582-5317

E-mail: [BASFRequests@azgfd.gov](mailto:BASFRequests@azgfd.gov)

Address: Ben Avery Shooting Facility  
4044 W. Black Canyon Blvd.  
Phoenix, AZ 85086

If it becomes necessary to modify, amend, or delete any section of the User Group Terms and Conditions, unless otherwise stated in writing, the will be effective January 1 of the next calendar year. Any change to the *User Group Acknowledgment Signature Form and Code of Conduct* made by BASF supersedes any previous agreements written or otherwise.

Any changes to the *User Group Acknowledgment Signature Form and Code of Conduct* by the User Group will render it null and void resulting in all previously scheduled events to be canceled.

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

If a User Group needs to contact a Range Master during **regular business hours**, they may do so by calling **602-531-8083**. This is a cellular phone carried by the Range Master in Charge (RMIC) of the facility. A RMIC needs to be immediately notified in the event that the User Group arrives to a dirty range, witnesses an unsafe action, observes any damage to the range, or another User Group is using the range.

## **In Case of Emergency**

In the event of a medical emergency during regular Public Range business hours:

1. Call 911 immediately to summon the requisite emergency services.
2. Then contact the Range Master In Charge (RMIC) 602-531-8083.
3. If a medical emergency occurs after business hours and the Range Master In Charge is not on the property, the User Group must contact BASF personnel as soon as possible via email at [BASFrequests@azgfd.gov](mailto:BASFrequests@azgfd.gov), but no later than the next business day.

**Note: In case of a medical emergency, the User Group MUST contact BASF personnel.**

Upon receipt of the call from a User Group, the RMIC will meet and escort emergency personnel to the proper range to expedite a timely response to all emergencies.

If a medical emergency occurs at any other time, call 911, and have someone meet them at the entrance to escort emergency services to the range.

User groups are required to provide their own first aid kits.

## **Insurance Requirements**

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

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

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

The Ben Avery Shooting Facility will reject any insurance policy submitted that does not meet the aforementioned requirements. Until such a time that the Main Range Facility Office receives and confirms the submission of an insurance policy compliant with the guidelines provided by

the Arizona Department of Administration (ADOA), no User Group events will be scheduled, no events will be held, and all previously scheduled events will be cancelled from the scheduling book.

Upon confirmation of the receipt of a compliant insurance policy, the User Group must resubmit a range request for all cancelled events, the Ben Avery Shooting Facility can offer no guarantee of the availability of any range for said User Group in instances of event cancellation due to a failure to provide an ADOA compliant insurance policy.

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

All insurance requirements are compliant with ADOA standards and additional information is available at the following URL:

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

#### NOTICE OF CANCELLATION:

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

#### **Hold Harmless Agreement:**

Before the scheduling of any events, the User Group must sign and have on file a Hold Harmless Agreement.

#### **Contact Information:**

All User Group contact information must be kept current with the Main Range Facility Office and it is incumbent upon the User Group to ensure all contact information is up to date. Please ensure that the following is up to date:

1. Names of authorized signatories
2. Phone numbers
3. Fax numbers
4. Mailing address
5. E-mail address

## **Responsible Party:**

Every User Group must designate a sole responsible party for all matches, practices, and classes held at the range. By signing the *User Group Acknowledgment Signature Form and Code of Conduct*, the signee is designating himself as the responsible party. The Ben Avery Shooting Facility understands that it is not possible for a single individual to be present at all events and submit all range requests. Therefore, on the page designated *Additional Authorized Person(s)*, the responsible party may enumerate a list of designated individuals who may direct classes, matches, schedule events, and represent the User Group as so designated on the *Additional Authorized Person(s)* form. By adding an individual to the *Additional Authorized Person(s)* form, the responsible party assumes the responsibility of ensuring that all additional authorized persons listed therein are familiar with the rules, policies, and procedures of the User Group Terms and Conditions and accepts responsibility for actions of the additional authorized persons.

## **Entering the facility after business hours:**

The Ben Avery Shooting Facility shuts the main gates approximately thirty minutes before the end of public shooting hours. The User Group is responsible for ensuring access to the facility for their participants after public shooting hours. The Ben Avery Shooting Facility issues a gate code to User Groups who schedule event after public shooting hours. That code is issued only to the sole responsible party and anyone listed as an additional authorized person. These codes are not for dissemination to the public or event participants. Failure to abide by this policy will result in the revocation of privileges to shoot after public shooting hours. The gate code changes on the first of every month. It is the User Groups responsibility to call the Main Range Facility Office at **623-582-8313** during business hours, or email [BASFrequests@azgfd.gov](mailto:BASFrequests@azgfd.gov) to receive the current month's gate code; and must do so prior to a scheduled event. There should be no expectation to arrive on the day of an event and receive a gate code.

A keypad is located on the driver's side of the main entrance gate. The sole responsible party or anyone listed as an additional authorized person must physically enter the gate code for their participants. Allowing individuals to enter the facility via the exit gate is strictly prohibited. At no time should any member of the User Group be on property prior to the arrival of a Range Master in the morning. The Ben Avery Shooting Facility will hold the sole responsible party liable for the activities of any member of their User Group who gains access to the facility with a gate code provided to them in contravention of the User Group Terms and Conditions.

Employees of BASF will not leave the gate open for any user group under any circumstance unless prior arrangements have been made with BASF management.

A copy of the hours of operation is included within the packet. Please note that BASF closes for all Monday holidays, New Year's Day, Thanksgiving, and Christmas.

### **Vehicles on ranges:**

Without prior written BASF Range Master approval, User Groups shall not drive or park any vehicle on any range. User Groups may park in driveways for unloading/loading purposes only but they shall move those vehicles to a designated parking space before shooting commences. Do not block emergency access roads and/or driveways to any range for any reason. Violation of this policy may result in suspension and/or revocation of your privileges.

Vehicles are not permitted on any ranges for any reason during or after inclement weather resulting in muddy conditions on the range floor. Any violation of this policy resulting in damage to the range floor will be charged a clean-up fee of \$30 per man hour to repair the range back to its normal condition. The User Group will not be permitted to schedule or use BASF ranges or facilities until this charge is paid in full.

### **Range Reservations:**

All range requests must be submitted no later than three business days before the requested event. Failure to do so may result in inadequate time to process the request. Reservations for weekend events must be submitted no later than 2:00 P.M. on Wednesday.

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

The responsible party for the event or match is responsible for the following:

-  Policing all brass and/or shotgun wads
-  Collecting all target debris
-  Collecting all trash and depositing it into the trash cans
-  Target frames, sans targets, must be returned to the target holders
-  Crow's feet must be returned to behind the target holders at the Practical Pistol Ranges
-  All tables and stools must be returned to their original positions
-  Prior to leaving, the responsible party must ensure all participants and spectators have vacated the range
-  Return range flag to holder

### **Berms:**

No one may climb the berms or backstop for any reason and all shots must impact the backstop (berm) without exception. User Groups must position the target frames as close as possible to 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.
-  BASF permits steel targets on certain Reserve Ranges. Steel targets must have a 45-degree cant. Please refer to the Reserve Range Rules to determine which ranges BASF permits the use of steel targets.

### Prohibited Targets

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

## **Buildings:**

While in use, the thermostats shall be set no lower than 76 degrees Fahrenheit. When finished for the day, the responsible party must ensure all lights and the air conditioning unit is shutoff, all trash is deposited in the waste cans, and all tables and chairs returned to their original location.

## **Welding Policy:**

The Arizona Game and Fish Department recently modified their policy regarding welding. User Groups who wish to perform welding on property must receive consultation from BASF personnel regarding the current Hot Works policy. No User Group may weld on property without the prior authorization of BASF personnel.

## **Camping in the Reserve 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 with prior approval from facility office. The Match Director must collect all fees and include them with the invoice total. Camping on the Reserve Range Parking Lots may only occur when a User Group has reserved the range and the Match Director is present. Unauthorized campers will be asked to leave the facility.

Gate codes are required for all campers to enter the facility after hours. Gate codes for campers are available at the BASF Facility Office during office hours only, or via email [BASFrequets@azgfd.gov](mailto:BASFrequets@azgfd.gov).

## Responsibilities of the Match Director or Instructor

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

-  We understand the first priority of BASF is safety, and agree to conduct our events with the highest standards of safety for participants, spectators and others on this facility. We agree to immediately correct any unsafe action.
-  We agree to keep all User Group information current with the Main Range Facility Office. This includes a current liability insurance certificate, hold harmless agreement, *User Group Acknowledgment Signature Form and Code of Conduct* and contact information for Match Director or Instructor.
-  We acknowledge that failure to keep our insurance policy up to date, or submitting the current year *User Group Acknowledgment Signature Form and Code of Conduct* and Hold Harmless Agreement will result in the cancellation of all previously scheduled events.
-  We acknowledge that we are required to provide first aid kits for our event.
-  We will provide Range Safety Officers with the necessary information to supervise our events and ensure that our members, participants, and spectators are familiar with all the safety procedures of BASF.
-  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 understand that all activities must follow state and federal regulations pertaining to Junior Shooters. Junior Shooter is any individual 17 years of age or younger.
-  We will shoot only at targets authorized by a BASF Range Master. Cans, bottles, cacti, boxes, rocks, unauthorized metal targets (see specific range rules for clarification of metal targets and Reserve Ranges in which they are permitted), exploding targets, glass, target frames, animals, *etc.*, are prohibited.
-  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 any incident occurs due to our acts or omissions and BASF is not liable for any incident occurring before, during or after any of our events.
-  We will ensure no participant in any event is shooting .50 BMG, .416 Barrett, or any cartridge with the muzzle energy on par with the .50 BMG or greater, armor piercing ammunition, tracer rounds, or exploding ammunition.

-  We will not discharge birdshot on the wooden frames provided by BASF. User Groups will be assessed \$20.00 for each frame destroyed by birdshot.
-  We understand that the User Groups are responsible for match setup, participant's entry into the facility during non-business hours, the collection of fees from participants, and the cleanup after every event.
-  We understand cleanup of the range consists of the following: 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 Reserve Range and discover any damage or an unclean range, we must notify a BASF Range Master immediately before we begin our event. We understand failure to notify a BASF Range Master may result in the assessment of cleanup and damage fees 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.
-  We understand when our event is over, the terms and conditions require participants and spectators to leave the Reserve Range we reserved for the event. 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. Reserve Range Card Users (Yellow Card Users) may check in at the Shooting Sports Center and sign in to use the range after an event, if the range is not in use by another User Group. All other event participants are welcomed to shoot on the Main Range.
-  We understand we must provide additional toilet facilities for events lasting more than six hours and with more than 50 participants and spectators. The first facility shall be an ADA approved toilet, with one additional toilet for every 25 additional participants.
-  We understand if we have a large event, we need to notify the Range Staff at least two days in advance to procure additional restroom supplies and trash bags. We also understand we are responsible for removing trash from large events.
-  We understand it is the User Group's responsibility to obtain the proper permits and inspections, including, but not limited to, State Fire Marshal inspections for tents and other facilities prior to events.
-  We understand BASF does not provide brooms, dustpans, and, rakes or shovels to clean up the ranges after we use them for our events. If needed, the User Group must provide these items.

-  We understand that BASF will summarily deny any reservation request if we have any unpaid invoices outstanding for more than 30 days, expired insurance or expired *User Group Acknowledgment Signature Form and Code of Conduct* form.
-  We understand that submitting a range request form for a range and/or building does not automatically guarantee us the range or building for the specified date and time on the request. The range request has no validity until returned with a Confirmation Stamp dated and initialed by a BASF Range Master confirming the request.
-  We understand we must schedule all Reserve Ranges in advance, and that all reservations must be in writing on the proper form provided for these purposes. We also understand Range Personnel will not verbally hold any range in the schedule book. The range request form must be accurate, legible and properly filled out in order to receive a confirmation for the requested range. **E-mail and verbal requests for range reservations are not acceptable.**
-  We understand we must submit all cancellations in writing on the proper form for range cancellations at least seven days in advance of the scheduled event. Cancellations less than seven days prior to the event will result in the application of a Failure to Cancel Fee for each occurrence; \$45.00 per range and/or building scheduled for a half day or less (4 hours or less), and \$75.00 per range and/or building scheduled for a full day (over 4 hours). **E-mail and verbal cancellation requests are not acceptable.**
-  We will ensure all Additional Authorized Person will review the facility wide rules, any posted signs, and all rules regarding the Reserved Ranges listed in this packet. All User Groups shall abide by these rules when conducting matches, training, practices and classes.
-  We understand any safety violations can result in the temporary or permanent revocations of our privileges to shoot at BASF.
-  We understand that there is to be no alcohol on any range.
-  Alcohol may be served at events following the completion of all shooting with prior BASF approval.
-  We understand that any alteration or damage to any target frame provided by BASF will be subject to a \$20.00 fee per frame altered or destroyed by the User Group.
-  We understand BASF Personnel reserve the right to cancel any event if they observe the following: unsafe actions, safety violations, or the use of prohibited targets. Abuse of BASF personnel will also result in the cancellation of any event.
-  We understand all participants and observers are required to wear hearing and eye protection during live fire periods on all ranges during shooting periods.
-  We understand if our User Group receives two Notice of Incidents from BASF personnel, until such a time that we can schedule and complete a meeting with either the BASF

Range Manager or Assistant Manager, we cannot hold any previously scheduled event or schedule new events.

-  We understand in the event of a suspension or cancellation of any event(s) by BASF personnel, regardless of circumstance, all previously scheduled events must be re-scheduled and are subject to the availability of the requested ranges.
  
-  We understand we cannot schedule, conduct, or participate in any activity at the Ben Avery Shooting Facility that is outside the scope of this User Group Agreement without prior approval of the Arizona Game and Fish Department through a Solicitation / Event Permit, in accordance with Arizona Administrative Code R12-4-804. BASF Management shall determine if a Solicitation / Event Permit is required on a case by case basis.

 **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. The User Group is responsible for following all rules found within this packet and posted at every range. The User Group, not BASF, is responsible for the User Group's actions.
2. All shooters must immediately correct any unsafe condition. Everyone is responsible for range safety.
3. There is no shooting between 10:00 PM and 7:00 AM. No exceptions.
4. Participants and observers are required to wear hearing and eye protection on all ranges.
5. Alcohol is prohibited on all ranges. Any shooter impaired due to the consumption of alcohol or chemical substance (including prescription pharmaceuticals) cannot shoot at BASF.
6. There shall be no shooting from moving or parked vehicles.
7. 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.
8. 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.
9. The campground and dump station is for Ben Avery patron use only.
10. All pets must be on a leash and controlled by their owners. All owners must clean up after their pets.
11. 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.
12. The facility speed limit is 15 MPH on paved roads and 5 MPH on dirt roads and parking lots unless otherwise posted. Failure to obey posted speed limits may result in a citation under ARS Title 28.
13. All shots must strike the backstop or impact berm. Shooting above the berm at the hillside is prohibited.
14. Tactical shooting is prohibited on all ranges unless otherwise stated within this packet. BASF defines tactical shooting as forward and backward movement only with the muzzle always pointed at the backstop.
15. All shooters must vacate the range by 10:00 PM unless camping or participating in a large event with prior BASF approval to be on property over night.

## Reserve Ranges available to User Groups

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

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

## Indoor Airgun/Archery Range/Building:

### Description:

The indoor airgun and archery building is an air conditioned configurable building that can meet a variety of air gun and archery shooting needs. It has firing positions for 40 Air Guns OR 24 Archery OR 12 Air Gun and 24 Archery positions available. This building may also be reserved for large events or ceremonies. **Note: Extra fees apply for use, please review fee schedule for charges.**

Facility wide range rules apply. Match Director Responsibilities apply.

-  Only air rifles and/or pistols shooting .177 caliber pellets at velocities of 600 fps or less are permitted.
-  Airsoft and paintball guns are prohibited.
-  Discharging of firearms within the building is strictly prohibited.
-  Crossbows and broadheads 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 feet, 25, 50 and 100 yards, and 50 meters.

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

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 and BASF will assess a \$20.00 fee per frame for each frame destroyed.
-  Handguns are permitted with the following restrictions:
  - Handgun targets must be placed at the 100 yard target line.
  - Handguns may not be fired from under the canopy or shooting tables on the concrete pad.
-  All targets must be placed at the 100 yard target line unless shooting is done from the prone, sitting, or benchrest position.
-  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 on east side of the range only.
-  Tactical shooting is permitted for law enforcement agencies 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 prohibited.
-  All targets must be placed at the 100 yard target line unless shooting is done from the prone, sitting, or benchrest position.
-  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 25-yard bays, with canopy, no tables and 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.
-  Steel targets are prohibited.
-  All shots must impact the backstop (berm).
-  There is no shooting from under the canopy.
-  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. BASF does not provide User Groups with target frames for the High Power range. BASF only provides 4' target frames for User Groups. If the User Group requires targets, please specify the number of 4' target frames required for the event. **Note: Only positions 85 to 99 accepts the 4' frames.**

**Note: BASF may require a User Group to meet with a BASF Range Master to ensure User Group is familiar with High Power range procedures and long range shooting.**

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.
-  Rifles, carbines and muzzleloaders are permitted.
-  Full autos, handguns and shotguns are prohibited.
-  Parking or driving vehicles on shooting pads is prohibited.
-  All shooting must be from the shooting pads.
-  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 Shooting 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. BASF does not supply communications equipment or personnel for the pit.
-  No practice or training 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, maximum of 500 meters, specifically designed for the rifle silhouette shooting discipline.

Facility wide rules apply. Match Director Responsibilities apply.

**Note: Only User Groups with a course of fire consistent with courses of fire outlined by the NRA for the discipline of Rifle Silhouette may use the Rifle Silhouette Range.**

### 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 larger, unless otherwise prohibited
  - Rimfire .22 short, long, long rifle.
  - Soft point, full metal jacket, and hollow point cartridges.
-  Ammunition prohibited on this range:
  - No magnum or belted magnums cartridges are permitted.
  - All center-fire calibers smaller than 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 less than 100 meters.
-  Damages to the targets will result in a \$30.00 per man hour fee to repair or replace the targets and may result in the suspension of the User Group.
-  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.
-  Wood frame target stands with paper targets may be used only at the dedicated target ranges and placed in a manner that all shots will impact the backstop.

## **Pistol 2 Range:**

### **Description:**

This range is only available for scheduling on Saturday and Sunday, no exceptions. Open 15- yard bays, with canopy, no tables, and 16 target positions located at backstop only.

Facility wide rules apply. Match Director Responsibilities apply.

### **Pistol 2 Range specific rules:**

-  This range is only available for reservation on Saturday and Sunday. No exceptions.
-  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.
-  Steel targets are prohibited.
-  No shooting from under the canopies.
-  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.

## Rifle 1 Range

### Description:

This range is only available for scheduling on Saturday and Sunday, no exceptions. This range features a covered concrete pad with wooden shooting tables, stools, 15 shooting points with 90 yard target distances.

Facility wide rules apply. Match Director Responsibilities apply.

### Rifle 1 specific rules:

-  This range is only available for reservation on Saturday and Sunday. No exceptions.
-  Rifles, carbines, muzzleloaders, 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.
  - East to west movement, or shooters facing the lateral berms is prohibited.
-  Steel targets located just behind the target bases at the backstop (berm) are allowed.
-  All wood target frames must be placed in the target holders located at the backstop.
-  Handguns are prohibited.
-  Portable targets are prohibited.
-  No shooting from under the canopy.
-  All shots must be fired from inside the lateral berms.
-  Shooting into lateral berms is prohibited.
-  Full autos are prohibited.

## 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 and BASF will assess a \$20.00 fee per frame 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 the User 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, 200, and 300 yards.

Facility wide rules apply. Match Director Responsibilities apply.

**Note: Only groups engaging in precision rifle shooting from the prone or benchrest position may reserve this range.**

### 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.
-  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.
-  Shotguns are prohibited.
-  Handguns are prohibited.
-  Full autos are prohibited.
-  Tactical shooting is prohibited.
-  Shooting must be from the benchrest or prone positions.
-  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 have cement pads, a canopy, lights, wooden shooting tables and stools. Lights are available for night shooting on bays C & D, and light fee will apply to all night events scheduled on these two bays. (See fee schedule for nightlight usage fee.)

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 and BAF will assess a \$20.00 fee per frame for each frame destroyed by birdshot.
-  Portable targets are permitted.
-  Steel targets are permitted with approval by BASF Range Master prior to set up.
-  All targets, steel or wood target frames, must be positioned so that all shots (including misses on steel targets) impact the backstop (berm).
-  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.
  - 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 meters, specifically designed for the pistol silhouette shooting discipline.

**Note: Only User Groups with a course of fire consistent with courses of fire outlined by the NRA for the discipline of Pistol Silhouette may use the Pistol Silhouette Range.**

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, and long rifle in lever action, pump or semi-auto rifles,
  - .22 Magnum in lever action rifles only.
  - Center fire level action rifle w/tubular magazines, firing standard velocity cast or jacketed ammunition.
  - Black Powder Cartridge Rifle (BPCR) rifles shooting black powder and cast bullets on the long range targets only
-  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.
  - 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.
-  Any damage to the targets, target rails, or target rail mechanisms may result in suspension for the User Group.
-  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.

## 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.
-  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.
-  Unfired ammunition must be removed from a firearm immediately upon exiting the competitive arena at an authorized area established by CMSA rules.
-  The East Mounted Shooting Arena is available for clinics and training classes.  
All horse manure and bedding material must be picked up and placed in the dumpster provided. Failure to do so will result in the assessment of a clean-up fee of \$30 per man-hour to restore the facility back to its original state. The User Group will not be permitted to schedule or use BASF ranges or facilities until this charge is paid in full.
-  Reservation requests for water truck and tractor must be submitted at least 30 days in advance. The water truck and tractor will not be available without a previously approved and scheduled range reservation.

## **Buildings available for lease**

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

**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 Facility 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 additional agreement form that must be submitted before a User Group may schedule the building.

**Burger Bullets High Power Building**- Located in the 1,000 yard firing line parking lot. This building accommodates 40 people. (This building is currently under construction and will be available sometime during 2015).

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

**DPS Classroom**- Located on the west side of the building directly in front of the DPS Range. This building is equipped with an overhead projector and accommodates up to 24 people.

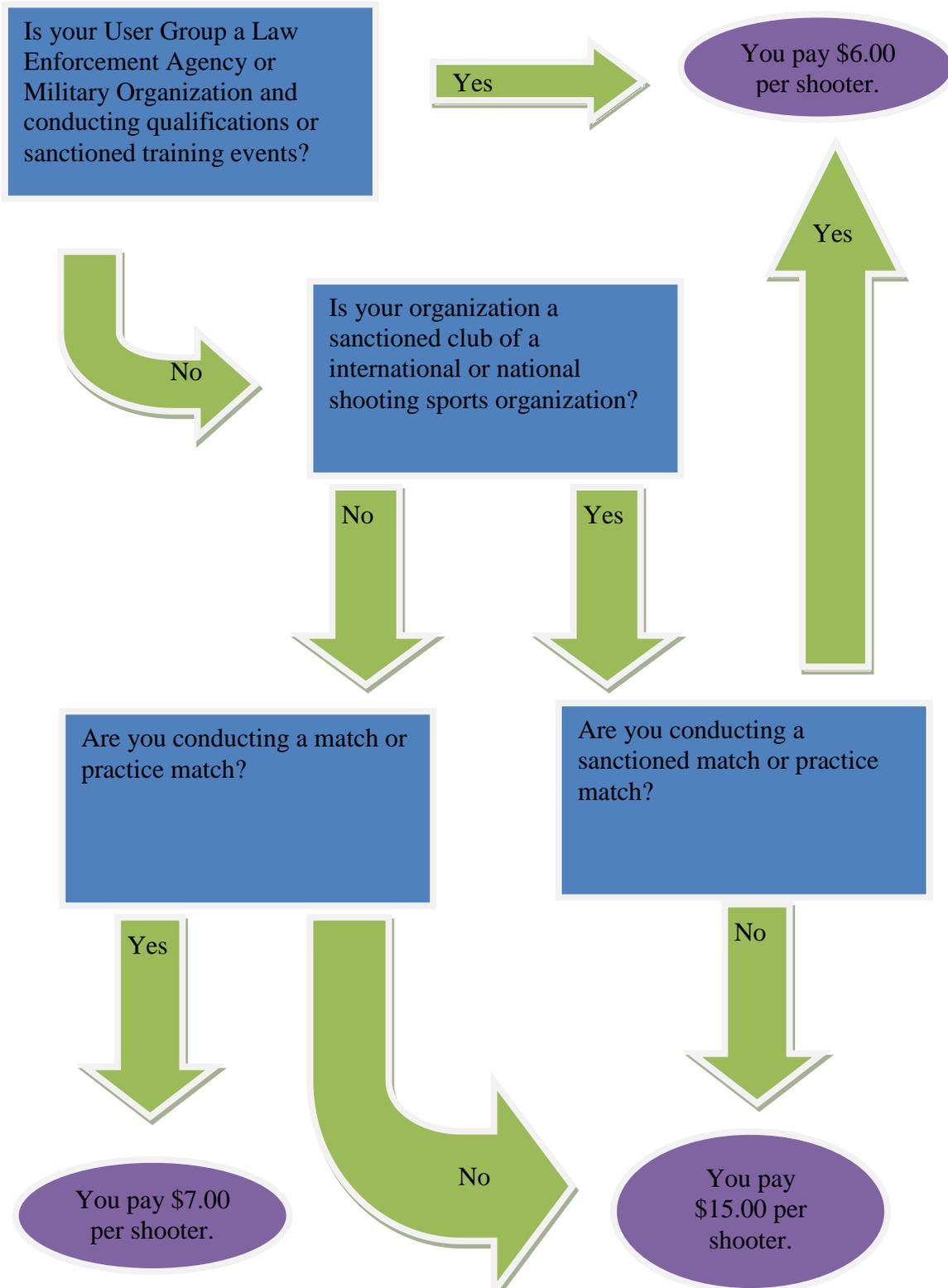
**Benchrest Building**-Located directly in front of the Benchrest Range. This building accommodates 24 people.

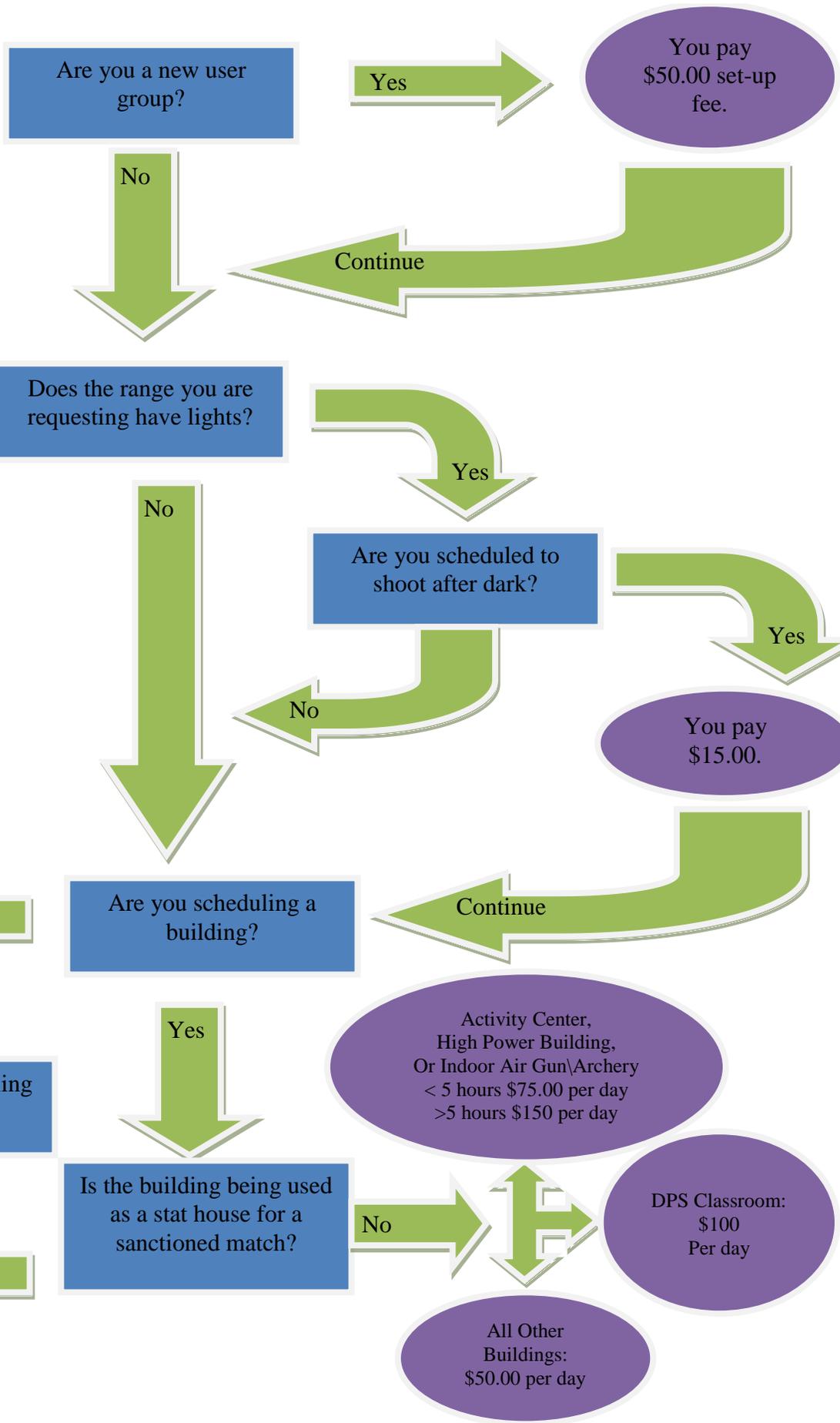
**Practical Pistol Building**-Located in front of Practical Pistol Bay C. This building accommodates 24 people.

## 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 including set-up. **Failure to pick up invoices prior to use of the range can lead to suspension and/or permanent revocation of privileges at BASF.**
-  The User Group may only use the ranges or buildings for the times that appear on the invoice. Any changes must receive advanced approval from authorized BASF personnel.
-  The diversity section on the bottom of the invoice must be filled out and match the number of participants or students listed on the invoice. Please select one diversity option per person. This is a federally mandated requirement. Do not ask your participants their nationality, casual observation will suffice.
  - Note: The diversity section no longer includes a space for junior shooters. They must be reported on the invoice, in the space provided, for each day of the event.
-  If the event consists only of junior participants, the junior diversity numbers must be provided to the Main Range Facility Office within seven days of the event. Failure to provide the diversity numbers to the Main Range Facility Office will result in temporary and/or permanent revocation of range privileges.
-  BASF personnel will select the appropriate shooter type for billing purposes on the invoice but leave blank the number of shooters to be filled in by the User Group at the completion of their event. BASF staff will select all relevant fees for buildings, lighting, and any other applicable fee and it is the User Groups responsibility to accurately record the number of shooters and total the invoice for payment.
-  Partial payments for invoices are not accepted. All fees for the event must be paid on the same invoice at the same time.
-  Payment must be received within thirty days after the completion of the event to avoid the late payment fee.
-  Invoices may be paid at the Shooting Sports Center, during facility operating hours, with cash, check, Master Card or Visa. A payment by check, with the white invoice included, may be mailed to the Main Range Facility Office. Credit card payments can be made at the Main Range Facility Office during office hours.
-  **User groups with invoices delinquent for more than thirty days will be subject to cancellation of previously reserved ranges and future range requests denied until all outstanding invoices are paid in full. Failure to pay within thirty days of the date on an invoice results in the suspension of the User Group. User Groups with invoices thirty or more days delinquent will be referred to the appropriate agency for collection.**

# FEES





## MISCELLANEOUS FEES

### Failure to Cancel Fees

- ✘ Cancellations must be received in writing on the proper form at least seven days in advance of the scheduled event. Cancellations less than seven days prior to the event will result in the application of a Failure to Cancel Fee for each occurrence. **E-mail and verbal cancellation requests are not acceptable.**
- ✘ Any reservation of a building or range for a duration of four hours or less will be assessed a \$45.00 fee per day for each range or building scheduled.
- ✘ Any reservation of a building or range for a duration greater than four hours will be assessed a \$75.00 fee per day for each range or building scheduled.

### 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.

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

### Late Payment Fee

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

### Insufficient Funds Fee

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

### Payment via Credit Card

- ✘ Payment with credit card can only be made in person or over the phone. Do not send credit card information via email, in writing via USPS, or leave credit card information on voice mail.

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

Water Truck Fee: \$100 per day

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

## **Scheduling Ranges and Buildings**

**Requesting a range and/or building:** All range reservation requests must be submitted on the Range Request Form located in the Main Range Facility Office or online at the BASF website. Reservation requests will only be accepted on the current form provided by BASF. All other requests will be rejected.

Requests for ranges/buildings may be sent via fax, mail, or delivered in person to the BASF Facility Office.

**E-mail requests will only be accepted if they include as an attachment a properly filled out Range Request Form and must be submitted to the following address: [BASFRequests@azgfd.gov](mailto:BASFRequests@azgfd.gov).**

BASF 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. **The Detailed Course of Fire must be completed on all requests** (See next page for instructions).

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.**

In order to avoid the issuance of a Failure to Cancel Fee, the User Groups must arrive no later than one hour of the scheduled start time. After one hour, the range will be opened to other user groups. Any subsequent range request approvals will be contingent upon the payment of the Failure to Cancel Fee.

When requesting a time for a range or building, be sure to include any set-up and tear down time required in the request. User Groups cannot, without Range Master approval, stay after their scheduled times. If your event and clean up happens to end earlier than anticipated, stop by the Main Range Facility Office or Shooting Sports Center and inform us so we can open up the range for other users.

It is unacceptable for a User Group to reserve a range for the entire day when an event will only last less than four or five hours. The Ben Avery Shooting Facility considers this practice an abuse of the scheduling system, and if it continues to occur, the User Group will lose its privilege

to reserve ranges until such a time that either the Assistant Range Manager or Range Manager reinstates the User Group.

We encourage User Groups to provide a second or third choice for ranges in the event that the first choice is unavailable.

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

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

**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:** Please see note on the specific range rules regarding requesting the use of these ranges.

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 cancellations must be submitted in writing on the proper form at least seven days in advance of the scheduled event. Cancellations less than seven days prior to the event will result in the application of a Failure to Cancel Fee for each occurrence. All cancellation forms must be received at the Main Range Facility Office in the same manner as Range Request Forms by either fax, mail or hand delivered. **E-mail and verbal cancellation requests are not acceptable.**

**E-mail cancellations will only be accepted if they include as an attachment a properly filled out Range Request Form and must be submitted to the following address: [BASFRequests@azgfd.gov](mailto:BASFRequests@azgfd.gov).**

If cancelling an event where multiple ranges and/or buildings are reserved, be sure to list all ranges and buildings to be cancelled on the Range Cancellation Form. Failure to cancel all

reserved facilities for a single event will result in the application of a Failure to Cancel Fee for each range or facility.

**Cancellations due to weather:** Cancellations due to weather conditions are the only exception to the seven-day cancellation policy. If inclement weather forces the cancellation of an event, contact the RMIC to cancel the invoice. If it is after hours, please contact the BASF Facility Office within one business day to cancel the invoice. Failure to contact BASF personnel will result in the invoice being declared unpaid and future range requests rejected. The possibility of bad weather does not constitute inclement weather for the purposes of canceling an event.

**Short Term Key Agreements:** For events that last multiple days, a Short Term Key Agreement may be filled out at the BASF Facility Office. On the first day of the event, the User Group will be issued a key to a building and will be responsible for the securing of the building for the duration of the event. Keys must be returned immediately upon the conclusion of the event.

**When are the Reserve Ranges available for scheduling?** Ranges may be reserved between Tuesday and Sunday. Please review specific reserve range rules for additional reservation requirements. Only in the case of large events may a User Group request range use on a Monday. Law Enforcement and Military have priority scheduling on Tuesdays.

**The Reserve 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 be accepting range reservations for calendar year 2016 on June 1, 2015, at 8:00 AM. All requests received after June 15, 2015, will be processed after the initial requests have been entered in the range schedule book. Any range requests received prior to the first Monday of June 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 usually 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 Smallbore to Pistol Silhouette.

The Main Range is always open for public use during all events and may not be reserved by any User Group.

Please refer to the memo sent in May with the dates for Expo, 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 cannot process during these three major events expedites the scheduling process for the next year.

## **Reserved Range Cards**

The purpose of the Reserve Range Card (Yellow Card) is to allow competitive shooters to utilize the Reserve Range in their discipline(s) for the purposes of practicing for an upcoming match during regular business hours and only if the range has not been previously scheduled by another User Group. Yellow cardholders may not use a Reserve Range for general recreational shooting. Yellow cards are not issued to students of CCW classes, tactical classes, or public shooters. Yellow cardholders are not permitted to schedule ranges, conduct matches, or use the Reserve Ranges during non-business hours. User groups take priority over any yellow cardholder.

To receive a yellow card, the Sole Responsible Party of a nationally sanctioned competitive shooting group or club must sign off on the Reserve Range Card Request form. By doing so the Sole Responsible Party is agreeing that the individual requesting the Reserve Range Card is a competitive shooter in the organization, is a safe shooter, and will follow the rules and procedures of the range and the directions of BASF personnel. The Sole Responsible Party may impose additional stipulations for their participants to receive a yellow card. Such stipulations may include, but are not limited to, requiring a person to participate in three competitive matches, or shoot in matches for six consecutive months. If a Sole Responsible Party modifies the requirements for their competitors to obtain a yellow card, please notify BASF personnel. With prior approval from BASF Assistant Manager, the Sole Responsible Party may receive a Reserve Range Card for himself or herself.

BASF personnel reserves the right to revoke a yellow card from any user at any time for violating range rules, using the Reserve Ranges for a purpose other than practicing for an upcoming match in their specified shooting discipline, abusing range staff, or any action determined unsafe. Furthermore, a Sole Responsible Party may ask BASF to revoke the yellow card of any individual for any reason.

In the instance of the case of a revocation of a yellow card, the cardholder, not the Sole Responsible Party, is responsible to schedule a meeting with the BASF Range Manager or Assistant Manager as a condition of reinstating the yellow cardholder.

Additional Authorized Persons must receive approval from the Sole Responsible Party to receive a yellow card.

Reserved Range yellow cardholders are restricted to practicing on the range listed on the yellow card only; no exceptions. The Reserved Range Card allows for one guest per visit only; no exceptions.

Junior shooters are not eligible for Reserved Range Cards, however, Junior shooters are eligible as guests of current authorized Reserved Range Cardholders.

Reserved Range Cards are not issued for the High Power Range.



# BEN AVERY SHOOTING FACILITY FACILITY USE FEES

Effective January 1, 2012

## DAILY SHOOTER FEES FOR USER GROUPS

❖ DAILY FEE COMPETITIVE PRACTICE	\$6.00/shooter/day
❖ DAILY FEE COMPETITIVE MATCH	\$6.00/shooter/day
❖ DAILY FEE GENERAL	\$7.00/shooter/day
❖ DAILY FEE TRAINING/EDUCATION	\$15.00/shooter/day
❖ DAILY FEE SECURITY/ARMED GUARD	\$15.00/shooter/day
❖ DAILY FEE LAW ENFORCEMENT/MILITARY	\$6.00/shooter/day

## BUILDING FEES

❖ CLASS ROOMS/STAT HOUSES	\$50.00/day
❖ DPS CLASSROOM	\$100.00/day
❖ BURGER BULLETS HIGH POWER BUILDING	\$75.00/5 hrs or less \$150.00/over 5 hrs
❖ ACTIVITY CENTER	\$75.00/5 hrs or less \$150.00/over 5 hrs
❖ INDOOR EDUCATION RANGE	\$75.00/5 hrs or less \$150.00/over 5 hrs

## OTHER FEES

❖ VENDOR FEE	\$20.00/day
❖ LIGHTS	\$15.00/night
❖ FAILURE TO CANCEL (less than 7 day notice in writing)	
Half day Reservation (4 hrs or less)	\$45.00/range/building
Full day Reservation (over 4 hrs)	\$75.00/range/building
❖ CLEAN UP	\$30.00/man-hour
❖ DESTRUCTION OF TARGET FRAMES	\$20.00/frame
❖ LATE PAYMENT FEE	\$25.00/invoice
❖ WATER TRUCK FEE	\$100.00/day
❖ NEW USER GROUP SET UP FEE	\$50.00



# BEN AVERY SHOOTING FACILITY FACILITY USE FEES

## Camping at Ben Avery Shooting Facility

Rates effective July 1<sup>st</sup>, 2014

Reservations can be made by visiting [www.azgfd.gov/basf](http://www.azgfd.gov/basf)

		Shooters' Campground East		Central Shooters' Campground	
		Water/Electric	Dry	Water/Elec/Sewer	Horse Stalls
Oct 1 <sup>st</sup> -May 31 <sup>st</sup>	Daily	\$30.00	\$12.00	\$35.00	\$15.00
	Weekly	\$120.00	\$50.00	\$140.00	\$50.00
	Monthly	\$340.00	\$150.00	\$400.00	\$150.00
June 1 <sup>st</sup> - Sept 30 <sup>th</sup>	Daily	\$25.00	\$12.00	\$25.00	\$15.00
	Weekly	\$100.00	\$50.00	\$100.00	\$50.00
	Monthly	\$320.00	\$150.00	\$320.00	\$150.00

# **Application**

## **Firearm Instructor List**

For informational purposes only, and for the convenience of our patrons, the Ben Avery Shooting Facility (BASF) intends to have available a list of public user groups that offer classes to the shooting public at BASF. Inclusion on the list is available for current user groups and is voluntary on the part of the user group. If you are interested in having your organization added to this list, please fill out the form below.

The following disclaimer will be posted on the list and the website:

*The following list consists of Ben Avery Shooting Facility (BASF) user groups who have scheduled classes available to the public using BASF facilities. The information provided on the list has been provided to the Arizona Game and Fish Department from user groups. Reference to any specific user group or service, or the use of any user group name is for the information and convenience of the public, and does not constitute or imply endorsement, recommendation, or favoring by the Department and its officials or employees. The Department, its officials and employees make no determination as to the qualifications of a user group for any intended purpose and the public relies on this information at its own risk."*

This list is available in the Main Range Shooting Sports Store during operating hours and posted on our website at

[http://www.azgfd.gov/outdoor\\_recreation/documents/FirearmInstructorList\\_000.pdf](http://www.azgfd.gov/outdoor_recreation/documents/FirearmInstructorList_000.pdf)

Company Name:

---

Contact Name:

---

Contact Information (Website, Email, or Phone):

---

**This page has been intentionally left blank.**

## 2015 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: \_\_\_\_\_

\_\_\_\_\_

---

---

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

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

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

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

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

## Additional Authorized Person(s)

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

I hereby authorize the person(s) listed below to conduct matches, practices, classes and/or schedule ranges in my absence. I understand the person(s) I authorize are acting as the primary 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. Furthermore, any rule or safety violations occurring in events under their direction can result in temporary and/or permanent revocation of our user privileges at the Ben Avery Shooting Facility. I understand it is my responsibility to ensure the accuracy of the Additional Authorized Person(s) list.

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

The authorization form can be updated or changed at any time by submitting a new form.

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

This form will **replace/add to** existing authorized persons (circle one).

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

# Ben Avery Shooting Facility Activity Center Use Agreement

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

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

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

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

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

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

## V. INDEMNIFICATION HOLD HARMLESS CLAUSE

**IF YOU ARE:**

### **PROFIT / NON-PROFIT**

#### **INDEMNIFICATION CLAUSE:**

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

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

### **OR** **PUBLIC AGENCY**

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

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

### **OR** **STATE OF ARIZONA**

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