

## User Group Agreement Signature Form

Commercial\_\_\_ Patron Club\_\_\_ LE/MIL\_\_\_ General\_\_\_ Ed/Train\_\_\_ HE\_\_\_ Vendor\_\_\_ Junior\_\_\_

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

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

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

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

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

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

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

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

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-  We have read and understand the facility wide rules, Specialty Range specific rules, posted signs, and all procedures in the User Group Agreement 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 insurance policy written to include The State of Arizona **and** Arizona Game & Fish Department as secondary insured on the policy. Failure to provide current insurance nullifies the User Agreement on file.
  -  We understand failure to keep our insurance policy up to date or renewing our User Agreement on a yearly basis will result in all previously scheduled ranges being cancelled, 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 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 if we leave before ensuring all participants and spectators have left the range.
  -  We agree to pay all invoices, including assessed fees for damages and failure to cancel within five working days after each event.
  -  We understand that non-compliance with this agreement, 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 under this agreement.
  -  We understand a BASF Range Master will shut down our event for unsafe actions, safety violations and/or the use of prohibited targets.
  -  We understand improperly filled out 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 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 with out 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 authorize designee provided in writing on our User Group Agreement, the reservation request will be denied.

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

**Submit this signed form to BASF Facility Office. Valid for one year from the date above.**

## 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 Agreement. Further, any rule or safety violations under their command can result in temporary and/or permanent revocation of 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 Main Range Facility Office at BASF. The authorization form expires one year from the signature date and at that time becomes null and void.

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

Name	Conduct Matches Y/N	Conduct Practice Y/N	Conduct Class Y/N	Schedule Ranges Y/N
Contact Information (phone # and address)				
Contact Information (phone # and address)				
Contact Information (phone # and address)				
Contact Information (phone # and address)				
Contact Information (phone # and address)				

**Yes, we do want to hear from you! Do you have a comment, idea, or suggestion? We want to know about it.**

<b>Name:</b>	<b>Date:</b>
<b>User Group:</b>	<b>Name of range:</b>

**Please submit this form with your invoice, or drop it by the Main Range Facility Office.**

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

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

**By signing this agreement form, I and the organization 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. A walk through with BASF personnel will be done 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 Main Range Office. This includes tables, chairs, kitchen facility, etc.
- 4.** No wall displays or items will be taken down or moved without prior approval from the Main Range Office.
- 5.** No information or displays will be placed on any walls by any means without prior approval from the Main Range 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 a fee of \$30.00 per man hour will be charged for any clean up required 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 must be approved prior to set up.
- 9.** Driving any vehicle across or on the lawn is prohibited.
- 10.** Damages to the Activities Center and the grounds surrounding the building will be assessed and charged to our User Group for repairs and/or replacement.

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

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

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