



I. Facilities for Use:

This Standard Operating Procedure is set forth to address the use of the Pueblo Municipal Shooters, Inc., (PMS) facilities for individuals or agencies other than PMS instructors and/or PMS sponsored programs and/or events. The club's conference room and range availability is at the discretion of the board of directors.

- A. Board approval must be obtained at least 30 days prior to scheduling an event/class. This can be done via email; however, there must be sufficient time for the board to discuss the request and respond.
- B. All events scheduled for facility usage shall be posted on the classroom calendar.
- C. The request for approval must provide a detailed description of the intended use so the board can decide its acceptability and assure no hazards will be introduced. The information must also include the proposed date and time, expected length of use, and any special needs, i.e., audio/visual.
- D. Attendees shall not exceed 50 persons.
- E. Classroom arrangements shall not impede membership from accessing the sign-in counter and other facilities within the range.
- F. The range shall not be closed to membership use without prior approval from the board.
- G. The event coordinator shall be present through the entire event.
- H. The event coordinator shall be responsible for any additional seating or other furniture as may be required. The furniture owned by the range may be used. Additional chairs may be brought in, but must be removed at the end of the event. No range furniture shall leave the range for any reason without prior board approval.
- I. Any refreshments and materials related to the event must be brought in and removed at the end of the event. The range coffee-bar and related materials are not to be used for the event with the exception of the microwave and refrigerator as appropriate.
- J. The event coordinator is responsible for trash clean-up resulting from the event.
- K. Postings for the approved event are allowed on the white boards.
- L. All other range rules, including uncased guns in the classroom area shall be adhered to unless specific exceptions have been approved by the board.
- M. Failure to abide by these or any other conditions required by the board of directors may subject the member sponsor / coordinator to board sanctions including costs and possible membership revocation.