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5000 W. CAREFREE HIGHWAY, PHOENIX AZ 85086

GOVERNOR: KATIE HOBBS COMMISSIONERS: CHAIR MARSHA PETRIE SUE, SCOTTSDALE | JEFF BUCHANAN, PATAGONIA | JAMES E. GOUGHNOUR, PAYSON
KURT KERR, PINETOP | CLAY HERNANDEZ, TUCSON DIRECTOR: TOM P. FINLEY DEPUTY DIRECTOR: JOSHUA W. HURST

Contained herein is the:
Ben Avery Shooting Facility User Group Terms and Conditions Packet;
V1.5
Published February 2026

These terms and conditions will remain in effect until modified. User Groups will receive notice of modifications via email. Revised terms and conditions will become effective immediately upon being posted in the BASF office and in the BookBen scheduling system.

This “User Group Packet” was developed with the following objectives:

- To explain the range reservation process,
- To document and clarify the policies, procedures, guidelines and safety rules governing the Reserved Ranges, and User Groups.

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

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

Ben Avery Shooting Facility
User Group Terms and Conditions
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Article 1. Purpose: BASF User Group Terms and Conditions

Section 1.01 The purpose of the Ben Avery Shooting Facility (BASF) User Group Terms and Conditions is to provide User Groups with the information necessary to conduct safe matches, classes, and practices. User Groups are competitive or commercial organizations that utilize the Ben Avery Shooting Facility by providing insurance, hold harmless agreements, and agreeing to the Terms and Conditions contained within this document to use the range in an unsupervised capacity.

Section 1.02 These rules serve a single purpose: SAFETY. Failure to abide by these rules shall result in the temporary and/or permanent revocation of User Group privileges to utilize BASF.

Section 1.03 All User Groups must acknowledge acceptance of the Terms and Conditions by signing the User Group Acknowledgment Signature Forms and Code of Conduct.

Section 1.04 Before any User Group may schedule or use a range or facility, a current, signed User Group Acknowledgment Signature Form, Code of Conduct Form, Indemnification Hold Harmless Clause, and current insurance certificate must be on file with the Main Range Store and Operations Center Office.

- (a) It is the sole responsibility of the User Group to maintain a current, signed copy of the User Group Acknowledgment Signature Form and Code of Conduct Form. Expired Forms will result in the cancellation of all events previously scheduled at BASF.
- (b) All User Group contact information must be current with the Main Range Store and Operations Center:
 - a) Name of Responsible Party and names of additional authorized person(s)
 - b) Phone numbers
 - c) Mailing address; E-mail address

Section 1.05 If it becomes necessary to modify, amend, or delete any section of the User Group Terms and Conditions for any reason, changes shall become effective immediately upon publication and a notice of change will be sent via email to all user groups.

- (a) Any change to the User Group Acknowledgment Signature Form and Code of Conduct Form made by BASF supersedes any previous approved Forms.
- (b) Any unauthorized changes to the User Group Acknowledgment Signature Form and Code of Conduct Form by the User Group will render it null and void resulting in all previously scheduled events to be canceled.

Article 2. Insurance Requirements:

Section 2.01 Prior to scheduling or conducting any activities at BASF, all User Groups must have a valid and current \$1 million liability and a \$2 million general aggregate insurance certificate on file with the Rifle and Pistol Range Store and Operations Center.

Section 2.02 The insurance policy must include the following verbatim language naming the State of Arizona as additional insureds:

“The policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the User Group.”

Section 2.03 User Group’s insurance certificate(s) shall include all User Group vendors as additional insured under its policies or User Group shall furnish to BASF separate certificates and endorsements for each vendor. All coverages for vendors shall be subject to the minimum requirements identified above.

Section 2.04 The Ben Avery Shooting Facility will reject any insurance policy submitted that does not meet the aforementioned requirements.

- (a) Until such time that the Rifle and Pistol Range Store and Operations Center receives 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 canceled.
- (b) Upon confirmation of the receipt of a compliant insurance policy, the User Group must resubmit all canceled or denied range reservations through BookBen. The Ben Avery Shooting Facility can offer no guarantee of the availability of any range for the User Group in instances of event cancellation due to a failure to provide an ADOA-compliant insurance policy.

Section 2.05 ADOA-compliant insurance requirements and additional information is available at the following Address doa.az.gov/sites/default/files/2022-11/Checklist.pdf

Section 2.06 NOTICE OF CANCELLATION OF INSURANCE POLICY:

- (a) Each insurance policy required by the insurance provisions of this contract shall provide the required coverage and shall not be suspended, voided, canceled, 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.

Article 3. Responsible Party and Additional Authorized Person(s):

Section 3.01 Every User Group must designate a Responsible Party for all matches, practices, and classes held at the range. By signing the User Group Acknowledgement Signature Form and Code of Conduct, the signers are being designated as the Responsible Party.

Section 3.02 Additional Authorized Person(s):

- (a) BASF understands that it is not possible for the Responsible Party to be present at all events and submit all range requests. Therefore, on the page designated Additional Authorized Person(s), the Responsible Party may identify designated persons who may direct classes, matches, schedule events, and represent the User Group as designated on the Additional Authorized Person(s) form.
- (b) By adding a person 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.

Article 4. Obligations of Responsible Party and Authorized Person(s):

Section 4.01 The following rules and procedures apply to any match, practice, event, or class conducted at BASF. Each member of the User Group agrees to the following rules and regulations of BASF, the Reserve Range(s) and Facilities:

- (a) 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 and / or practice.
- (b) We agree to keep all User Group information current with the Rifle and Pistol Range Store and Operations Center. This includes a current liability insurance certificate(s), Hold Harmless agreement(s), User Group Acknowledgement Signature Form, Code of Conduct, and contact information for the Responsible Party.
- (c) We acknowledge that failure to keep our insurance policy current, or failure to submit the current years User Group Acknowledgement Signature Form, Code of Conduct, and Hold Harmless Agreement will result in the cancellation of all scheduled events. It is the User Groups responsibility to make sure their insurance is up to date. There are no indemnification/hold harmless requirements for the State of Arizona, its departments, agencies, boards and commissions or universities.
- (d) 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.

- (e) We are responsible for all participants, spectators, and others, for range safety, the cleanliness and/orderliness of ranges and buildings we use, and we will comply with governmental regulations applicable to our activities including potable water and sanitation.
- (f) We understand that all activities must follow state and federal regulations pertaining to Junior Shooters. A Junior Shooter is any individual 17 years of age or younger.
- (g) We will shoot only at targets authorized by authorized BASF personnel. Prohibited targets include, but are not limited to, 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, and clay targets.
- (h) We understand the facility is closed to taking wildlife. Violators are subject to criminal citations under Arizona Revised Statutes (A.R.S.) Title 17.
- (i) 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.
- (j) We will ensure no participant in any event is shooting .50 BMG, .416 Barrett, or any cartridge with the muzzle energy on par or exceeding the .50 BMG or greater, tracer rounds, incendiary, or exploding ammunition.
- (k) We will not discharge birdshot on the wooden frames provided by BASF.
- (l) We understand that the User Groups are responsible for match setup, participant entry into the facility during non-business hours, the collection of fees from participants, and the cleanup after every event. We further understand that we are not authorized to be on the property prior to 6:30 am without written authorization from the range staff.
- (m) We understand cleanup of the range consists of the following:
 - 1) Policing brass, removing shotgun wads, and hulls and removing paper targets from BASF target frames,
 - 2) Returning target frames to holders and securing them in place, putting away any crows-feet,
 - 3) Moving tables and stools back to their original positions,
 - 4) Lowering the range flag,
 - 5) Ensuring all trash is placed in trash receptacles, and leaving the range in good condition for the next User Group.
 - 6) Failure to clean up the range or building will result in a clean-up fee added to our invoice.
- (n) We understand any damage to the property, facility buildings, or target frames will result in our User Group being assessed the cost of repairs or replacements.

- (o) We understand if we arrive at our scheduled Reserve Range and discover any damage to the ranges, we must notify a BASF Range Master immediately before we begin our event. Failure to notify a BASF Range Master in Charge (RMIC) may result in the assessment of cleanup and damage fees to our User Group. **The number to report any damage is 602-531-8083 if the phone is not answered, leave a message.**
- (p) We understand that all participants and spectators must leave the Reserve Range when our event is over. Participants may not use the range before or after the scheduled event, or use any other range other than the one reserved. The Responsible Party must be the last person to leave the range when the event is completed.
- (q) 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. If adding more than 20 additional facilities, at least 1 out of each 20 must be ADA approved toilets.
- (r) We understand that if we have a large event requiring additional restroom supplies and or trash bags that we will notify the User Group Liaison at least five business days in advance of the event. We also understand that it is our responsibility to remove trash from large events.
- (s) We understand it is the User Group's responsibility to obtain all proper permits and inspections for our vendors and have them accessible if requested by authorized BASF staff. This will include, but not limited to, State Fire Marshal inspections for tents and other facilities, and all food handling permits and licenses needed for food vendors prior to our events.
- (t) We understand that any Fire Marshal inspections **must be accompanied by Department staff**, and that we must notify the Range Manager at least one week prior to any scheduled State Fire Marshal inspection.
- (u) **We understand BASF does not provide brooms, dustpans, rakes or shovels to clean up the ranges after we use them for our events. If needed, the User Group must provide these items.**
- (v) We understand that BASF will summarily deny any reservation request if we have any unpaid invoices outstanding for more than 30 days or an expired insurance policy.
- (w) We understand that submitting a range request online 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 a confirmation email is received from authorized BASF personnel approving the request on BookBen. This reservation may be modified, changed or deleted based on the needs of the range.
- (x) We understand we must schedule all Reserve Ranges in advance on BookBen and that e-mail and or verbal requests for range reservations will not be accepted.
- (y) We understand we must submit all cancellations via Book Ben and that they must be

received by BASF not less than seven (3) days prior to the event. Cancellations less than three (3) days prior to the event will result in the application of a Failure to Cancel Fee for each occurrence: The Minimum Use Fee specific for that range is the cancellation fee. **E-mail and verbal cancellation requests will not be accepted.**

- (z) We will ensure all Additional Authorized Persons 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.
- (aa) We understand any safety violations can result in the temporary or permanent revocation of our privileges to shoot at BASF.
- (bb) We understand that alcohol may not be possessed or consumed on any range at any Time and any witnessed use may result in revocation of the user group privileges.
- (cc) We understand that any alteration or damage to any target frame provided by BASF will be subject to a \$20.00 fee per frame.
- (dd) We understand BASF Personnel reserve the right to terminate any event if they observe the following: unsafe actions, safety violations, or the use of prohibited targets. Disrespectful behavior, yelling or speaking in a raised voice, aggressive behavior, and/or the use of profane or derogatory language toward BASF personnel or other users of the range, may result in the offending person's removal from the BASF facility, cancellation of future reservations, and revocation of user group privileges.
- (ee) We understand all participants and observers are required to wear hearing and eye protection during live fire periods on all ranges during shooting periods.
- (ff) 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 the BASF Range Manager, we cannot hold any scheduled events or schedule new events.
- (gg) We understand that when utilizing BASF buildings, The Responsible Party must ensure all lights are shut off, all trash is deposited in the waste cans, and all tables and chairs are returned to their original location when finished for the day.
- (hh) In compliance with existing Arizona Game & Fish Department policy, we understand that no User Group may perform welding or metal work on the BASF without the prior written authorization of the BASF Manager. (If permission is granted Arizona Game and Fish hot works policy must be followed.)
- (ii) We understand that without prior written authorized BASF personnel approval, User Groups shall not drive or park any vehicle on any range.

- 1) User Groups may temporarily park in driveways or on the range for unloading/loading purposes only. All vehicles shall be moved to a designated parking area before shooting commences.
 - 2) Do not block emergency access roads and/or driveways to any range or building for any reason.
 - 3) 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 to repair the range back to its normal condition. This fee will be added to the User Groups original invoice. The User Group will not be permitted to schedule or use BASF ranges or facilities until this charge is paid in full.
 - 4) Violation of this policy may result in cancellation of your reservation and suspension and/or revocation User Group privileges.
 - 5) If an ADA accommodation is needed, a request can be sent to the user group liaison, and will go through the Department's review process..
- (jj) Do not put brass in the trash cans. **If you don't want to take your brass with you, leave it behind in a box, tub or designated brass bin and a member of staff will remove it from the range.**
- (kk) If your event is going to include food vendor(s), a valid food handlers card needs to be provided to the User Group Liaison before the start of the event for each vendor in attendance.

Section 4.02 Contacting a BASF Range Master:

- (a) 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 cell phone carried by the RMIC.
- (b) The RMIC needs to be immediately notified in the event the User Group arrives to a dirty range, witnesses an unsafe action, observes any damage to the range, wildlife issues or another User Group is using their reserved range.

Section 4.03 Medical Emergency:

- (a) User groups are required to provide their own first aid kits.
- (b) In the event of a medical emergency during regular Public Range business hours:
 1. Call 911 immediately to summon emergency services.
 2. Then contact the RMIC 602-531-8083. The RMIC will meet and escort emergency personnel to the proper range to expedite a timely response to all emergencies.
- (c) If a medical emergency occurs after business hours and the RMIC is not on the property, the User Group must call 911, and have someone from the User Group meet EMS at the main entrance and escort them to the area. Afterwards, the User Group must contact BASF personnel as soon as possible via email at BASFrequests@azgfd.gov, but no later than the next business day.

Article 5. Event promotion and signage:

Section 5.01 The User Group must ensure that all event promotion intended to be displayed on BASF property has been submitted with a completed solicitation request for review and approval. This includes all banners, signs, brochures, and flyers. If it is determined after the solicitation request has been approved that a User Group would like to display additional event promotions, a new solicitation request must be complete for all promotions not covered in the original request.

Section 5.02 Any event signs or banners intended to be displayed along Carefree highway, when applicable, must be approved by ADOT in advance and approval must be provided to the user group liaison. It is also the User Groups responsibility to remove all promotions at the conclusion of the event.

Article 6. Reserved Range Rules:

Section 6.01 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. These are facility wide rules and apply to all ranges on the BASF property. Range rules may be subject to change under the approval of BASF staff.

Section 6.02 In order to make your visit to this facility safe and enjoyable, please read and follow the rules below:

- (a) All shooters must immediately correct any unsafe condition. Everyone is responsible for range safety.
- (b) All shooters must stop shooting prior to 10:00 PM and vacate the range, unless camping or participating in a large event with prior BASF approval to be on property overnight.
- (c) No shooting is allowed before 7:00 AM.
- (d) Participants and observers are required to wear hearing and eye protection on all ranges.
- (e) Alcohol is prohibited on all ranges. Any shooter impaired due to the consumption of alcohol or chemical substances (including prescription pharmaceuticals) is prohibited from shooting at BASF. Any witnessed alcohol or chemical substance use may result in revocation of the user group privileges.
- (f) **There shall be no shooting from moving or parked vehicles. No exceptions.**
- (g) 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.

- (h) The facility is closed to the taking or harassing of all wildlife. Hunting is prohibited on BASF property. Violators are subject to citation under ARS Title 17.
- (i) 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.
- (j) 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.
- (k) Tactical Shooting: Tactical shooting is permitted ONLY on certain ranges. Refer to descriptions and range specific rules listed in Section 5.07 through 5.20 for ranges allowing tactical shooting. Tactical shooting is defined as any movement effected, with a loaded firearm, to shoot targets from multiple positions and/or locations. All movement must be accomplished with the fingers visibly outside the trigger guard. The firearm must remain oriented in a safe direction, down range at all times, and safety mechanisms must be engaged while the shooter is moving.
- (l) Simunitions and other less lethal munitions may be used with prior BASF approval.
- (m) Birdshot is prohibited on all BASF target frames.

Section 6.03 Target Placement

- (a) All rounds must impact the backstop. All targets must be placed close enough to the back berm so that all rounds that pass through the target or miss the target, strike the backstop, and not the floor of the range or the mountain behind the berm. Shooting into lateral berms is prohibited for any reason and will result in temporary and/or permanent revocation of privileges.
- (b) All steel targets must be positioned at the backstop berm.
- (c) If a user group would like to set up their steel targets towards the front of the range, they must first must have the range on either side of the one(s) they will be using reserved to act as a buffer. Then they must submit a request to the BASF User Group Liaison.

Section 6.04 Authorized Targets:

- (a) Paper targets must be supplied by the User Group and affixed to BASF supplied target frames. All paper targets used by a User Group must be removed from the BASF wood frames provided and disposed of at the conclusion of the reservation.
- (b) Steel Targets. BASF permits steel targets on certain Reserve Ranges. Steel targets

must have a downward canted angle and be manufactured for the purpose of being a designated target. Please refer to the Reserve Range Rules to determine which ranges BASF permits the use of steel targets.

- (c) Polymer Targets are stationary flat, silhouette style, polymer targets designed to allow bullets to pass-through without deflection or ricochet. Please refer to the Reserve Range Rules to determine which ranges BASF permits the use of polymer targets.
- (d) Ballistic gelatin. Used to test ballistic performance.

Section 6.05 Prohibited Targets:

- (a) Bottles, rocks, cans, food, appliances, glass of any kind, cactus, live or dead animals, bowling pins, mannequins, hubcaps, vehicles, exploding targets, binary or chemically reactive targets, ground bouncing targets, **Clay Targets**, or anything not designed by the manufacturer to be a firearm target.
- (b) Unless otherwise listed as an authorized target, or the User Group received permission from authorized BASF personnel, all other targets are prohibited.
- (c) Law enforcement agencies providing training to law enforcement may use other types of targets only if approved by BASF management in writing for each instance of use. Generally, Mondays will be the only days during the week that other targets will be approved for use.

Section 6.06 Reserve Ranges available to User Groups:

- (a) Reserve Ranges in order from East to West:

- 1) Indoor Airgun and Archery Range
- 2) Smallbore
- 3) Rifle 2
- 4) Pistol 3 & 4
- 5) High Power
- 6) Frank L. DeSomma Memorial Range
- 7) Pistol 2 **(weekend only)**
- 8) Rifle 1 **(weekend only)**
- 9) DPS Range **(weekend only)**
- 10) Benchrest
- 11) Practical Pistol Ranges A, B, C, D, E, and F
- 12) Pistol Silhouette

13) Mounted Shooting Arena East and West

Section 6.07 Indoor Airgun/Archery Range:

- (a) 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 Airguns OR 24 Archery OR 12 Airgun and 24 Archery positions available.
- (b) Facility wide range rules apply.
- (c) Only air rifles and/or pistols shooting .177 caliber pellets at velocities of 600 fps or less are Permitted.
- (d) Airsoft and paintball guns are prohibited.
- (e) Discharging of firearms within the building is strictly prohibited.
- (f) Crossbows and broadheads are not permitted in the building.

Section 6.08 Smallbore Range:

- (a) Description: This range features lighting for night shooting and a covered concrete shooting pads with wooden shooting tables. This range 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.
- (b) The fee for lights applies to all night events scheduled on this range. (See fee schedule for use of nightlights).
- (c) Facility wide range rules apply. Responsible Party Obligations apply.
- (d) The red flag (located at the corner of the driveway) must be up when firing and taken down after each event is complete.
- (e) Rifles, carbines, and muzzleloaders are permitted.
- (f) Shotguns using buckshot and/or slugs are permitted.
- (g) Handguns are permitted with the following restrictions:
 - 1) Handgun targets must be placed at the 100-yard target line, with the firing line set to the desired distance from the back berm.
 - 2) Handguns may not be fired from under the canopy or shooting tables on the concrete pad.

- (h) All targets must be placed at the 100-yard target line unless shooting is done from the prone, sitting, or benchrest position.
- (i) Steel targets are permitted only with authorized BASF personnel approval. If approved, steel targets, with a downward canted angle, must be placed at the backstop (berm) on the far east side of the range only.
- (j) The following targets are allowed:
 - 1) Paper targets attached to cardboard on wooden frames placed in the target holders located at the back-stop (berm).
 - 2) Stationary flat, silhouette style, polymer targets designed to allow bullets to pass-through without deflection or ricochet, placed at the back-stop (berm) are permitted.
- (k) Cross firing is prohibited.
- (l) Shooting into lateral berms is prohibited. All shots must impact the backstop (berm).
- (m) Fully automatic firearms are prohibited.
- (n) Tactical shooting is permitted with prior approval from authorized BASF personnel.

Section 6.09 Rifle 2 Range:

- (a) Description: This range features a covered concrete shooting pad with wooden shooting tables, stools, 25 shooting points with 50 meter, 50 and 100 yard target distances.
- (b) Facility wide range rules apply. Responsible Party Obligations apply.
- (c) The red flag (located at the corner of the driveway) must be raised before any shot is fired. Once shooting is done in that area, the flag must be taken down.
- (d) Handguns are prohibited
- (e) Rifles, carbines, and muzzle loaders are permitted.
- (f) Shotguns using buckshot and/or slugs are permitted.
- (g) All targets must be placed at the 100-yard target line unless shooting is done from the prone, sitting, or benchrest position.
- (h) Tactical shooting is permitted (lateral movement only).
- (i) Steel targets are prohibited.

- (j) The following targets are allowed:
 - 1) Paper targets attached to cardboard on wooden frames placed in the target holders located at the back-stop (berm).
 - 2) Stationary flat, silhouette style, polymer targets designed to allow bullets to pass-through without deflection or ricochet, placed at the back-stop (berm) are permitted.
- (k) All other portable targets are prohibited.
- (l) Shooting into lateral berms is prohibited. All shots must impact the backstop (berm).
- (m) Fully automatic firearms are prohibited.
- (n) Cross firing is prohibited.

Section 6.10 Pistol 3 & 4 Ranges:

- (a) Description: Open 25-yard bays, with canopy, no shooting tables and 15 target positions located at backstop only.
- (b) Facility wide range rules apply. Responsible Party Obligations apply.
- (c) The red flag (located at the corner of the driveway) must be raised before any shot is fired. Once shooting is done in that area, the flag must be taken down.
- (d) Shotguns using buckshot and/or slugs are permitted.
- (e) Handguns are permitted.
- (f) Rifles are prohibited
- (g) Fully automatic firearms are prohibited.
- (h) Tactical shooting is permitted.
- (i) There is no shooting from under the canopy.
- (j) Shooting into lateral berms is prohibited. All shots must impact the backstop (berm).
- (k) All shots must be fired toward the back-stop from inside the lateral berms.
- (l) The following targets are allowed:
 - 1) Paper targets attached to cardboard on wooden frames placed in the target holders located at the back-stop (berm).

2) Stationary flat, silhouette style, polymer targets designed to allow bullets to pass-through without deflection or ricochet, placed at the back-stop (berm) are permitted.

- (m) Portable targets and all other targets are prohibited.
- (n) Steel targets are prohibited.
- (o) Cross firing is prohibited.

Section 6.11 High Power Range:

- (a) Description: This range features 100 shooting positions at 100, 200, 300, 500, 600, 800, 900 and 1,000 yards.
- (b) NOTE: 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 target frames, please specify the number of 4' target frames required for the event when submitting your reservation request. Only shooting positions # 85 –# 99 accept the 4 ft. frames. The User Group may be required to meet with Range staff to ensure the User Group is familiar with High Power range procedures and long-range shooting.
- (c) Facility wide range rules apply. Responsible Party Obligations apply.
- (d) The red flag (located at the east end of pit/backstop) must be up when firing and taken down after each event is complete.
- (e) Rifles, carbines and muzzleloaders are permitted.
- (f) Fully automatic firearms, handguns and shotguns are prohibited.
- (g) Parking or driving vehicles on shooting pads is prohibited. No exceptions.
- (h) All shooting must be from the shooting pads.
- (i) Tactical shooting is prohibited.
- (j) Shooting into lateral berms is prohibited. All shots must impact the backstop (berm).
- (k) Steel targets are prohibited.
- (l) Responsible Party or Instructor must lock the gates across the east and west sections of the lateral berms where Calle Silhouette (the road through the middle of the range) runs through, when shooting 500 yards and beyond. Contact the Rifle and Pistol Range Store and Operations Center for High Power keys prior to shooting.

- (m) Responsible Party or Instructor is responsible for gate monitoring and 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.
- (n) The speed limit on the dirt road to and from the pit is 5 MPH.
- (o) Gates must be unlocked and secured after each event is complete. Keys must be returned to the Store and Operations Center.
- (p) Communication between the firing line and the pit is required and must be arranged by The Responsible Party or Instructor. BASF does not supply communications equipment or personnel for the pit.
- (q) User Groups must ensure adequate personnel to properly operate target elevators in the pit, and to monitor and control firing line activities.
- (r) Cross firing is prohibited.

Section 6.12: Frank L. DeSomma Memorial Range

- (a) Description: Multi-use rifle steel target range with impact berms at 200/300/385 and 500 meters. Range can be used for the Rifle Silhouette Discipline or for use as a rifle steel target range.
- (b) Facility wide range rules apply. Responsible Party Obligations apply.
- (c) The red flag (located at the corner of the driveway) must be up when firing and taken down after each event is complete.
- (d) Muzzle loaders are permitted.
- (e) Rifles permitted with ammunition and caliber restrictions.
- (f) Armor-piercing, steel core/steel jacket, solid copper bullets or other hardened bullets are strictly prohibited. When using BASF provided steel targets, rounds with a published muzzle velocity exceeding 3600 fps are permitted on designated targets (18" ♦ shaped) only.
- (g) Pneumatic air rifles are permitted.
- (h) Fully automatic firearms, handguns and shotguns are prohibited.
- (i) Personally-owned steel designed specifically to be shot by rifle calibers is permitted.
- (j) Damages to the targets will result in a \$30.00 per hour fee to repair or replace the targets and may result in the suspension of the User Group.

- (k) Any targets, mounting surfaces, hardware or rails, damaged will be assessed full replacement value to the User Group.
- (l) Tactical shooting is prohibited.
- (m) Shooting into lateral berms is prohibited. All shots must impact the backstop (berm).
- (n) Wood frame target stands with paper targets may be used for the purpose of sighting in or zeroing a rifle. Targets must be placed in a manner that all shots will impact a backstop not the floor of the range.
- (o) All other targets are prohibited on this range.
- (p) If shooting multiple targets, the angle of engagement should not exceed 20 degrees.
- (q) Brass clean-up is the User Group responsibility. Brass may be placed into the red brass collection barrels. Brass which falls forward of the firing line must be cleaned up and placed in the proper barrels provided. Benches and stools may be moved at the User Groups discretion. If they are moved, they must be moved back when done shooting.

Section 6.13 Pistol 2 Range:

- (a) Description: This range is only available for scheduling on Saturday and Sunday, no exceptions. Open 15-yard bay, with canopy, no shooting tables, and 16 target positions located at backstop only.
- (b) Facility wide range rules apply. Responsible Party Obligations apply.
- (c) The red flag (located at the corner of the driveway) must be raised before any shot is fired. Once shooting is done in that area, the flag must be taken down.
- (d) Shotguns using buckshot and/or slugs are permitted.
- (f) Handguns Permitted.
- (g) Fully automatic firearms, rifles and carbines prohibited.
- (h) Tactical shooting permitted.
- (i) No shooting from under the canopies.
- (j) All shots must be fired toward the backstop (berm) from inside the lateral berms.
- (k) Shooting into lateral berms is prohibited. All shots must impact the backstop (berm).

- (l) The following targets are allowed:
 - 1) Paper targets attached to cardboard on wooden frames placed in the target holders located at the backstop (berm).
 - 2) Stationary flat, silhouette style, polymer targets designed to allow bullets to pass-through without deflection or ricochet, placed at the backstop (berm) are permitted.
- (m) Portable targets and all other targets are prohibited on this range.
- (n) Steel targets are prohibited.
- (o) Cross firing is prohibited.

Section 6.14 Rifle 1 Range:

- (a) Description: This range is only available for reservation on Saturday and Sunday. No exceptions. This range features a covered concrete pad with wooden shooting tables, stools, 15 shooting points with 100-yard target distances.
- (b) Facility wide range rules apply. Responsible Party Obligations apply.
- (c) Cross firing is prohibited.
- (d) Rifles, carbines, muzzleloaders, handguns, and shotguns are permitted.
- (e) Shotguns using buckshot and/or slugs are permitted.
- (f) Tactical shooting is permitted.
- (g) East to west movement while shooters are facing the lateral berms is prohibited.
- (h) Shooting from under the canopy is prohibited.
- (i) All shots must be fired toward the backstop (berm) from inside the lateral berms.
- (j) Paper targets attached to BASF wooden frames placed in the target holders located at the back-stop (berm) are permitted.
- (k) Stationary flat, silhouette style, polymer targets designed to allow bullets to pass-through without deflection or ricochet, placed at the back-stop (berm) are permitted.
- (l) Steel targets with a downward canted angle, located just behind the target bases at the backstop (berm) are permitted.

- (m) Portable targets and all other targets are prohibited.
- (n) Shooting into lateral berms is prohibited. All shots must impact the backstop (berm).
- (o) Fully automatic firearms **are** prohibited.

Section 6.15 DPS Range:

- (a) 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.
- (b) Facility wide range rules apply. Responsible Party Obligations apply.
- (c) The red flag (located at the corner of the driveway) must be up when firing and taken down after each event is complete.
- (d) Cross firing is prohibited.
- (e) Handguns, rifles, carbines, muzzle loaders are permitted.
- (f) No pistol shooting beyond 50 yards.
- (g) Shotguns using buckshot and/or slugs are permitted.
- (h) The following targets are allowed:
 - 1) Paper targets attached to BASF wooden frames placed in the target holders located at the back-stop (berm).
 - 2) Stationary flat, silhouette style, polymer targets designed to allow bullets to pass-through without deflection or ricochet, placed at the back-stop (berm) are permitted.
 - 3) Steel targets with a downward canted angle; located at the backstop (berm).
 - 4) No other types of portable targets are permitted on the range.
- (i) All target frames must be returned to the target bins on the east side of the building at the end of your event.
- (j) Tactical shooting is permitted with prior approval from authorized BASF personnel.
- (k) The use of the 50-yard target holders is prohibited. No exceptions.
- (l) Three-Round burst Permitted in prone, standing, sitting or kneeling stationary positions. Fully automatic firearms are permitted from prone or sitting positions only.

- (m) Shooting into lateral berms is prohibited. All shots must impact the backstop (berm).
- (n) Parking vehicles on the range is prohibited.
- (o) Vehicles may be driven down range on the east side of the range only for set up and tear down purposes. Do not drive over cemented areas on the range. All vehicles must be removed to the parking lot prior to shooting. No exceptions.

Section 6.17 Benchrest Range:

- (a) Description: A covered range with 65 concrete shooting tables and target holders at 100, 200, and 300 yards.
- (b) Facility wide rules apply. Responsible Party Obligations apply.
- (c) Only groups engaging in precision rifle shooting may reserve this range.
- (d) The red flag (located at the corner of the driveway) must be up when firing and taken down after each event is complete.
- (e) Rifles, carbines and muzzle loaders are permitted.
- (f) Steel targets with a downward canted angle, placed against the 300-yard backstop, are permitted and must be approved by authorized BASF personnel prior to set up.
- (g) Shooting must be from the benchrest or prone positions. Shooting from the standing offhand position must be done in a precise and accurate manner. (e.g. Schuetzen style of rifle shooting).
- (h) Rifle-rests with spikes or pointed feet are not permitted for use directly on the concrete shooting benches.
 - 1) Rifle-rests with spikes or pointed feet must use “pucks” and/or other devices that stop the spikes or pointed feet from coming into direct contact with the concrete shooting bench surface.
 - 2) Any rifle-rest that damages the concrete shooting bench surface is not permitted.
 - 3) Modifications, drilling, or pounding spikes into the concrete shooting bench surface is strictly prohibited.
 - 4) Any markings put on the shooting tables, must be removed by the User Group at the conclusion of the event.
- (i) Shotguns are prohibited.
- (j) Handguns are prohibited.
- (k) Fully automatic firearms are prohibited.

- (l) Tactical shooting is prohibited.
- (m) Shooting into lateral berms is prohibited. All shots must impact the backstop (berm).
- (n) Driving over the in-ground target holders is prohibited.
- (o) The road on the east side of the range next to the berm is available to utilize for set-up and tear down purposes only.
- (p) All vehicles must be returned to the parking lot prior to shooting.
- (q) Cross firing is prohibited.
- (r) Parking on the range is prohibited.
- (s) The following targets are allowed:
 - 1) Paper targets attached to BASF wooden frames placed in the target holders located at the back-stop (berm).
 - 2) Stationary flat, silhouette style, polymer targets designed to allow bullets to pass-through without deflection or ricochet, placed at the back-stop (berm) are permitted only with authorized BASF personnel approval.

Section 6.18 Practical Pistol Ranges:

- (a) Description:
 - 1) There are 6 bays available: A, B, C, D, E, and F.
 - 2) Bays A, B, C & D are 100 yards; Bays E & F are 15 yards.
 - 3) Bays C & D have cement pads, a canopy, lights, wooden shooting tables and stools.
(Lights are available for night shooting on bays A, C & D, and light fee will apply to all night events scheduled on these bays. (See fee schedule for nightlight usage fee.)
- (b) Facility wide rules apply. Responsible Party Obligations apply.
- (c) Range Specific rules for bays A, B, C & D:
 - 1) The red flag (located at the corner of the driveway) must be raised before any shot is fired. Once shooting is done in that area, the flag must be taken down.
 - 2) Fully automatic firearms are permitted; Shooters must be prone or sitting when shooting in full auto mode.
 - 3) 3-Round Bursts permitted in stationary positions only.
 - 4) Pistols, rifles, carbines, muzzle loaders are permitted.
 - 5) Shotguns using buckshot and/or slugs are permitted.
 - 6) Portable targets are permitted.

- 7) Stationary flat, silhouette style, polymer targets designed to allow bullets to pass-through without deflection or ricochet, placed at the back-stop (berm) are permitted.
- 8) Steel targets with a downward canted angle are permitted and must be placed at the backstop (berm) with approval by authorized BASF personnel prior to set up.
- 9) All targets including wood target frames, must be positioned so that all shots impact the backstop (berm). All shots must impact the backstop (berm).
- 10) All shooting must be done from inside the lateral berms.
- 11) Tactical shooting is permitted.
- 12) Shooting into lateral berms is prohibited. All shots must impact the backstop (berm).
- 13) All target stands and target bases (crows-feet) must be returned to the storage bins and racks located on Bays A, C and D, and all tables and benches must be returned to their original positions.
- 14) PRACTICAL PISTOL BAY A: ROUGHRIDER SALOON: If shooting from inside, or adjacent to the structure, the muzzle must be forward of, and well clear of the structure when firing to avoid muzzle flash damage to the structure surfaces.
User Groups may be charged to repair any damage that is caused by their actions.

(d) **Range specific rules for Practical Pistol bays E & F:**

- 1) 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.
- 2) Handguns and pistol caliber carbines are permitted.
- 3) Fully automatic firearms are prohibited.
- 4) Shotgun use with prior approval by authorized BASF personnel only.
- 5) The following targets are allowed:
 - a. Paper targets attached to cardboard on BASF wooden frames placed in the target holders located at the backstop (berm).
 - b. Stationary flat, silhouette style, polymer targets designed to allow bullets to pass-through without deflection or ricochet, placed at the backstop (berm).
- 6) Steel targets and other portable targets are prohibited.
- 7) Tactical shooting prohibited.
- 8) Shooting into lateral berms is prohibited. All shots must impact the backstop (berm).
- 9) Coosies General Store and Ft. Sinclair: If shooting from inside, or adjacent to the structure, the muzzle must be forward of, and completely clear of the structure when firing to avoid muzzle flash damage to the structure surfaces.

Section 6.19 Pistol Silhouette Range:

- (a) Description: A covered cement shooting pad featuring silhouette animals at varying distances out to 200 meters, specifically designed for the pistol silhouette shooting discipline.
- (b) 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.

- (c) Facility wide rules apply. Responsible Party Obligations apply.
- (d) The red flag (located at the corner of the driveway) must be up when firing and taken down after each event is complete.
- (e) Handguns permitted.
- (f) Firearms firing low velocity cartridges permitted as defined below:
 - 1) .22 short, long, and long rifle.
 - 2) .22 Magnum.
 - 3) Center fire lever action rifles w/tubular magazines, firing standard velocity cast or jacketed ammunition.
 - 4) Black Powder Cartridge Rifle (BPCR) rifles shooting black powder and casting bullets on long-range targets only. These long range targets are the lg chicken, lg pigs, lg turkey and lg ram.
- (g) Fully automatic firearms and carbines are prohibited.
- (h) Hot loads or reloaded ammo that exceeds factory recommendations are prohibited.
- (i) Cross firing from an angle greater than 20 degrees is prohibited.
- (j) 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.
- (k) Gongs may be shot from standing or sitting position only.
- (l) Stakes are not to be driven into the ground for any reason.
- (m) Users will be assessed \$30.00 per 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 and may result in suspension for the User Group.
- (n) Tactical shooting is prohibited.
- (o) Shooting into lateral berms is prohibited. All shots must impact the backstop (berm).
- (p) All other targets prohibited.

Section 6.20 Mounted Shooting Center:

- (a) Description: The Mounted Shooting Center consists of two equestrian arena shooting

ranges, and an equestrian warm-up paddock, specifically built for the Cowboy Mounted Shooting discipline.

- (b) Only BASF User Groups participating in matches, training, or practice in the discipline of Cowboy Mounted Shooting may use the Mounted Shooting Center, and this includes the non-shooting training of mounted shooting horses. No other equestrian or shooting activities are allowed. No exceptions.
- (c) It is the User Groups responsibility to ensure all measures necessary are taken to control the dust while using the arena area. It is also the responsibility of the User Group to maintain and groom the arenas prior to any events to ensure the safety of all riders and horses.
- (d) Minimum fees for all approved reservations shall include:
 - 1) The daily competitive match / practice fee of \$8.00 per rider [each person entering the arena on horseback],
 - 2) Other fees may apply depending on the reservation and/or extenuating circumstances.
- (e) Facility wide rules apply. Responsible Party Obligations apply. Mounted Shooting Center Safety Procedures apply.
- (f) Projectile ammunition or live ammunition is prohibited from use within the mounted shooting center grounds and arenas. No exceptions.
- (g) Only .45 Colt firearms that are permitted in CMSA or MSA rules are permitted.
- (h) Only .45 caliber blank ammunition provided by a CMSA or MSA certified provider is permitted.
- (i) Carrying loaded firearms outside the competitive or practice arena or entry staging area is prohibited.
- (j) At a match or group event, firearms may be loaded only immediately before entering the competitive arena at a loading bay or table, authorized by CMSA Rules.
- (k) 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.
- (l) “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.
- (m) The East Mounted Shooting Arena is available for clinics and training classes, by reservation only.

- (n) All horse manure and bedding material must be picked up and placed in the dumpster provided, or removed from BASF property. Failure to do so will result in the assessment of a clean-up fee of \$30 per 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.
- (o) All target stands, cones, balloon holders, balloon fragments and barrels must be cleared from the arenas and surrounding areas at the end of the shooting day or event.

Section 6.21 Buildings available for rent.

- (a) BASF has several buildings available for classroom training sessions or stat house purposes for competitive matches. All buildings have flat screen monitors that may be used with a laptop but laptops are not provided.
- (b) Smallbore Building: Located directly in front of the Smallbore Range. The building accommodates 15 people. \$50.00 per day.
- (c) Indoor Air Gun/Archery Building: Can be scheduled classroom use. Call the Main Range Store and Operations Center before scheduling to determine if the building can facilitate your needs. \$75 per half day (less than 5 hours) \$150 per day (5 hours or more).
- (d) Activity Center: Located between the Smallbore Range and the Main Range. **The building has a capacity of 100 people.** \$75 per half day (5 hours or less) \$150 per day (more than 5 hours).
- (e) High Power Building: Located in the 1,000-yard firing line parking lot. This building accommodates 40 people. \$100 per day.
- (f) The Frank DeSomma Building: Located directly in front of the Rifle Silhouette Range. This building accommodates 15 people. \$50 per day.
- (g) 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. This building is available on Saturday and Sunday only. No exception. \$100 per day.
- (h) Benchrest Building: Located directly in front of the Benchrest Range. This building accommodates 15 people. \$50 per day.
- (i) Practical Pistol Building: Located in front of Practical Pistol Bay C. This building accommodates 24 people. \$50 per day.
- (j) NOTE: BASF does not have laptops, projectors, tools, or any type of teaching or instructional aids available for loan or rent.

Article 7. BASF Range and Facilities Fees

Section 7.01 BASF fees are set by the Arizona Game and Fish Commission and are subject to change. These fees do not include tax. The appropriate tax if any will be added at the register when payment is made.

DAILY FEES FOR USER GROUPS (PER SHOOTER - PER DAY)

1	DAILY FEE: COMPETITIVE MATCH	\$ 8.00
2	DAILY FEE: COMPETITIVE PRACTICE	\$ 8.00
3	DAILY FEE: COMPETITIVE YOUTH	\$ 4.00
4	DAILY FEE: LAW ENFORCEMENT & MILITARY	\$ 8.00
5	DAILY FEE: MAIN PUBLIC RANGE	\$ 10.00
6	DAILY FEE: RESERVE RANGE FEE	\$ 12.00
7	MINIMUM USE RANGE FEE	Range Dependant

BUILDING FEES

10	CLASSROOM	\$ 50.00
11	STAT HOUSE	\$ 25.00
12	DPS CLASSROOM	\$ 100.00
13	HIGH POWER BUILDING	\$ 100.00
14	ACTIVITY CENTER	(5 hours or less) \$ 75.00 (over 5 hours) \$ 150.00
15	INDOOR AIRGUN / ARCHERY RANGE	(5 hours or less) \$ 75.00 PLUS SHOOTER FEES (over 5 hours) \$ 150.00

OTHER FEES

16	NEW USER GROUP SET-UP/ REACTIVATION	\$ 50.00
17	VENDOR	\$ 25.00
18	ANNUAL VENDOR	\$500.00
19	RANGE LIGHTS	\$ 15.00
20	FAILURE TO CANCEL	MINIMUM USE FEE
21	CLEAN-UP (per hour)	\$ 30.00
22	DESTRUCTION OF TARGET FRAMES	\$ 20.00
23	LATE PAYMENT	\$ 25.00
24	INSUFFICIENT FUNDS	\$ 25.00
25	STORAGE FEE (per month)	\$ 35.00
26	STORAGE FEE (per year)	\$350.00

Article 8. BASF Fees Explained:

Section 8.01 Daily Fee: Competitive Match / Practice \$8.00

The User Group must be sanctioned by a national or international shooting sports organization. User Groups may be required to provide documentation of club sanctioning and / or match registration from the sanctioning organization. **The competitive match / practice fee is for practice for future matches to be held at BASF.**

Section 8.02 Daily Fee: Youth Shooters

- All competitive tournaments and matches - \$4.00 per junior/youth shooters
 - All building use fees apply.

Section 8.03 Daily Fee: Law Enforcement and Military \$8.00

- (a) This fee applies to all Federal, State, and local law enforcement agencies and departments for official law enforcement training only.
- (b) The Law Enforcement agency or department must be an approved User Group with the Ben Avery Shooting Facility.

Section 8.04 Daily Fee: Reserved Range \$12.00

This fee applies to:

- 1) Paid, professional firearms training or education of any kind,
- 2) Firearms and ammunition testing,
- 3) Security guard training and qualification.

Section 8.05 Minimum Use Range Fee

- (a) The ranges are separated into usage brackets based on how many shooters use these ranges.
- (b) Below is a list of the ranges and which bracket they fall under. The minimum use fee is listed per range. This fee is to be paid as a base payment for range use in addition to each shooter that is not covered under the minimum use fee.
- (c) The Minimum Use fee is applied to all reservations except groups practicing for an upcoming event being held by their organization.

High Use Range (5 shooters)	Moderate Use Range (4 shooters)	Low Use Range (3 shooters)
\$60.00	\$48.00	\$36.00
● High Power ● PP-A ● PP-C ● Benchrest ● Smallbore ● Indoor Airgun ● Rifle 1 ● Pistol 2 ● Arena ● DPS	● Pistol Silhouette ● Frank DeSomma ● Rifle 2 ● PP-D	● Pistol 3 ● Pistol 4 ● PP-B ● PP-E ● PP-F

Section 8.05 Daily Fee: Range Lights \$15.00.

- (a) The Range Light fee will be charged for any event scheduled after 5 pm. that is equipped with lights for User Group use. No Exceptions.
- (b) If lights are not required, please schedule another range to avoid paying the fee.

Section 8.06 Failure to Cancel Fees

- (a) Cancellations must be completed on BookBen at least seven 3 days (72) hours in advance of the scheduled event date and time. E-mail, text messages and verbal cancellation requests are not acceptable. Cancellations less than three days prior to the event will result in the application of a failure to cancel fee for each occurrence.
- (b) BASF reserves the right to cancel if a User Group's insurance expires prior to the scheduled event date and the User Group fails to provide updated insurance certification. In the event BASF cancels an event due to these circumstances, the User Group is liable for the Failure to Cancel Fees.
- (c) No shows or building reservations not canceled prior to 3 days will pay a failure to cancel range fee of 100% of the scheduled use fee.

Section 8.07 Clean up fee \$30.00 per hour per incident.

- (a) 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, leaving targets on frame, spray paint on the ground, chairs and benches and failing to reset or return these items to their original placement.

Section 8.08 Vendor Fees \$25.00 per day.

This fee applies to any event vendor you set up to come out and provide 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 Store and Operations Center. BASF does not set up vendors for any event. If a vendor plans to run annually there is an option of an annual vendor fee of \$500.00 per year.

Section 8.09 Late Payment Fee \$25.00

All invoices more than 30 days past due will be assessed a \$25.00 late payment fee per Invoice. There will be an additional \$25.00 late fee for each additional 30 days late, and the following actions will be taken:

- 1) All previously approved reservations will be canceled. Upon payment in full of all outstanding balances, the User Group may re-submit reservations requests.
- 2) All future range requests will be denied until all outstanding invoices are paid in full.
- 3) Failure to pay within thirty days of the date on an invoice shall result in suspension of the User Group.
- 4) User Groups with invoices thirty or more days delinquent could be referred to the appropriate agency for collection.

Section 8.10 Insufficient Funds Fee \$25.00

All checks returned from the bank unpaid will incur a \$25.00 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.

Section 8.11 Reactivation Fee \$50.00

In the event of the lapsing or suspension of User Group privileges, a reactivation fee of \$50.00 will be assessed and paid prior to reactivation.

Section 8.12 Storage fees \$35.00 / \$350.00

- (a) User Groups may pay storage fees on a monthly or on an annual basis. This arrangement must be established with the range in advance. It is up to the User Group to ensure these payments are made on time and are due on December 1st of each year. If a new storage agreement is entered into during the course of a year, fees will be assessed at \$35.00 per month for the remainder of that fiscal year. Storage fees are based on a max space footprint of up to 16' x 40'.

Section 8.13 Junior Shooters.

- (a) If you are shooting on a range that has a minimum use fee, youth are charged at a rate of \$4 per shooter only until the minimum use is met as shown here.

- Low use range - 3 x \$4.00 = \$12.00 flat fee, no charge for additional junior/youth shooters above minimum number.
- Medium use range - 4 x \$4.00 = \$16.00 flat fee, no charge for additional junior/youth shooters above minimum number.
- High use range - 5 x \$4.00 = \$20.00 flat fee, no charge for additional junior/youth shooters above minimum number.

Article 9. Reserving Ranges and Buildings:

Section 9.01 Reserving a range and/or building:

- (a) All range reservation requests must be submitted in advance on BookBen.
- (b) Reserve Ranges may be reserved between Tuesday and Sunday. From 7AM - 10PM
 - 1) Please review specific reserve range rules for additional reservation requirements.
 - 2) Only in the case of large, multi-day events may a User Group request range use on a Monday.
- (c) Reserve Ranges may not be scheduled for any Monday. This does not apply to Law Enforcement or Military Users.

Section 9.02 Range Requests:

- (a) All range reservation requests must be submitted via BookBen, the online scheduling System.
- (b) BASF reserves the right to prioritize range requests submitted for reservations.
- (c) 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 or allow reservations to be made in BookBen.
- (d) When reserving a range or building, be sure to include any set-up and tear down time required in the request. User Groups cannot, without approval from range staff, stay after their scheduled times. If your event and clean up happens to end earlier than anticipated, stop by the Rifle and Pistol Range Store and Operations Center and inform us so we can open up the range for other users.
- (e) User Groups are required to pay building reservation fees for set-up and clean-up times. For example, if you reserve the Activity Center or the Air Gun Building for a large event and need to come in the day before to set-up, or come back the next morning for clean-up, you will be charged the applicable fee for the added day/time.

- (g) User Groups must not schedule the range for longer than they will use it. Ben Avery Shooting Facility considers this practice an abuse of the scheduling system, and if it occurs repeatedly, the User Group will lose its privilege to reserve ranges until the Range Manager reinstates the User Group.

Article 10. BookBen <https://bookben.azurewebsites.us/Web/>

Section 10.01 BookBen is the BASF on-line scheduling calendar.

- (a) Only a current User Group Responsible Party and Additional Authorized persons will be granted access to BookBen.
- (b) Authorized BookBen users will be emailed a web-link with instructions to view the calendar and will be able to log-on with the ability to perform the following:
 - 1) Establish / change password,
 - 2) Change notification preferences,
 - 3) View “Dashboard” Announcements,
 - 4) Determine range/facility availability, Submit reservation requests on-line.
- (c) User Groups are required to utilize the BookBen on-line scheduling platform to view the calendar, determine resource availability, and submit reservation requests.
- (d) BASF strongly recommends that BookBen users carefully review their “Dashboard Announcements” each time they log-in, to remain current with updates and changes.
- (e) NOTE: Any abuse of the BookBen on-line scheduling calendar, such as excessive booking and/or canceling reservations, may result in restricting Users to an “inactive” status.

Article 11. Canceling a Reservation.

Section 11.01 Cancellation of events:

- (a) User Groups are authorized to cancel any reservation using BookBen. The reservation must be canceled at least 3 days (72) hours in advance of the scheduled event.
Log in to BookBen, in the schedule calendar, navigate to the desired reservation, open the reservation and click the “MORE” then DELETE key in the upper right corner of the reservation edit page.
- (b) Cancellations less than 3 days prior to the event, or no-shows the day of the scheduled event, will result in the application of a Failure to Cancel Fee for each occurrence. Refer to Section 7.06.

Section 11.02 Cancellations due to weather:

- (a) Cancellations due to severe weather conditions are the only exception to the 3-day cancellation policy.
- (b) If inclement weather at the facility forces the cancellation of an event, the User Group must contact the RMIC immediately to cancel the invoice. You may also call and check the weather conditions at the range.
- (c) If it is after hours, please contact the BASF Store and Operations Center within one business day to cancel the invoice.

Failure to contact the BASF RMIC, or the Store and Operations Center to cancel will result in the invoice being declared unpaid and may result in the application of a Failure to Cancel Fee for each occurrence. Refer to Section 7.06.

- (d) The possibility of bad weather does not constitute inclement weather for the purposes of canceling an event. It is the User Group's responsibility to determine weather conditions on the ground at BASF at the time of your scheduled event.

Article 12. Invoices and Payment

Section 12.01 Invoices

- (a) Invoices are located in the store and operation center during business hours. If your reservation starts after operational hours then the invoice will be located in the black invoice box at the Range Master Office.
- (b) Invoices must be picked up by the User Group before conducting any event, including Set-up.
- (c) Failure to pick up invoices prior to use of the range may lead to suspension and/or permanent revocation of User Group privileges at BASF.
- (d) 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.
- (e) The diversity section on the bottom of the invoice must be completed.
 - 1) Please select one diversity option per person [including women].
 - 2) This is a federally mandated requirement.
 - 3) It is not required or expected of you to ask your participants their nationality; casual observation will suffice.
- (f) If the event consists only of junior participants, the junior diversity numbers must be

provided to the Rifle and Pistol Range Store and Operations Center within seven days of the event. Failure to provide the diversity numbers to the Rifle and Pistol Range Store and Operations Center will result in temporary and/or permanent revocation of range privileges.

- (g) User Group responsibility for completing the invoice:
 - 1) 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.
 - 2) The User Group is responsible for entering the total number of shooters for each day of the scheduled event, and calculating the total amount due for the invoice.
 - 3) The User Group must provide an honest and accurate count of the number of shooters for each event. Failure to provide an honest and accurate count may result in permanent revocation of User Group privileges at BASF.
 - 4) BASF staff will select all relevant fees for buildings, lighting, and any other applicable fee and it is the User Group's responsibility to accurately record the number of shooters and total the invoice for payment.
 - 5) The User Group does not have the authority to change or modify fees already printed on the invoice. If a fee is questioned, bring it to the attention of the office staff.
 - 6) BASF staff will verify shooter counts, diversity numbers, and confirm totals prior to accepting payment.
 - 6) If you have a multi-day event, you will have an invoice for each day unless prior arrangements are made with the office staff.

Section 12.02 Payment

- (a) Payment in full is due no later than 30 days from the invoice date to avoid the late payment fee.
- (b) Invoices may be paid at the BASF Store and Operations Center during Main Range operating hours.
- (c) Payment may be made via cash, check, MasterCard, Discover or Visa.
- (d) Do not attach cash or checks to the invoice and return it to the invoice mailbox as the public has access to this mailbox. You may leave them in the mailbox marked INVOICES just to the north of the black invoice mailbox. This is a locked mailbox with a slot in the door.
- (e) Do not send credit card information via email, in writing via USPS, or leave credit card information on voice mail. Checks made payable to Ban Avery Shooting Facility are also accepted.
- (f) Partial payments for invoices are not accepted. All fees for the event must be paid on the

same invoice at the same time.

- (g) If more than one invoice is past due, the User Group privileges will be suspended until all delinquent invoices are paid, including any late fees. If a user group is suspended due to non-payment, all future reservations will be canceled and future range requests denied until all outstanding invoices are paid in full and a \$50 reactivation fee has been paid.
- (h) If an invoice is left unpaid for over 3 months then that User Group will be terminated.

Article 13. Range and facilities reservations for the upcoming calendar year:

Section 13.01 Announcements for the acceptance of calendar year range requests for the following year will be made via email from the User Group Liaison.

- (a) Each user group will be given a date range via email of the current year to schedule their upcoming competitions and practices for the following calendar year.
 - 1) Each practice session must have the competition it is associated with listed in the comments section of the reservation in BookBen.
 - 2) User Groups will have two weeks to complete their reservation requests.
- (b) All requests received will be processed on a first-come-first-serve basis.
- (c) After the initial requests have been entered into the on-line range scheduling calendar, The calendar will be reopened and available for general reservations. This will be announced via email by the User Group Liaison.
- (d) Competitive matches take priority over all other users.
- (e) Competitive matches are prioritized by: 1. International, 2. National, 3. Regional, 4. State, and then 5. Local.

Article 14. Gate codes and entering the Facility after business hours:

Section 14.01 BASF closes the main gates approximately thirty minutes before the end of public shooting hours.

- (a) The User Group is responsible for ensuring access to the facility for their participants after public shooting hours.
- (b) **There should be no expectation to arrive on the day of an event and receive a gate code.**
- (c) That code is given only to the Responsible Party and anyone listed as an additional authorized person.

- (d) These codes are not for dissemination to the public or event participants.
- (e) Failure to abide by this policy will result in the revocation of privileges to shoot after public shooting hours.
- (f) The gate code changes on the first of every month.
- (g) User Groups must call the Rifle and Pistol Range Store and Operations Center at 623-582-8313 during business hours, or email BASFrequests@azgfd.gov to receive the current month's gate code.
- (i) The Responsible Party or anyone listed as an additional authorized person must physically enter the gate code for their participants.
- (j) Allowing individuals to enter the facility via the exit gate is strictly prohibited.
- (k) **At no time should any member of the User Group be on property prior to the arrival of a morning Range Master and the main entrance gate being opened at 6:30am, without prior authorization.**
- (l) If a User Group will be conducting a large event and needs to gain access to the facility prior to the normal opening time, the responsible party for that group must obtain written authorization at least two days prior to the event.
- (m) **The responsible party will be responsible for any member of their User Group who gains access to the facility with a gate code provided to the member in violation of the User Group Terms and Conditions and will result in User Group suspension or revocation.**
- (n) BASF staff will not leave the gate open for any User Group under any circumstance unless prior arrangements have been approved by BASF management.

Article 15. Reserved Range Card “Yellow Card” Policy

Section 15.01 Reserved Range Cards, or “Yellow Cards” are available only to members of User Groups that are nationally sanctioned competitive shooting groups, clubs or organizations that hold matches at Ben Avery Shooting Facility.

Section 15.02 The purpose of the Yellow Card

- (a) The purpose of the Yellow Card is to allow competitive shooters to utilize the Reserve Range, or Ranges in their **shooting discipline(s)** for the purposes of practicing for an upcoming match at Ben Avery. NO EXCEPTIONS.

- (b) To be issued a yellow card, the Responsible Party of a nationally sanctioned competitive shooting group or club must present a BASF approved Reserve Range Card Request Form to the shooter and sign off on the form. By doing so, the Responsible Party is agreeing that the shooter requesting the Yellow 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 Responsible Party understands that BASF may revoke the ability of the User Group or club to issue yellow range cards in the event that the User Group or club has not taken adequate steps to ensure its members who are issued cards are familiar with the rules of the range and program.**

Section 15.03 In addition to all BASF policies, rules and guidelines, the following applies to a yellow cardholder:

- (a) The Cardholder may only utilize the range specified on their card during daylight hours when the Ben Avery Shooting Facility Main Range is open for business. Reserved ranges are not available to Cardholders on Mondays when the Main Public Range or the Facility is closed, or after sunset. NO EXCEPTIONS.
- (b) Cardholders are not authorized to schedule ranges, conduct matches, or use their Yellow Card for commercial purposes such as teaching training classes.
- (c) BASF User Groups take priority over any Cardholder.
- (d) Cardholders may utilize the range only if the range has not been previously reserved by a User Group. Cardholders will be expected to share ranges with other cardholders.
- (e) Cardholders may not use a Reserve Range for general recreational shooting.
- (f) Yellow Cards are not issued to students of CCW classes, tactical classes, police officers, public shooters, or for any other purpose.
- (g) Yellow Cards are not issued for the High Power range.
- (h) Cardholders are restricted to practicing on the range listed on the yellow card NO EXCEPTIONS.
- (i) Cardholders must stop at the Rifle and Pistol Range Store and Operations Center to pay the range fee and sign-in to their specific range prior to shooting.
- (j) Cardholders must provide current valid yellow card and receipt for the day to any authorized BASF personnel upon request.
- (k) The Yellow Card allows for only one (paid) guest per visit or per day. NO EXCEPTIONS
- (l) Junior shooters are not eligible for Yellow Cards, however, Junior shooters are eligible as

a guest of a current authorized Cardholder with a paid receipt for that day. (Cardholder pays the range fee, the Junior Shooter shoots free).

Section 15.04 Additional Stipulations:

- (a) The 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.
- (b) The Responsible Party shall notify BASF personnel if they modify the requirements for their competitors to obtain a yellow card.
- (c) With prior approval from the User Group Liaison, the Responsible Party may receive a Reserve Range Card for himself or herself.
- (d) Additional Authorized Persons must receive approval from the Responsible Party to receive a yellow card.
- (e) The Responsible Party may ask BASF to revoke the yellow card of any Cardholder for any reason.

Section 15.05 BASF personnel reserve the right to revoke a yellow card from any competitive shooter at any time for the following:

- (a) Violating BASF range rules,
- (b) Violating the Reserved Range Card policy, using the Reserve Ranges for a purpose other than practicing for an upcoming match in their specified shooting discipline,
- (c) Being verbally abusive, or confrontational with BASF range staff, or failing to follow staff directives,
- (d) Any action deemed unsafe.

Section 15.06 If BASF revokes a yellow card:

- (a) BASF will immediately notify the Responsible Party of the issuing User Group.
- (b) If the cardholder wishes to request reinstatement, the cardholder must schedule a meeting with the BASF Range Manager.
- (c) If reinstatement is granted, the cardholder must provide a new Reserve Range Card Request form signed by the Responsible Party.

Article 16. BASF Alcohol Consumption Policy

Section 16.01 All BASF User Groups, and any organization or individual reserving, renting, or otherwise using any BASF facility must comply with this BASF alcohol consumption policy.

POLICY: Consumption of alcoholic beverages on BASF during a special event is prohibited unless a Solicitation/Event Application on Department Property (A.A.C. R12-4-125) is approved by the Department no later than 10 days before the date of the event. The Solicitation/Event Application must include a Series 15 Special Event Liquor License issued to the qualified User Group by the Arizona Department of Liquor Licenses and Control, together with proof of adequate insurance coverage limits described in this Policy.

Kegs, coolers containing alcoholic beverages, packaged liquor, BYOB, event host provided “complimentary” liquor or personal possession or consumption of alcohol furnished by individuals, group members or attendees are strictly prohibited.

Any group on property with alcoholic beverages without prior approval process will lose their User Group Privileges.

PROCEDURE: The Applicant for the User Group must first submit a Solicitation/Event Application to the Department for preliminary authorization to sell, serve or consume spirituous liquor at the event.

- (a) The User Group must obtain a Series 15 Special Event Liquor License from the Arizona Department of Liquor Licenses and Control (DLLC). The User Group must be a 501(c)(3) tax-exempt organization formed for a charitable or civic purpose, or a fraternal organization in existence for over five years to qualify for a Special Event Liquor License. The applicant for the liquor license (the “Licensee”) must be a member of the User Group, authorized to make the application and bind the User Group.
- (b) City of Phoenix approval is required before DLLC will issue a license. Applications on forms provided by the City of Phoenix and DLLC are first submitted to the City of Phoenix License Services Department – do this at least 90 days prior to your event date. Following approval of your application by the Phoenix City Council, your application should be submitted to the DLLC at least 10 days before the event date.
- (c) The City of Phoenix and DLLC require a site and security plan. If any attendees at the event will be under the age of 21, the site plan must show a confined area where alcohol will be sold or dispensed using stanchions or other physical barriers to exclude minors, unless accompanied by a spouse, parent or legal guardian of legal drinking age. The Series 15 Special Event Liquor License must be posted and prominently displayed within the alcohol service area during the event. The Department requires the presence of at least one Arizona POST-certified law enforcement officer to provide security at the event. It is the responsibility of the User Group to provide for and to cover the costs of the security officer.
- (d) User groups must submit to the Department certificates of insurance through companies

licensed in the State of Arizona with an “A.M. Best” rating of not less than A-VII.
Adequate insurance coverage limits, at a minimum, include the following:

- (1) Comprehensive general liability: bodily injury, death and property damage (combined single limit: \$1,000,000; general aggregate: \$2,000,000). Events with more than 1,000 participants will require an additional \$5,000,000 comprehensive general liability coverage. And must be an occur policy.
 - (2) Liquor liability: (combined single limit: \$1,000,000; general aggregate: \$2,000,000)
 - (3) Automobile liability: bodily injury, death, and property damage (combined single limit: \$1,000,000 per occurrence)
 - (4) Workers’ compensation (statutory) and employer’s liability insurance: (combined single limit: \$1,000,000 per occurrence)
 - (5) The State of Arizona, its departments, agencies, boards, commissions, officers, agents and employees shall be named additional insureds for commercial general liability, liquor liability, and automobile liability coverage noted above. The insurance certificate shall contain a waiver of subrogation endorsement in favor of the State of Arizona.
 - (6) The certificate holder shall be: State of Arizona 5000 W. Carefree Highway
Phoenix, AZ 85086-5000
- (e) The User Group shall indemnify and hold harmless the State of Arizona, its agencies, officers and employees for the event. A.A.C. R12-4-125(E)(3).
- (f) Only qualified persons, such as a bartending vendor or the named Special Event Licensee on the Series 15 Special Event liquor license who has attended an A.R.S. Title 4 liquor training course through the DLLC may dispense, sell or serve liquor at the event. If the User Group hires a bartending vendor, a written contract between the User Group and the vendor must be submitted to the Department. It is the responsibility of the vendor and/or the Special Event Licensee to attend the event, manage and control alcohol consumption, require identification from all persons who appear to be under the age of 27 years, and to ensure compliance with Arizona Liquor Laws and regulations in A.R.S. Title 4, Chapters 1, 2, and 3.
- (g) A bartending vendor must submit its own certificate of insurance with coverage for comprehensive general liability, commercial auto liability, and a liquor liability endorsement with the same coverages as described above. The vendor’s insurance certificates for commercial general liability, liquor liability, and automobile liability shall be endorsed to name the State of Arizona, its departments, agencies, boards, commissions, officers, agents and employees as additional insureds and contain a waiver of subrogation endorsement in favor of the State of Arizona.

- (h) No attendee in possession of a firearm at a special event at BASF may purchase, possess or consume alcohol per A.R.S. § 4-244 (30). Alcohol may be dispensed, sold or served only after a shooting event is fully concluded. Failure to abide by these requirements may result in any person violating these requirements being escorted off BASF premises, the issuance of a criminal citation, the loss of shooting privileges or additional sanctions as determined by the Department.

Article 17. User Group Camping

Section 17.01 We understand that fees for camping apply to the entire facility (see enclosed fee schedule for prices).

- 1) Campers for large events may camp in range parking lots with prior written approval from the User Group Liaison.
- 2) Camping on the Reserve Range parking lots may only occur when a User Group has reserved the range.
- 3) Once permission has been granted the responsible party for the user group must send the competitors who will be staying at the range an email granting them permission.
- 4) The camper will then take that email to the BASF store and operations center and give it to staff.
- 5) There they will then fill out the proper documentation and sign the camping rules showing that they understand and agree to abide by BASF guidelines and pay all applicable fees.
- 6) BASF Staff will then give the camper a placard they will need to keep in a visible location to signify they have permission to camp at the range.
- 7) **Unauthorized campers will be asked to leave the facility.**
- 8) Dry Camping does not include any hook ups such as water, electricity, or sewage.

Article 18. Drone Use

Section 18.01 We understand that all drone use on BASF property is subject to approval from range staff. If a User Group is interested in using a drone during its reservation, the User Group must complete the drone request process and comply with the following requirements:

- 1) Contact the User Group Liaison and request the drone request form.
- 2) Complete the request form and provide the following required information:
 - a) Description of the need and reason for the request.
 - b) Name of the pilot and FAA license number.
 - c) Date and time of the flight.
 - d) Flight plan and duration of the flight.
 - e) Provide documentation of full compliance with FAA regulations related to intended use.

All drone requests must be turned in no later than 2 weeks before the requested date in order for review and approval of the request.

- 3) If a drone use request is approved, comply with any BASF stipulations on the use of a drone.
- 4) Any use of a drone at BASF is considered non-recreational, and its use must be in strict adherence with small unmanned aircraft regulations at 14 C.F.R. Part 107.

- 5) As a condition of using a drone at BASF, User Group and its contractors agree to indemnify and hold harmless the State of Arizona, its boards, commissions, departments, agencies, officers, employees and agents 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 the User Group or User Group's contractor or any of its owners, officers, directors, agents, employees or subcontractors.

2025 / 2026 BASF User Group Agreement Signature Forms

ACKNOWLEDGEMENT SIGNATURE FORM

New ____ / Renewal ____

User Group Name: _____

Responsible Party Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____

Email: _____

Insurance Carrier: _____

Policy #: _____ Expiration Date: _____

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 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 competitions I conduct at BASF 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's privileges to operate at BASF or any other Arizona Game & Fish Commission owned or Arizona Game & Fish Department operated properties.

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 Store and Operation Center.

This User Group Acknowledgment shall remain in effect until canceled by either party, or superseded by a revised Agreement issued by the Department.

SIGNATURE: _____ DATE: _____

BASF USER GROUP CODE OF CONDUCT

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

1. I have read and understood all BASF User Group Terms and Conditions and agree to abide by all Terms and Conditions, the Code of Conduct, all range rules, and policies included in the BASF User Group Terms and Conditions document.
2. 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.
3. 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.
4. 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.
5. I agree to keep all User Group contact information current with the Store and Operations Center, 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.
6. I understand that as a condition of using BASF, the User Group is liable and responsible for any incident or accident that occurs due to User Group acts and omissions, and the Ben Avery Shooting Facility and its personnel are not liable or responsible for any incident or accident after the User Group takes possession of the range.
7. I agree to pay all invoices, including all associated fees, and understand payment must be received within thirty days of the scheduled event.
8. I 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.
9. I understand that a failure to properly complete a range reservation request in BookBen will result in the denial of the aforementioned reservation request and that the User Group cannot use any range or building in the absence of written confirmation from Ben Avery Shooting Facility.
10. I understand that, as the Responsible Party, or anyone designated as an Additional Authorized Person must be present at all times during any scheduled event.
11. 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.
12. I understand that I cannot use the range to support any political campaign or activity.
13. Trenching or the use of stakes for tents or other displays in the areas around the building must receive prior approval by the staff of the Ben Avery Shooting Facility.

SIGNATURE _____

Additional Authorized Person(s)

User Group: _____

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 that the person(s) I authorize are acting as the primary Responsible Party/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 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.

Signature: _____ Date: _____

This form will ☐ Add ☐ Replace the existing authorized persons (Check one).

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

	Designated Persons. Please print clearly	Schedule Events	Sign Paperwork	Supervise Events	Conduct Matches	Conduct Practices	Conduct Class
Name							
Phone							
Address							
Email							
Name							
Phone							
Address							
Email							
Name							
Phone							
Address							
Email							
Name							
Phone							
Address							
Email							

BASF BUILDING 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 building “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 damage 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 / disinfecting supplies. All tables and chairs shall be returned to the original position. A \$30.00 per hour fee (minimum of one hour) will be assessed for each BASF employee required for any clean up and/or original placement of tables and chairs.
6. Trenching or the use of stakes for tents or other displays in the areas around the building must receive prior approval by the staff of the Ben Avery Shooting Facility.
7. The User Group is liable for any damage caused to the building and the surrounding areas and will be billed for the cost of repair and/or replacement.
8. The User Group must pay any and all assessed costs or fees before the User Group can schedule any future events at BASF.
9. Failure to follow the building Use Agreement may result in the suspension of the User Group and/or loss of privileges to utilize the buildings.
10. No alterations are to be made to any building or ranges reserved by any user groups without prior permission from BASF management.

Printed name: _____

Signature: _____ Date: _____

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 "Indemnatee") 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 Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, 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
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OR

PUBLIC AGENCY

Each party (as “indemnitor”) agrees to indemnify, defend, and hold harmless the other party (as “Indemnatee”) 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

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