



Mill Creek Rifle Club  
PO Box 344, Shawnee Mission, KS 66201-0344

## MCRC EVENT REQUEST FORM AND RENTAL AGREEMENT

Event Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Event Purpose:  Training  Competition  Other (Specify): \_\_\_\_\_

Primary Event Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Onsite Representative in Charge: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

MCRC Facilities Requested:  South Pistol  25 M Pistol  North Pistol  Pizza Range  10 YRD Pistol  
 Pistol 1  Pistol 2  Pistol 3  Pistol 4  Pistol 5  Bench Rest Range  100 YRD Rifle  High Power Range  
 LE 1  LE 2  MP 3  MP 4  Shotgun  Club House  Pavilion  Other (Specify): \_\_\_\_\_

Requested Dates/Times for Events and requested set-up time: \_\_\_\_\_  
\_\_\_\_\_

Will event and/or set-up require exclusive use of any facilities? (description): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will additional materials/equipment; porta-potties/trailers, etc. be brought in for event? (description): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will non-insured vendors be onsite for this event? (name(s) and contact information): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For all shooting events, describe the course of fire including target type and placement. Attach additional pages and diagrams if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the nature of the event will result in an inability to comply with any MCRC range rule or steel permit rule explain below: (written board approval is required for any activity that will result in non-compliance with any MCRC range rule)

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Event Cost MCRC Member: \$\_\_\_\_\_ Non-Members: \$\_\_\_\_\_

Rental Fee: \_\_\_\_\_ Due Date: \_\_\_\_\_ MAKE CHECKS PAYABLE TO "MCRC"

Rental Agreement Terms

- Copy of liability insurance policy of \$1,000,000 minimum limits and declaration page naming Mill Creek Rifle Club as an Additional Insured or a separate Daily Event policy shall be provided to MCRC seven days in advance if the event is approved.
- Regardless of any agreed rental/use of the facilities for an event, the membership shall be permitted access to items stored on the premises.
- A list of all event sponsors, trainers and certified individuals with contact information will be provided by the event contact to the MCRC Event Sponsor seven days prior to the event.
- All non-member participants must sign a MCRC waiver (copy attached) before event participation. Signed releases are to be returned to MCRC within three days of event.
- Event organizer agrees to ensure that all participants comply with MCRC range rules except when variances from specific rules have been granted by the board. (copy of range rules attached)
- Event organizer agrees to hold MCRC harmless for any damage to MCRC property caused by event participants, sponsors, or organizers.
- Event organizer agrees to clean up after the event, including but not limited to picking up empty cases, removing targets, and discarding trash.

Event Contact Signature: \_\_\_\_\_

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