



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)

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: _____