

**TO: PRIVATE RANGE RENTAL CUSTOMERS**  
**FROM: Angeles Shooting Range Management**  
**DATE: April 5, 2019 (Revised)**

**SUBJECT: ASR RANGE USE POLICY**

### RANGE SCHEDULING

1. All scheduling and scheduling related matters shall be directed to the Private Range Coordinator.
2. **Cancellations** must be received 7 days prior to the scheduled training date, notwithstanding unforeseen emergencies. Exceptions will be determined by the Private Range Coordinator. More than two cancellations within a 3-month period may be determined to be an improper use of the scheduling system and may result in the loss of future scheduled range days.

Cancellations less than 7 days prior to the scheduled training date(s), notwithstanding unforeseen circumstances, shall result in a \$50.00 cancellation penalty and will be billed or charged accordingly.

### RANGE ACCESS

1. Access to the private ranges shall be granted only after pages 1 & 2 of the Range Billing & Information are completed and on file at the range office. Page 3 (Name Roster) must be turned into the range office by 5 pm. Those scheduled for afterhours shooting must leave the roster in the Roster Drop Box before departing the property. Failure to comply could impact future use of the facilities.
2. The final participant to depart the Tom George, Fort Angeles and the Eagles Nest ranges is responsible for securing the gates. If you leave the range but plan to return at a later time, you must lock the gate and recheck in at the office upon return.
3. No personal locks will be allowed on any of the private ranges.

## INSURANCE

The need to have liability insurance is determined by the type of client booking the private ranges.

### 1. **Certificate of Liability**

- ~ Minimum one million dollars coverage.
- ~ Angeles Shooting Ranges, Inc. must be listed as additionally insured.
- ~ Certificate must be on file before any reservation can be finalized.

### 2. **ASR Blanket Insurance Coverage**

- ~ The client may opt to utilize ASR's insurance at \$25.00 per shooter.
- ~ Visitors and non-shooting participants must sign a Release and Hold Harmless release form to be turned in with the accountability roster.

## CREDENTIALS

Some clients are required to have credentials on file, which will be determined when an account is established. The Head of Instruction must submit copies of their credentials as verification as a firearms instructor. Management of Angeles Shooting Ranges, Inc. has complete discretion as to what is considered acceptable. If management requires additional information, the Head of Instruction will be contacted for further details.

Alternate instructors are utilized at the discretion by the Head of Instruction for the organization. Additional proof of credentials need not be supplied for these instructors.

Until credentials are on file and have been approved by the Private Range Coordinator, range reservations will not be finalized.

## RANGE SAFETY OUTLINE

Private training companies must have a range safety outline on file. If your company does not already have a safety outline, a template can be obtained from the Private Range Coordinator. Once this is submitted the client may then reserve a private range.

## ACCOUNTABILITY ROSTERS

The accountability roster must contain first and last names of everyone physically present on the contracted private range. This includes the person signing for the range. Law enforcement personnel may opt to list badge number in lieu of a name. A client may utilize our roster (page 3 of the Range Rental & Billing Information form). Clients may, however, provide their own roster if they so choose.

At the completion of your training, you must check out at the main office. If the office is closed, annotate your departure time in the upper right corner of the accountability roster. Leave the roster in the Roster Drop Box. **THIS IS MANDATORY.**

**AMMUNITION** – Steel core and steel jacket **IS NOT ALLOWED** on any of the private ranges due to the potential fire hazard. Tracer ammunition is federally prohibited.

**RANGE MAINTENANCE** – ASR personnel will dispose of trash and shotgun hulls. Notify the main office if trash cans are full. If a range is left in unacceptable condition by a contracting party, this could affect approval of future reservations.

**TARGETS** – Both rifle and pistol targets are available from the main office. They are to be returned after completion of training. Utilization of other than paper targets, must be approved by the Private Range Coordinator. If any steel targets are approved, **ONLY frangible ammunition is authorized.**

## AUTHORIZED FIREARMS and CALIBERS

- TOM GEORGE** – Pistol, rifles that utilize pistol ammo, shotguns (no slugs)
- FORT ANGELES** – Pistols, rifles, shotguns
- EAGLES NEST** – Pistols, rifles, shotguns
- SILHOUETTE** – Pistols, rifles, shotguns

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