



Willow River Rod & Gun Club, Box 145, New Richmond, WI 54017

External Agency Use of the Willow River Rod & Gun Club Facilities

(revised January 2008)

1. The External Agency will provide documentation of insurance coverage for the use of the club property during the time that the club land is being used.
2. The External Agency will provide a designated range officer (so listed) who has the responsibility of ensuring safety and responsible use of the club land during the time the club land is being used.
3. The External Agency will provide a listing of all External Agency personnel who have been on the premises during the time that the club land was being used. A listing of the participants would be provided at the end of the use session.
4. The External Agency will clearly and concisely identify and document the type of activity (Course Description) that will take place on the club land during the time the club land is being used. The WRR&GC reserves the right to deny any use felt not in the best interests of the WRR&GC.
5. The External Agency will provide notice, 60 days in advance, of the dates that the club land will be used. This will ensure that a viable scheduling calendar will be in place to alleviate, both internal and external scheduling conflicts. The information on this external use will be published in at least one newsletter cycle to alert members of this use
6. The External Agency will provide suitable signage to be placed at the front gate advising the WRR&GC membership and public that the club land will be closed totally for the duration of the External Agency's use. On site storage of these signs will be provided by the WRR&GC.
7. The External Agency will provide a per capita, facility usage fee of \$5.00 per event, based on direct expenses incurred by the club during the use of the land or a \$300.00 Agency Membership Fee that would preclude the individual usage fee. The Club has the right to forgo any fee at their digression.
8. Hours of External Agency use will be limited from 9 am to 9 pm on scheduled days. Use of facilities will be limited to Mondays through Thursdays unless other arrangements are made.
9. The External Agency should report any safety concerns or targets/equipment requiring replacement after use.
10. If night or non-conventional use of the club land by the External Agency is requested, the request must be cleared through the WRR&GC board and neighbors notified via the newsletter if necessary to alleviate any problems.



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11. The club land will be closed in its entirety for other use during External Agency use. Notification of this closure and the times will be provided in the newsletter and also posting at the gate. Board members and or league chairman may come and go in the performance of their club duties during an External Agency event.
12. Externally entered rest room facilities are the only secondary amenity offered to the External Agency unless otherwise requested by the External Agency.
13. The External Agency will clean the area of any debris following their use and return the area to a state as they found it.
14. All External Agencies will be required to comply with these requirements regardless of past club interaction and involvement.

The above requirements and restrictions will be reviewed and approved by a Land Use Oversight Committee made up of the Club President, Vice President plus each range chairman and will include an External Agency liaison (to be named).