



Nevada's **5-Star**  
Outdoor Shooting Facility

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## Clark County Shooting Complex

### User Group Check-off List

_____	New Application	Date: _____
_____	Renewal Application	Date: _____
_____	User Group Information Summary	Date: _____
_____	Clark County Business License	Date: _____
_____	Letter of Authorization for CCW Training from LVMPD	Date: _____
_____	Certificate of Insurance	Date: _____

The "Certificate Holder" should be listed as:  
Clark County, Nevada  
c/o Purchasing & Contracts Div.  
Attn: Insurance Coordinator  
500 S Grand Central Pkwy  
PO Box 551217  
Las Vegas NV 89155-1217

Notes:



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## REGISTERED USER GROUP APPLICATION

NAME OF REGISTERED USER GROUP: \_\_\_\_\_

Email address: \_\_\_\_\_ Web Page: \_\_\_\_\_

**CATEGORY OF GROUP:**

- ☐ GENERAL ☐ LE/MIL/SEC ☐ NOT-FOR-PROFIT ☐ COMMERCIAL  
☐ VENDOR ☐ NDOW ☐ JUNIOR ☐ SERVICE PROGRAM

PRIMARY AREA OF USE: ☐ ARCHERY ☐ TRAP/SKEET ☐ CLAYS ☐ HUNTER EDUCATION

INSURANCE POLICY CARRIER: \_\_\_\_\_ POLICY #: \_\_\_\_\_ DATE: \_\_\_\_\_

RESPONSIBLE PARTY: (Last, First name): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

By signing this registration form, I and the organization I represent, consent to abide by the rules and regulations of the Clark County Shooting Complex (CCSC) as attached.

- We will follow all the CCSC rules and regulations including all posted rules.
- We understand that the prime priority of CCSC is SAFETY, and agree to conduct our events with the highest standards for safety for our participants and for others.
- We will provide trained safety officers to supervise our events, and if our match is sanctioned they will meet qualifications.
- We will contact the vendor onsite at the Shotgun Center for first right of refusal if in need of food service.
- We will be responsible for our participants and spectators, and for range safety, for range conditions and cleanliness.
- We will be responsible to ensure that the CCSC is left in as clean of condition as when we arrived. Trash will be placed in trash bins or garbage cans as provided. In the case of a large event (four or more days) we will provide a roll off dumpster. We will be charged for clean up if CCSC is left in a dirty condition.
- We understand that we must provide temporary toilet facilities for our events that last more than six hours in duration with 50 or more people (includes participants and spectators). The first toilet will be handicapped accessible.
- We understand that rental of buildings or any other CCSC event access, which extends beyond normal hours of operations, will be approved only if we agree to hire a licensed security agency for the duration of the event. The security agency must contact the CCSC Main Office in advance to obtain specific instructions on close up procedures, access, etc.
- We understand that this agreement does not eliminate our liability should an incident occur.
- We understand that our responsibility covers our event and when our event is no longer in progress, our agreement does not allow our participants to continue to use the facilities before or after our event.
- We understand that we are responsible for match set up and clean up.
- We understand that there is an advanced scheduling procedure and that all reservations and cancellations must be made in writing. We also understand that reservations will not be made if fees are unpaid.
- We agree to pay CCSC all applicable fees within 30 days after each event.
- We understand that we must carry our own liability insurance to cover our activities at CCSC, and that the County of Clark, and the Clark County Department of Parks & Recreation will be named in said policy as additional insured. A current copy of the certificate will be provided to CCSC and kept filed with this agreement. A lapse of insurance coverage nullifies the agreement.
- We acknowledge that we have read and understand the Shooting Complex Procedures and all posted rules and agree to abide by these.
- We understand that non-compliance with this agreement, rules, procedures and instructions from Rangemasters, safety violations or late payment of fees will result in loss of privileges to use the CCSC.

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

Approval Signature: CCSC Manager \_\_\_\_\_ Date: \_\_\_\_\_



Nevada's 5<sup>th</sup> Star  
Outdoor Shooting Facility

## User Group Information Summary

Thank you for partnering with the Clark County Shooting Complex and becoming a Registered User Group. Please provide us with the name of your business/group/organization along with contact information and e-mail address. Additionally, we ask you to provide us with your business/group/organization training specialty, training courses currently offered, and a brief summary on your business/group/organization.

Organization Name: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Organization E-mail Address: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Organization Specialty/Type of Training: \_\_\_\_\_

\_\_\_\_\_

Training Course Currently Offered: \_\_\_\_\_

\_\_\_\_\_

Brief Summary : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Yes, please include my information on the CCSC website.

\_\_\_\_\_ No, do not include my information on the CCSC website.

Please complete the above form and return with your User Group Application packet to:

Clark County Shooting Complex ([ccspreservations@clarkcountynv.gov](mailto:ccspreservations@clarkcountynv.gov))

11357 North Decatur Blvd.

Las Vegas, NV 89131

(702) 455-2000, option 4 – Main Office

(702) 522-8400 - Fax



## **REGISTERED USER GROUPS**

All groups who desire to use the Shooting Complex must have a current Registered User Group application on file at the Main Office.

No person shall provide commercial firearms instruction or programs at the Clark County Shooting Complex without being registered as a User Group.

Individuals may not register as a User Group unless they are an established business.

The Clark County Shooting Complex is managed as a recreational shooting facility. Requested uses that do not feature the shooting sports, or are not related to the shooting sports, or the accomplishment of the mission of Clark County will not be allowed on property.

All event shooters and Registered User Groups must pay the appropriate Shooting Complex fees through designated event coordinators or match directors.

All Registered User Group event coordinators and match directors must check-in with the on-duty Rangemaster before set-up or shooting. Check-out with the on-duty Rangemaster is required at conclusion of event.

All events, buildings, and facilities must be reserved online a minimum ten (10) days before reservation date. User Groups may request a late reservation by emailing [CCSPReservations@ClarkCountyNV.gov](mailto:CCSPReservations@ClarkCountyNV.gov) a minimum of 3 business days (Monday – Friday) before reservation date or contacting the Main Office Monday – Friday 702.455.2000 ext. 4.

A gate code will be issued to Registered User Groups whose events begin before Clark County Shooting Complex opening, or end after Clark County Shooting Complex closing.

Registered User Groups may store items necessary for their events on property in a designated area, after receiving approval from the Main Office.

Paint ball and force on force training is prohibited except by law enforcement, security, and military units as part of their official training.

All Registered User Groups must maintain a current Registered User Group application on file at the Main Office before being scheduled to use the Clark County Shooting Complex.

All Registered User Groups must schedule and reserve event ranges and buildings for their events through the Main Office per established Clark County Shooting Complex procedures.

All reservations and cancellations shall be emailed to [CCSPReservations@ClarkCountyNV.gov](mailto:CCSPReservations@ClarkCountyNV.gov). Failure to cancel an event via email within 30 days of the event will result in a failure to cancel fee assessment. Reservations are unavailable to Registered User Groups with any outstanding fee balances.

All Registered User Groups must possess a current liability insurance certificate naming Clark County as additional insured before using the Clark County Shooting Complex. A current copy of the certificate will be provided to the Shooting Complex and kept on file with the registered user group application. A lapse of insurance coverage nullifies the application, and any scheduled events are subject to cancellation by Clark County Shooting Complex.

All Registered User Groups must conduct their events with the highest standards of safety for participants and for others.

All Registered User Groups must provide trained safety officers to supervise their events. If a sanctioned event is being held, these officers must meet the standards set by the sanctioning authority.

All Registered User Groups are responsible for the actions, security and safety of participants and spectators, range safety, range conditions and cleanliness.

All Registered User Groups must ensure that participants and guests follow all Shooting Complex rules and regulations.

All Registered User Groups must be responsible for match set up and clean up and ensure that their Clark County Shooting Complex reserved areas are left in a clean condition. Clark County Shooting Complex does not provide set up nor clean up services. Trash will be placed in trash bins or garbage cans as provided. In the case of a large event (four or more days) the Registered User Group will provide at minimum a 20-yard roll off dumpster. Registered User Groups will be charged a clean-up fee if Clark County Shooting Complex staff must clean up after an event.

All Registered User Groups must provide portable toilets if their event lasts more than six hours with 50 or more people (including participants and spectators). The first toilet must be ADA approved, with an additional toilet provided for every additional 25 people.

All Registered User Groups must hire a licensed security agency for the duration of the event, or rental of buildings, when the event includes participants, vendors and goods or services remaining on property beyond normal hours of operations. The security agency must be approved by the Main Office in advance, and obtain specific instructions on closing procedures, access, etc.

All Registered User Groups must disqualify any participant who consumes or is under the influence of alcohol or drugs or who violates any Clark County Shooting Complex safety rule(s) during the event.

All Registered User Groups must pay Clark County Shooting Complex all applicable fees within 30 days from invoice date.

All Registered User Groups must ensure that participants do not use the reserved facilities before or after an event.

All Registered User Groups must understand that non-compliance with Clark County Shooting Complex rules, procedures, and instructions from Rangemasters or facility personnel, or any safety violations, late payment of fees, or lapse of insurance will result in loss of privileges to use Clark County Shooting Complex.

## **SCHEDULING PROCEDURE FOR RESERVING BUILDINGS, RANGES AND EVENTS**

CCSC buildings, ranges, other areas and events will be available for use by reservation subject to the following scheduling procedure.

1. Only registered user groups with a current User Agreement on file may submit a reservation request or reserve online to use the facility.
2. All User Groups will renew their User Agreements in July and August each year. (July 1 through August 15). All outstanding fees will be paid before a new User Agreement is accepted and reservations filled.
3. There will be a reservation submission period from July 1 to August 15 yearly to establish a schedule for the first six-month period January 1 – June 30 for the following calendar year. All priority reservations must be submitted on a "Reservation Request" form.
4. After this open reservation period, the ranges and buildings may be scheduled online beginning October 1<sup>st</sup>, for the balance of the following calendar year. Along with the established Schedule and Reservation Priority used for open scheduling period, longevity of the RUG may be considered when two or more RUG are submitting for the same dates or times.
5. It is the objective of CCSC to have the yearly schedule completed by October first.
6. Education Center Ranges and buildings are available Monday – Sunday, 7am – 10pm for CCSC activities, NDOW activities, Police/Military training, and Registered User Group activity by appointment only. Special circumstances may be approved by the Complex manager.
7. There will be an assessment of \$25.00 for the first scheduled event not held and not cancelled by notifying the Main Office in writing a minimum of 30 days in advance of the event. A second violation will be assessed \$100, and a third will result in forfeiture of remaining dates for the calendar year.
8. The Main Office will maintain the scheduling/reservations through VSI software RecTrac.

**SCHEDULING AND RESERVATION PRIORITY FOR OPEN SCHEDULING PERIOD (Listed in order of priority, based on NRA competitive events structure)**

PRIORITY ONE: SANCTIONED COMPETITIVE EVENTS

1. INTERNATIONAL
2. NATIONAL
3. REGIONAL
4. SECTIONAL
5. STATE
6. CCSC USER GROUP

PRIORITY TWO: NON-SANCTIONED COMPETITIVE EVENTS

7. NATIONAL
8. REGIONAL
9. STATE
10. CCSC USER GROUP

PRIORITY THREE: NON-COMPETITIVE EVENTS

11. CCSC NOT FOR PROFIT USER GROUP

12. CCSC COMMERCIAL USER GROUPS

Notes: A. Sanctioned Events are those events authorized by a recognized national shooting organization such as: NRA, NSCA, NSSA, ATA, IDPA, IPSC etc.

B. Competitive Events are any shooting events, which offer awards/prizes/points as a result of competition. Practice shoots are not competitive events.

C. CCSC NOT FOR PROFIT USER GROUPS are Registered User Groups who are governed by elected officers and are non-profit, or are government groups. If conflicts exist within their scheduling priorities, the priority shall be: Hunter Education, General Education/Training, Schools and Clubs, Law Enforcement/Military.

D. CCSC COMMERCIAL USER GROUPS: These groups use the shooting complex for commercial purposes. There are two types of Registered Commercial User Groups:

Commercial Education/Training are Commercial Users that provide firearms education and training, such as concealed weapons courses and various firearms courses.

Commercial Businesses are Commercial Users that offer competitive events, and/or use CCSC for purposes such as bullet and product testing.

E. The Shooting Complex is for recreational shooting activities. Requests for use that do not meet the Mission of Clark County, the Department of Parks & Recreation, and/or the Clark County Shooting Complex will not be authorized.



F. Weekend priority reservation. RUG may reserve one Saturday or Sunday per month with a classroom time of eight (8) hours, range time two (2) hours.



## **EDUCATION CENTER FIREARMS RANGE RULES**

### **THESE RULES MUST BE FOLLOWED WHILE USING THIS RANGE**

- All range users and shooters are personally responsible for range safety and safe shooting.
- All range users and shooters are responsible to immediately correct any unsafe condition.
- Immediately report any unsafe condition to a Safety Officer.
- First time shooters must watch the safety video before shooting.
- All shooting is to be into the backstops only.
- Firearms will be cased and uncased, holstered and unholstered only at the shooting benches.
- Muzzles will be kept pointed down-range at all times.
- Do not point your firearm at anyone.
- Black powder firearms may be charged at the table and then primed with muzzle pointed down-range.
- Smoking is prohibited around black powder.
- Black powder firearms will not be charged from powder flask or powder can.
- Black powder containers will not be on the shooting tables when firing.
- All persons in the range area must wear ear and eye protection.
- Anyone may call a "cease fire" if an unsafe condition occurs.
- When instructed to "cease fire" shooters will immediately stop shooting, unload their firearms and place them on the shooting table and stand behind the yellow safety line until given further instructions.
- Firearms will not be touched nor handled during "cease fire-range safe period.
- No shooting at unauthorized targets.
- Authorized targets are determined by the Rangemaster.
- 50 BMG shooting is a 200-yard range only.
- Class III firearms will be benched or tripod mounted while shooting.
- Phosphorous based tracer ammunition is prohibited. No shooting at target frames. A replacement fee will be assessed for deliberately shooting frames.
- Deposit all trash in containers and cigarette butts in appropriate receptacles.
- Respect others and their equipment.
- Parents are responsible for their children at all times.
- Pregnant shooters are advised against being exposed to firing line noise.
- All shooters are advised to not smoke or eat while shooting and to wash their hands before they leave the range.
- Alcohol and drugs are prohibited on the range. Persons who have been consuming alcohol or are under the influence of drugs are prohibited from shooting.
- Shooting Complex rules are available at the Main Office.

**PLEASE FOLLOW THESE RULES WHILE USING THIS AREA. VIOLATIONS  
WILL BE ENFORCED, VIOLATORS MAY BE ASKED TO LEAVE THE COMPLEX  
AND SUBJECT TO CRIMINAL AND/OR CIVIL SANCTIONS**



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>		<b>CONTACT NAME:</b>	
<b>1. INSURANCE BROKER'S NAME</b>		<b>PHONE</b> (A/C No. Ext.)	<b>BROKER'S PHONE NUMBER</b>
<b>ADDRESS</b>		<b>FAX</b> (A/C No.)	<b>BROKER'S FAX NUMBER</b>
		<b>E-MAIL ADDRESS</b> <b>BROKER'S EMAIL ADDRESS</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>NAIC #</b>	
<b>INSURED</b>		<b>INSURER A:</b>	
<b>2. SUCCESSFUL BIDDER'S NAME</b>		<b>3. CARRIER'S</b>	
<b>ADDRESS</b>		<b>BEST KEY</b>	
<b>PHONE &amp; FAX NUMBERS</b>		<b>RATING</b>	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EXP (MM/DD/YY)	LIMITS	
4.	GENERAL LIABILITY	X		(A)	(B)	(C)	EACH OCCURRENCE	\$(D) 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$(E) 50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$(F) 5,000
							PERSONAL & ADV INJURY	\$(G) 1,000,000
							GENERAL AGGREGATE	\$(H) 2,000,000
							PRODUCTS - COMPROP AGG	\$(I) 2,000,000
							DEDUCTIBLE MAXIMUM	\$ 25,000
							GEN'L AGGREGATE LIMIT APPLIES PER:	
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC							
5.	AUTOMOBILE LIABILITY	X		(J)	(K)	(L)	COMBINED SINGLE LIMIT (Ea accident)	\$(M) 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS						DEDUCTIBLE MAXIMUM	\$ 25,000
6.	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY	N/A					<input type="checkbox"/> WC STATUTORY LIMITS	OTHER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) describe under DESCRIPTION OF OPERATIONS below							
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - E A. EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
7.	PROFESSIONAL LIABILITY			(N)	(O)	(P)	AGGREGATE	\$(Q) 1,000,000
8.	HOMEOWNER'S LIABILITY			(R)	(S)	(T)	LIMIT (PER OCCURRENCE)	\$(U) 300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DESCRIPTION OF PROJECT; PROJECT NUMBER; PROJECT DESCRIPTION; CLARK COUNTY, ITS OFFICERS, EMPLOYEES AND VOLUNTEERS, ENTER OTHER ARE INSURED

9. WITH RESPECT TO LIABILITY ARISING OUT OF THE ACTIVITIES BY OR ON BEHALF OF THE NAME INSURED IN CONNECTION WITH THIS PROJECT.

**10. CERTIFICATE HOLDER**

CLARK COUNTY, NEVADA  
C/O PURCHASING AND CONTRACTS DIVISION  
GOVERNMENT CENTER, FOURTH FLOOR  
500 S. GRAND CENTRAL PARKWAY  
P.O. BOX 551217  
LAS VEGAS, NV 89155-1217

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**11. AUTHORIZED REPRESENTATIVE**

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# Clark County Shooting Complex



Nevada's **5-Star**  
Outdoor Shooting Facility

## Schedule of Fees and Charges 2025

Approved by the BCC: April 15, 2025

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## **Section 1 – Provisions**

### **PURPOSE**

The purpose of this schedule is to provide uniform fees and charges for use of Clark County Shooting Complex facilities. This schedule establishes a framework to ensure that all users conduct activities in a manner that limits the impact to the facilities and assists the County in recovering the costs of providing such amenities.

### **AUTHORITY**

The Clark County Shooting Park Complex (Complex) Schedule of Fees and Charges is reviewed periodically, and if necessary, adjustments are recommended to improve operational efficiencies. The Board of County Commissioners (BCC) reviews, approves, and by resolution, authorizes the Department to collect these fees and charges.

### **GENERAL PROVISIONS**

After authorization by the BCC, the Shooting Complex Administrator is not authorized to waive or modify any fees in this schedule, but allows the Complex the right to:

- To negotiate with participants, user groups or concessionaires to offset any additional costs of any activity with the County including administrative fees, facility cleanup or damage, staff services, traffic control and security or police services when the user's event requires these services. Fees shall not be less than the fees and charges noted within this Schedule. At events/tournaments where an applicant charges admission/team fees, or at commercial events/tournaments, a service charge agreement will be negotiated to ensure costs incurred by the County are recovered. When appropriate, the Department may also negotiate a percentage of sales with vendors to recover or offset costs incurred by the County.
- To establish temporary developmental rates, and to engage in promotional and marketing activities to enhance Shooting Complex programs. These rates include, but are not limited to, use of discount coupons and free or reduced admission days.
- To schedule or offer public programs and/or special events that may affect the use of parks or pre-empt regular operation or programming.
- To take necessary action to protect the health and safety of the public at all times and to maintain proper management in relation to the usage of department facilities and to determine designated areas of use.
- To limit use and scheduling based on budgetary limitations, the number of requests, or the impact of use on the facilities.

#### **All users must:**

- Follow all rules including specific rules for individual facilities. Complex rules are listed separately. Inappropriate use is subject to misdemeanor penalties under County Code (19.04.080) as well as cancellation of use and forfeiture of all fees, charges and deposits.
- Be responsible for all added amenities required for their use, i.e.; portable restrooms, dumpsters, security, fencing, power, etc. Users will also be responsible to pay the actual cost of repair of any damages incurred by their activity or group.
- Obtain, and provide proof of all necessary permits and licenses required by state and local government entities including: Clark County Risk Management, Clark County Business License, the Las Vegas Metropolitan Police Department, Clark County Air Quality and Environmental Management, Clark County Fire Department, Clark County Public Works or other public agency as required.
- Follow all local, state and federal laws.
- Provide an indemnity agreement, liability insurance and/or cleaning/security deposits as required for any group regardless of group size or activity.

## Section 2 – Miscellaneous Provisions

### **FACILITY RESERVATIONS/PERMITS**

Requests to permit Clark County Shooting complex facilities are made through the Clark County Shooting Complex business office located at 11357 Decatur Blvd Las Vegas Nevada 89131 Email requests to

[CCSPReservations@clarkcountynv.gov](mailto:CCSPReservations@clarkcountynv.gov).

### **COMMUNITY RATES**

Community use includes exclusive use for private gatherings such as birthday parties, picnics, weddings, and meetings that do not charge for attendance/participation.

### **PATRON GROUP RATES**

Organized, non-profit, repeat use groups that commit to a minimum of 9 bookings per year.

### **COMMERCIAL RATES**

Commercial use includes all other exclusive uses that do not meet the criteria for community use as defined above.

### **PAYMENTS/REFUND POLICY**

All fees for basic rentals must be paid in full upon receipt of permit. Registered User Group allocation permits must be paid a minimum of 30 calendar days upon receipt of invoice. Overdue accounts will be assessed a flat \$25.00 fee, plus incur interest at a rate of 1.5% monthly on all overdue balances. All payments must be made in appropriate United States currency, money order, check or credit card. Upon completion of use, any variance in cost from original projections, including actual direct County costs incurred, will require payment by the user no later than 30 calendar days upon receipt of invoice. Refunds will be issued only after an effort is made to accommodate a user by transfer to a similar program or facility. Refunds will be available based on the criteria within this policy, specifically listed below. Refunds may take six (6) to eight (8) weeks to process. The Department's general refund criteria are as follows:

<b>TYPE OF REFUND</b>	<b>REFUND</b>
Class, program, RV site, or locker reservation cancelled by Shooting Complex	100% refund
Reservation of range, room, RV site, locker, or equipment cancelled by individual or group	30 days or more prior to first day of use –100% refund 14-29 days prior to first day of use – 75% refund 3–13 days prior to first day of use – 50% refund Less than 72 hours - No refund  *All Registered User Group cancellations made less than 30 days prior to reservation date will be subjected to a \$25 cancellation fee (1 <sup>st</sup> cancellation); \$100 cancellation fee (2 <sup>nd</sup> cancellation); User Group Agreement termination upon 3 <sup>rd</sup> offense.  *Updating a range/room reservation to include less than the reserved number of fields or use hours will be considered a cancellation
Special Event registration cancelled by individual	Refunds shall not be issued for any ticketed events or activities, which require County pre-purchased/pre-arranged costs, i.e.: tickets, vendor with a quantity-based contract, or supplies and materials.



### **FEE EXEMPTIONS**

Other local governmental agencies, defined by NRS 237.050 as political subdivisions of this state, including, without limitation, a city, county, irrigation district, water district or water conservancy district, will receive an exemption of rental fees for use of County facilities based on an understanding of the County receiving a mutual use benefit. Any County hard costs such as staff or equipment use will require payment in full.

### **NON-SUFFICIENT FUNDS CHECKS**

A \$25 fee will be assessed to the issuer for all checks returned to the Department for non-sufficient funds.

### **REGISTERED USER GROUP ALLOCATION PERMITS**

Allocation permits are required for any exclusive, recurring use of the Shooting Complex by groups that provide sport specific educational and recreational opportunities. Allocation permits will only be issued to groups that have registered with Clark County and have been approved as a Registered User Group.

Requests for allocations will be taken annually between July 1 and August 15.

Every effort will be made to accommodate Registered User Group requests; however, submission of a request does not constitute approval. Uses may be limited based on availability. The Clark County Shooting Complex has exclusive discretion when scheduling use at the Clark County Shooting Complex based on the following prioritization:

1. Clark County Shooting Complex programs
2. Special Use Agreement, Partnerships and Memorandum of Understanding
3. Sanctioned Competitive Events (non-profit groups will have priority)
4. Non-Sanctioned Competitive Events (non-profit groups will have priority)
5. Non-Competitive Events (non-profit groups will have priority)
6. Individual Occasional Users (non-league, short term)

NOTE: The non-profit status of an organization must be verified by the Clark County Shooting Complex at the start of the allocation process. If non-profit designation is not able to be verified, or is found to be invalid, the organization will be treated as a commercial entity and space will be allocated to the organization based on this commercial status.

Allocation schedules will be finalized no later than October 1 and permits will be issued following receipt of all required documents and submittal of appropriate fees. Use permits not finalized and issued by the use start date will be considered void and cancelled.

- Any additional requests for short term permitted use of Clark County Shooting Complex facility must be submitted by email from the Registered User Group's Representative(s) a minimum of three (3) business days prior to the requested use date. Requests for event changes, rescheduling or cancellations must be made in accordance with the Shooting Complex's established Registered User Group policies and procedures.
- Scheduling of the facility will be based on availability. No additional use of the facility is authorized prior to the payment of additional fees being paid in full and before an amended User Permit is issued to the Registered User Group. Any Registered User Group found using the Complex facilities without payment in full and without a valid amended Use Permit may result in disciplinary action, including and up to future ineligibility status.

### **SHORT NOTICE FACILITY REQUESTS BY REGISTERED USERS**

1. Visit online to check availability of desired facility. If available, submit email request to [CCSPReservations@clarkcountynv.gov](mailto:CCSPReservations@clarkcountynv.gov).
2. Reservation may be granted or denied pending availability of required staff. Any requests within 72 hours of intended use period may not be accepted.

### **ENTITY VERIFICATION**

Reservations must be made under the same entity name as verified on the Clark County Business License(s), permit(s), letter of exemption(s), insurance policy(s), as applicable.

### **NON-ALLOCATED PERMITS**

Any group or individual not qualifying for an allocation permit or missing the allocation scheduling deadlines will have access to any remaining facilities on a first-come, first serve basis after the allocation process is finalized.

### **SPECIAL EVENT PERMITS**

Reservation requests for special events will be accepted up to one (1) year in advance and will receive scheduling priority at available facilities after Department events and programs. Failure to submit requests 6 weeks prior to event date may result in denial of request. All agreements specific to these reservations are subject to user obtaining all necessary permits and licenses required by state and local government which may include, but not limited to: Clark County Business License, the Las Vegas Metropolitan Police Department, Clark County Air Quality and Environmental Management, Clark County Fire Department, Clark County Public Works and Southern Nevada Health District. Please refer to the Clark County Special Event Permit Package for more information.

### **BUSINESS LICENSING REQUIREMENTS**

Entities desiring to do business with Clark County Shooting Complex agree to obtain the proper licensing from Clark County. The entity must hold a valid Clark County Business License and /or permits(s) or have verified written exemption and provide proof of the license/permit/verified exception to the Shooting Complex prior to use permits being issued. The Clark County Business Licensing Division will not issue any site specific or special use license or permits without proper application and documentation for use.

For questions on County licensing, exemptions, or permits, please contact Clark County Business Licensing at:

Phone: (702) 455-4252

Email: [chap@clarkcountynv.gov](mailto:chap@clarkcountynv.gov)

Website: [http://www.clarkcountynv.gov/depts/business\\_license/pages/default.aspx](http://www.clarkcountynv.gov/depts/business_license/pages/default.aspx)

Clark County Shooting Complex staff is required to verify that an entity either holds the required valid Business License(s) and/or permit(s), or, is otherwise verified as exempt by the Clark County Business Licensing Department. If the entity's business license(s), permit(s), or exemption cannot be verified by staff, the County will notify the entity of any verification issues. No approval or permits will be issued without verified Clark County Business License, and/or permit(s), or a verified exemption.

Application of a Clark County business license, exemption, or permit does not guarantee the business license, exception, or permit will be issued.

### **PERMIT CANCELCATION**

Use permits may be canceled and/or rescheduled and will be subject to the Refund Request Guidelines outlined. Cancellations must be submitted in writing/email to the Clark County Shooting Complex. Permits canceled by the Shooting Complex or due to inclement weather may be rescheduled as availability allows or may be refunded for the affected use fees paid depending on the reason for the cancellation and/or schedule change. The Shooting Complex will try to give as much notice as possible in case of a cancellation and/or schedule change initiated by the Clark County Shooting Complex. Permits may be canceled and/or rescheduled by the Shooting Complex for reasons including, but not limited to the following:

- The Shooting Complex begins work on any of the facilities.
- The health and safety of participants are threatened due to impending conditions, including but not limited to heavy rains, heat waves, unhealthy air alerts, and pesticide application.
- A User Group and/or its representative and/or member(s) are found to be in non-compliance with any section of the Shooting Complex's use and Allocation Policy, regulations or other signed agreement.
- A User Group and/or its representative and/or member(s) are found to be using a Clark County Shooting Complex facility for purposes other than its intended use.
- For any other reason the Clark County Shooting Complex deems cancellation and/or rescheduling is necessary.



### **INCLEMENT WEATHER**

In cases of inclement weather or impending health and safety conditions affecting a sporting event, the Clark County Shooting Complex will make every attempt to make alternate dates available for the full permitted event but cannot assure that facilities will be available for the full event. In such cases, the sporting event organizer understands that other permit holders for subsequent hours and days will not be asked to forfeit their permits to accommodate the completion of an event that may be cancelled.

### **SUBLETTING**

Please note that there is NO exchanging or subletting of Clark County Shooting Complex facilities without the express written consent of the Clark County Shooting Complex Administrator or his/her designee.

### **INSURANCE**

The authorized group shall provide commercial general liability insurance naming Clark County c/o Purchasing & Contracts Division, 500 South Grand Central Parkway, 4th Floor, Las Vegas, NV 89155 as additional insured in an amount not less than One Million Dollars (\$1,000,000) per occurrence, Two Million Dollars (\$2,000,000) aggregate. The required Certificate of Insurance must be received by the Department of Parks & Recreation no later than thirty (30) business days prior to the first reservation date.

### **SECURITY**

Security requirements for use will be based on group size. Group use thresholds that require security are shown below. If security is required, a security plan must be submitted and approved by the County prior to scheduled activity. Additional security requirements may apply depending upon the nature of the activity, distribution of alcoholic beverages, and/or during periods of high security alert. A per hour security rate will be assessed according to current contract conditions for private security guard services.

Number in Group	Guards Required
01 – 100	0
101 – 250	2
251 – 350	3
351 – 450	4
451 & over	4 + 1 for each additional 100 persons

### **CONCESSIONS**

Concessions may be sold through an organized event only and must be processed through the County by an event organizer. Individual vendor or concession solicitation is prohibited. Rates are as follows:

Non-profit vendor:     \$22.00 per unit per day  
For-profit vendor:     \$44.00 per unit per day

### Section 3 – Approved Fees and Charges

#### PUBLIC RIFLE/PISTOL CENTER

Range Admission Fees and Equipment Rental	
Ranges are available only during time Shooting Complex programs are not scheduled. Rates are based on standard operating hours.	
RATES	
Junior (under 18 years of age)	50% of Adult Daily Fee
Adult	\$13.00/day \$120.00 per 12-Day Pass \$110.00 Summer Hrs. Wed-Fri Range Pass June 1 – September 30
Firearm Rental (Must 18 years of age for rifle, 21 years of age for handgun) Handgun with optics Rifle with optics Spotting Scope Rental Utility Wagon Rental	\$12.00/hr. \$15.00/hr. \$18.00/hr. \$6.00/day \$6.00/day
Public Range Rental by Registered User Groups (Minimum 2 hours) Monday- 12pm-10pm Friday, Saturday, and Sunday- 6pm-10pm	
RATES	
Entire Range; 60 Firing Points (to 200 Yards)	Commercial- \$65.00/hr. Community- \$46.00/hr. Patron Groups- \$38.00/hr.
Firing Points 1-30 (to 50 Yards)	Commercial- \$46.00/hr. Community- \$38.00/hr. Patron Groups- \$34.00/hr.
Staff Fee (required during non-operational hours)	\$23.00/hr. (minimum 4 hours Monday and Tuesday)
Range Lighting	Entire Range- \$56.00/hr. 50 Yard Only- \$20.00/hr.
Clean-Up	\$23.00/hr. + \$66.00 penalty

#### PUBLIC ARCHERY RANGE/NFAA FIELD ARCHERY RANGE

Public Archery Range Fees and Equipment Rental	
Ranges are available only during times Shooting Complex programs are not scheduled. Rates are based on standard operating hours.	
RATES	
Junior (under 18 years of age)	50% of Adult Daily Fee
Adult	\$10.00/day Known Distance Range \$13.00/day 3D Course \$95.00 11- Day Pass \$10.00/day NFAA Field Archery Range
Registered User NFAA Range Community	\$24.00/hr.
Registered User NFAA Range Commercial	\$34.00/hr.
Bow & Arrows Rental (Must be 18 years of age)	\$12.00/hr. (Bow & 8 Arrows)

## SHOTGUN CENTER

### Trap, Skeet, International Trap & Skeet, Five-Stand, Helice, Shotgun Rental, RV Camping & Miscellaneous Fees

Ranges are available only during times Shooting Complex programs are not scheduled.

Rates are based on standard operating hours. RV camping site available 24/7

	COMMUNITY RATES	COMMERCIAL RATES
Junior (under 18)	\$6.50 Trap/Skeet (25 birds per round) \$7.00 International Skeet \$7.50 International Trap (Bunker) \$7.50 Five-Stand (25 birds per round)	
	\$8.50 Trap/Skeet (25 birds per round) \$9.00 International Skeet \$9.50 International Trap (Bunker) \$15.00 Helice Targets (5) \$6.50 Trap/Skeet (25 birds per round) Thursday Promo \$9.50 Five Stand (25 birds per round) \$85.00 Prepaid Shooting Card (10 rounds Trap/Skeet) Prepaid 10-round Shooting Cards are available for trap, skeet, Int'l trap, Int'l skeet, 5-stand, and Helice for adult and junior categories.	
Registered User	Trap/Skeet .28/tgt. International Skeet .30/tgt. International Trap .32/tgt. + \$36/field/day Helice \$2.50/tgt. + \$36 daily field set-up fee Five-Stand .32/tgt.	Trap/Skeet .28/tgt. + \$36.00/field/day International Skeet .30/tgt. + \$36/field/day International Trap .32/tgt. + \$72/field/day Helice \$3.00/tgt. + \$72 daily field set-up fee Five-Stand .32/tgt. + \$36.00/field/hr. *Field charge waived for any event resulting in 5000 targets used.
Patron Groups	Trap/Skeet .26/tgt.	
Shotgun Rental (Must be 18 years of age)	\$12.00/hr.	
Lockers (Shotgun Center)	\$6.00/day \$165/annually	
Tournament Locker Room	\$5.00/day, \$50.00 for 10-Day Maximum	
Staff Fee (required during non-operational hours)	\$23.00/hr. (minimum 4 hours Monday and Tuesday)	
Range Lighting	\$12.00/hr./field	
Clean Up	\$23.00/hr. + \$66.00 penalty	
Shotgun RV Camping Fee	\$35.00/night/unit	
Shotgun RV Camping Fee- Registered User	\$30.00 night/unit with minimum reservation block of 15 units	
Shooters' RV Camping Extended Stay Rate	\$870.00 29 days is the maximum length of stay allowed. Any pre-booked camping reservation of 29 days	
RV Late check-out Fee (after 2 pm)	\$35.00	

## SPORTING CLAYS

### Sporting Clays, Cart Rental & Miscellaneous Fees

Courses are available only during times Shooting Complex programs are not scheduled. Rates are based on standard operating hours.

	COMMUNITY RATES	COMMERCIAL RATES
All Ages	.41/target	
Registered User	.35/target	.35/tgt. + \$360.00/course/day *Course charge waived for any event resulting in 100,000 days used.
Staff Fee (required during non-operational hours)	\$23.00/hr. (Minimum 4 hours Monday & Tuesday)	
Clean Up	\$23.00 + \$66.00 penalty	
Sporting Clays Cart Rental (Gas)	\$34.00 (up to 3 hrs.) \$66.00/day	
Shooters Push Cart	14.00 (up to 3 hrs.) \$30.00/day	

## EDUCATION CENTER RANGES

Ranges are available only during times Shooting Complex programs are not scheduled. Rates are based on standard operating hours. Use outside of normal operating hours will require additional fees for staff costs. Customer is responsible for range set-up and clean-up which occurs during the rental period.

	COMMUNITY RATES	COMMERCIAL RATES
Registered User Groups	(2-hour minimum after 10am Monday & Tuesday)	(2-hour minimum after 10am Monday & Tuesday)
50 Yard Range	\$24.00/hr.	\$34.00/hr.
100 Yard Range	\$20.00/hr.	\$30.00/hr.
100 Yard Range M (Multi-use)	\$20.00/hr.	\$30.00/hr.
Shotgun Range at Education Ctr	\$24.00/hr. plus .26/clay provided by CCSC (Requires Pre-paid RFID card for use of CCSC equipment)	\$34.00/hr. plus .26/clay provided by CCSC (Requires Pre-paid RFID card for use of CCSC equipment)
Patron User Groups	(2-hour minimum after 10am Monday & Tuesday) 50 Yard Range- \$20.00/hr. 100 Yard Range- \$15.00/hr. 100 Yard Range M (Multi-use)- \$15.00/hr. Shotgun Range- \$20.00/hr. plus .26/clay provided by C.C.S.C. (Requires Pre-paid RFID card for use of CCSC-equipment).	
Staff Fee (required during non-operational hours)	\$23.00/hr.	
Range Lighting	\$47.00/hr. Full Range \$15.00/hr. 50 Yard Range \$17.00/hr. 100 Yard or 100 Yard M (Multi-use) Range \$15.00/hr. Education Center Shotgun Range	
Clean Up	\$23.00/hr. + \$66.00 penalty	

Trailer Storage	\$35.00/wk. \$85.00/mo. \$550.00/yr.
<b>Room Reservations</b>	
Meeting rooms are available only during times Shooting Complex programs are not scheduled. Rates are based on standard operating hours. Use outside of normal operating hours may require additional fees for staff costs. Additional staff costs will apply to all public use reservations. Customer is responsible for room set-up and clean-up which occurs during the rental period.	
<b>RATES</b>	
All Groups	\$26.00 Standard Classroom (seats 30) less than 2 hours \$34.00 Standard Classroom (seats 30) less than 4 hours \$59.00 Standard Classroom 4-8 hours \$86.00 Standard Classroom over 8 hours
All Groups	\$49.00 Large Classroom (seats 60) less than 2 hours \$66.00 Large Classroom (seats 60) less than 4 hours \$98.00 Large Classroom 4-8 hours \$132.00 Large Classroom over 8 hours
All Groups	\$74.00 X-Large Classroom (seats 90) less than 2 hours \$98.00 X-Large Classroom (seats 90) less than 4 hours \$132.00 X-Large Classroom 4-8 hours \$162.00 X-Large Classroom over 8 hours
Staff Fee (required during non-operational hours)	\$23.00/hr.
Clean Up	\$23.00/hr. + \$66.00 penalty