Facility Request FAQ: Frequently Asked Questions

How do I request to use the facilities at Pelham Fish & Game? You will need to complete a Facility Request Form. (FRF) Once completed, e-mail the FRF to FRF@pelhamfishandgame.org.

FRFs are reviewed monthly at the Board of Directors Meeting (BOD). (2nd Tuesday each month at 6:30 pm)

Do I need to be a member to submit an FRF? No, but you need to have a BOD Contact. If you do not have a BOD Contact, you will need to contact the Secretary for additional information at FRF@pelhamfishandgame.org .

What additional information is needed to complete the FRF? You may need to provide a Certificate of Insurance and Instructor Credentials. We require a detailed description of your event, and any additional information as requested by the BOD.

- **Insurance:** if your event is anything other than a current member using the club for a family or personal event, a Certificate of Insurance is required.
    - You will need to provide a Certificate of Insurance, listing Pelham Fish and Game Club, Inc. as a named insured. The Certificate of Insurance must include a minimal coverage for each occurrence of $1,000.000 dollars. The Certificate of Insurance must be valid for the date(s) of your event. If the Certificate effective dates expire prior to your event, you will be responsible for providing an updated/renewed Certificate prior to the event.

- **Instructor Credentials:** You will need to provide copies of the credentials of any, and all instructors providing training. Credentials must be from a National Training Organization (NTO).
    - Clearly identify the organization requesting usage and their business structure: DBA, Sole proprietorship, Corporation and LLC, and;
    - A name and contact information for a Match Director or event point of contact. Names and credentials of instructors and range safety personnel, and;
    - Insurance binders, an emergency contact and any other relevant emergency procedures, and;
    - A set of safety guidelines/briefing, range rules and SOP (Standard Operating Procedures) that govern the match or activity (e.g. IPSC Rules, SASS Rules, IDPA Rules, etc.), a safety plan and an emergency plan in written or electronic format, and;
    - Any information to be posted or advertised regarding the event, and;
    - Listing of any club property of equipment being utilized, and;
    - A detail listing of any Range Rules Exceptions, if none then the statement “No Range Rule Exceptions”, and;
    - Any additional information as requested by the BOD.

- **Event Description:** You will need to describe, in detail, information about your event.

- **If you are serving alcohol at the event**, whether a member or not, you will need to provide Special Event Insurance, Host Liquor Liability.

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How will I know my FRF has been approved? We encourage any person(s) submitting the FRF to attend the BOD Meeting. If you are not a member, contact the Secretary for an invitation to the BOD Meeting. This will allow the opportunity to answer any questions, provide additional information and learn of the events approval.

If you do not attend the BOD Meeting, the Secretary will advise on the status of your FRF.