

# University of Minnesota Police Department

## Application for Range Reservation

***IMPORTANT: Please review all Current Range Rules and rates before filling out the Range Reservation form.***

- ❑ Fill in the agency or group name, address, phone number and contact name. Please list only one contact. This should be the primary contact for the agency or group.

### **Law Enforcement Use**

- ❑ Check purpose of use
- ❑ Note the number of shooters
- ❑ Include instructor's names
- ❑ Attach a complete Lesson Plan and Course of Fire listing type and caliber of firearms

### **Non-Law Enforcement Use**

- ❑ Complete purpose of use
- ❑ Complete an educational goals statement. This must include:
  - Number of shooters
  - Type of firearms
  - Ammunition amount
- ❑ List names of certified firearms instructors/safety officers
- ❑ Attach firearms instructors and safety officer credentials

Please contact Shannon McGoffin at 612 626-5304 or at [mcgof002@umn.edu](mailto:mcgof002@umn.edu) with questions regarding Range scheduling or paperwork.

***The University of Minnesota, in its sole discretion, reserves the right to refuse Range Use to any individual or group, at any time for any reason, including without limitation, any group without adequately trained and certified instructors.***

University of Minnesota  
 University Police Department Firearms Range  
 Application for Range Reservation  
 Non-Law Enforcement Groups

The University of Minnesota may rent the firearms range to non-Law Enforcement Groups that show a special need to promote an educational and safety mission. Non-Law Enforcement Groups wishing to use the range facility must have in place liability insurance that meets the requirements set forth in the Firearms Range Use Agreement. Proof of the agency's insurance coverage must be on file with the University of Minnesota Police Department before any consideration will be made for use of the firearms range.

<b>Group Information</b>	
Group name:	
Group address:	
Group contact person:	Contact phone number:
Proposed dates of use:	

Purpose of use (check one):

- Instruction
- Competition match
- Other \_\_\_\_\_

Documentation Needed:

Please attach a statement outlining the educational goal(s) that will be met by use of the firearms range.

The statement should include:

- a. number of shooters
- b. type of firearms to be used
- c. amount of ammunition that will be expended
- d. names of firearms instructors and safety officers that will be on site during use of the firearms range

*Firearms instructors must meet POST, or military standards or be certified to similar standards. The University of Minnesota reserves the right to refuse use of the firearms range to any group that does not provide adequately trained and certified instructors.*

**Note:** *Non-law enforcement groups are restricted to using only handguns and rifles with rifled barrels firing sub-sonic ammunition.*

**The University of Minnesota gives law enforcement agencies priority use of the firearms range. Non-law enforcement use of the range may be cancelled at any time for any reason.**