



Private Instructor Agreement (3rd Party Use)

Facility Name: _____

Instructor Name: _____

Phone: _____

Email: _____

Date: _____

Purpose

This agreement outlines the rules and expectations for all approved third-party instructors using our facility.

Please refer to the Range Standard Operating Procedures for additional rules, regulations, and emergency procedures.

General Requirements

- Instructors must be **approved by management** prior to teaching.
- All scheduling must be submitted to the business office in advance to ensure range availability.
- All instructors and students must complete **required waivers and check-in procedures** before entering the range.
- Instructors and students must **check in with staff before and after each session**.
- Instructors must provide proof of insurance, naming **Oak Tree Gun Club** as an **Additional Insured**, and submit a Certificate of Insurance (COI) to Accounting.
- Instructors must hold VALID (not expired) Instructor Certifications/ Credentials and provide a copy to **Oak Tree Gun Club**.
- Instructors are responsible for the **behavior and safety of their students at all times**.



- **Oak Tree Gun Club** will not be responsible for any injury or damages resulting from Private instruction conducted by 3rd party entities utilizing the range.
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Private Bays / Special Use

- Private bays must be **reserved in advance** for a specific range.
 - Any exceptions require **prior management approval**.
 - **Time limits will be strictly enforced**. For example, if a bay is reserved for two hours, only that time will be allotted. Additional time will result in added charges and may require vacating the bay.
 - All payments must be **completed prior to range use or at time of service**.
 - Any request outside standard range rules must be **approved in advance**.
 - Requests for target stands, frames backers, should be made in advance and will result in **additional fees**.
 - A minimum of **24 hours' notice is required for cancellations**. Failure to cancel within this timeframe, including no-shows, will result in the **full hourly range fee being charged**, regardless of use.
 - **• Private bay: \$100 per hour**
• Range Safety Officer (RSO): \$100 per hour
• Per person fee: \$25 per hour
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Instructor Conduct & Guidelines

- Maintain a **professional and respectful demeanor** with all guests, staff, and students.
- Use **clear, calm communication**, no yelling, aggressive language, or intimidation.
- Maintain a **clean and organized range environment**.
- Dress appropriately for a **training environment**.
- **No food** is allowed to be consumed on any shooting range.



- Instructors are fully responsible for the **actions and safety of their students**.
 - Ensure all students **understand and follow range rules at all times**.
 - **Immediately correct unsafe behavior**.
 - Do not allow any student to continue if they are acting **unsafe or irresponsibly**.
 - Follow all **Range Safety Officer (RSO) instructions without exception**.
 - Do not override or contradict RSO commands.
 - Report any **issues, concerns, or incidents** to staff immediately.
 - No consumption of **alcohol or drugs** before or during instruction.
 - No instruction while **impaired, distracted, or fatigued**.
 - No unsafe demonstrations or behavior.
 - No arguing with staff or other guests.
 - Maintain appropriate **student-to-instructor control at all times**.
 - Do not leave students **unattended on the firing line**.
 - Ensure all shooters are **capable of safely handling firearms** before proceeding.
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Violations

Failure to comply with this agreement may result in:

- Immediate stop of instruction
 - Removal from the facility
 - Suspension or permanent revocation of instructor privileges
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Acknowledgment

I understand and agree to follow all rules and policies outlined above. I acknowledge that failure to comply may result in loss of instructor privileges.



Instructor Signature: _____ **Date:** _____

Facility Representative: _____ **Date:** _____