

## University of Minnesota Police Department Firearms Range Use Agreement Checklist

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

- ❑ Write legal name of agency or group in the first paragraph.
- ❑ The contract length (item number 2) may not run past December 31<sup>st</sup> of the current year.
- ❑ A certificate of insurance must be attached to the completed Use Agreement. Please refer to number 7 for details.
- ❑ The certificate of insurance must name Regents of the University of Minnesota as an additional insured. Please refer to the example certificate of insurance for detail.
- ❑ The agency/group's authorized representative must sign the Use Agreement in the appropriate location. This signature block must also include the printed name, title, and date signed.
- ❑ If the agency/group has reserved dates, please include the Range Reservation paperwork with the Use Agreement.
- ❑ If your agency does not have a ST3 on file at the University of Minnesota, please submit with Use Agreement paperwork.

Please contact Ntombi Hewu at (612) 391-9904 or at [hewu0002@umn.edu](mailto:hewu0002@umn.edu) with questions regarding Range scheduling or paperwork.

UNIVERSITY OF MINNESOTA  
UNIVERSITY POLICE DEPARTMENT FIREARMS RANGE USE AGREEMENT  
(Non-Law Enforcement Groups)

This Use Agreement, by and between Regents of the University of Minnesota, through the University of Minnesota Police Department ("University") and \_\_\_\_\_ ("Group"), provides for Group to use University's firing range ("Range"), located at the University of Minnesota Rosemount Research and Outreach Center at 2142 158th Street East, Rosemount, Minnesota 55086 for authorized firearms training activities subject to the terms and conditions outlined below.

1. Group refers to any non-law enforcement organization that wishes to conduct firearms training activities at the Range. Use of the Range is authorized for and limited to approved members of Group. No unauthorized persons will be allowed to use the Range.
2. The term of this Use Agreement shall be from \_\_\_\_\_ to \_\_\_\_\_. The University shall have the right to terminate this Use Agreement at any time upon written notice to Group.
3. Group agrees to pay the University of Minnesota Police Department a fee based on the current fee schedule.
4. The time, date, and duration of Group's use of the Range will be scheduled and approved by the Range Safety Officer or University of Minnesota Police Training Manager.
5. Group shall at all times adhere to the rules and regulations for non-law enforcement users of the Range, as well as all University policies, rules, and regulations, as applicable, and is subject to the guidance and authority of the Range Safety Officer, or his/her designee.
6. Group agrees to defend, indemnify, and hold harmless University, its officers, employees, representatives, and agents from and against all claims for bodily or personal injury or property damage resulting from Group's use of the Range and its performance under this Use Agreement.
7. Group agrees to provide a Certificate of Insurance, evidencing coverage for general liability insurance and auto liability insurance in an amount not less than \$1,000,000 each occurrence covering all Group personnel, including contractual liability, and specifically covering Group's obligations under the above HOLD HARMLESS and INDEMNIFICATION AGREEMENT, prior to its use of the Range. Such Certificate of Insurance shall name Regents of the University of Minnesota as primary additional insured. Group shall also carry workers' compensation insurance to at least statutory limits for any and all workers, if applicable.

UNIVERSITY OF MINNESOTA

GROUP

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_