

Loudoun County Chapter of the Izaak Walton League of America

MAIL TO: LCC-IWLA
P.O. Box 1338
Leesburg, Virginia 20177-1338

OR

HAND DELIVER TO: B.O.D. MEETING OR
THE MEMBERSHIP MEETING ON
1st or 2nd MONDAY OF THE MONTH

Group Use Request Form

Date(s) of Event: _____ Check all that apply: Day Use Overnight Use Camping Other

Group Name: _____ Number attending – Youth: _____ Adult: _____

Organization Representative: _____ Phone: _____

Sponsoring LCC-IWLA Member: _____ Phone: _____

Facilities to be used (check all that apply):

Chapter House Skeet Range Rifle Range Archery Range Pond Other EXPLAIN: _____

Nature of Event: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS (check the box that applies to each question):

YES NO

Have you secured parental permission for every person under the age of 18 to attend your event?

Will the LCC-IWLA sponsoring member be attending your event?

Are all participants covered by your organizations accident insurance?

The following conditions shall apply in addition to all the rules and bylaws of the Loudoun County Chapter of the Izaak Walton League.

1. Fires are permitted only in established, permanent fire rings. Fires must always be attended by an adult. All fires must be completely extinguished with water. Water is available at the chapter house. Only use downed firewood. DO NOT CUT ANY TREES!!!
2. In order to use the chapter's ranges, the sponsoring member must have attended the chapter's orientation meeting and be present at all times during range usage. The sponsoring member is responsible for the conduct of all guests.
3. All range safety rules must be followed when using the chapter's facilities.
4. Parental permission must be obtained for every person under the age of 18 that will be attending your event.
5. All participants must be covered by your organizations accident insurance.
6. Trash must be removed from all facilities used by your organization. All trash must be placed in the dumpster by the chapter house or completely removed from the premises.
7. If using the chapter house, sweep and mop out the building including the kitchen and bathrooms.
8. LEAVE ALL FACILITIES BETTER THAN YOU FOUND THEM.
9. No alcohol is permitted on the chapter property.
10. Request for facility use must be submitted at least three (3) weeks prior to the date of the event.
11. The organization and sponsoring member requesting use of the facility will be held liable for any and all damages done to chapter property or facilities during their event. User agrees to pay any fees for additional cleaning, trash removal, or repairs deemed necessary by the chapter management as a result of failure to properly use, clean or maintain the premises.
12. Failure to comply with these rules and/or any other established range rules could result in the immediate expulsion of your group and may result in additional disciplinary action including revocation of membership of the sponsoring member.

I have read and understand the above and the rules of the Loudoun County Chapter of the Izaak Walton League of America. The sponsoring member will be in attendance at the LCC-IWLA facility during this event and be responsible for all adults and youth present during this event. All information provided is true and correct.

X _____
(Signature of Organization Representative) (DATE)

X _____
(Signature of Sponsoring LCC-IWLA member) (DATE)

email address: _____

email address: _____

LCC-IWLA USE ONLY

APPROVED DENIED REASON: _____

REQUESTOR NOTIFICATION DATE: _____ METHOD OF NOTIFICATION: EMAIL PHONE OTHER _____