

Effective November 1st, 2025, the following revised regulations will be set into place and enforced. Instructors/Facility users will be required to acknowledge and E-sign to commit to upholding the set forth policies. Violations will result in fines, up to revocation of privileges and expulsion from the facility. No bookings will be honored until this agreement is signed and recorded.

1. General Guidelines

1.1. All users of the building must adhere to the policies outlined in these bylaws.

1.2. Failure to comply with these bylaws may result in penalties, suspension, or termination of building access privileges.

1.3. It is mandatory that an FLP pitch is presented in your class, any failure in this will result in suspension.

1.4. There will be no promoting of any self-defense legal company outside of FLP. Violation of this will result in an IMMEDIATE ban from the premises.

2. Room Assignments

2.1. Room assignments are designated & assigned by facility management team ONLY, based on availability and operational needs.

2.2. Any requests to change room assignments must be submitted to and approved by facility management in advance. Unauthorized room changes are prohibited.

2.3 You will be required to submit/divulge the number of students you have CONFIRMED/BOOKED, in order for proper classroom placement. For example, we will not schedule an instructor with 3 confirmed students, in a classroom that holds 30 people if other instructors with larger confirmed classes are in the queue awaiting booking assignment.

2.4. FLP exclusive partners will always have priority booking over other partners. Non-FLP exclusive partners may get bumped due to demand for the rooms.

2.5 **The recommended deadline to request a classroom is 72-hrs prior to the date you are requesting.** For example, if you need a classroom on Saturday, we recommend you request no later than Wednesday. **Any requests afterwards cannot be guaranteed or promised.** We will fit you in as best as possible, based on space/availability. This policy will not be deviated, regardless of if you have paid the monthly membership fee. Showing up and “taking” a classroom without being approved/scheduled, is prohibited and will result in a violation. If you need to request a room while the building is full/booked, you will be placed on a waitlist and notified as soon as/if a classroom becomes available. Automated text messages will be sent out when the next month’s booking is available.

2.6 To schedule/request a classroom you have 2-options:

> **Call/Text Facilities Mgmt. (J.R.) @ 248-571-9665.** If no answer, be sure to leave a message. There will NOT be returned calls to random numbers. Text messages are highly encouraged, for quick response times, accuracy and confirmation.

> **Email: JROBINSON@FIREARMSLEGAL.COM** with your full name, name of your company, telephone number, email, class size (how many confirmed students you have, not estimated), and the date/time in which you will need the room.

3. Payments/Facility User Fees

3.1 Facility users will be required to pay a facility usage fee. The revised fee schedule is below:

-\$100 per single usage OR - \$125 for unlimited use per month

\$150 for non FLP exclusive partners per use

Classes that are co-taught will have a \$25 fee per extra instructor, other instructors will also have to sign the by-laws.

Failure to do so will result in fines/suspensions of building privileges.

The fee will be **due at time of booking of classroom**, but **THE MONTHLY FEE (\$125)** does grant access for the user, to the facility for the rest of the calendar month. For example: if you book a classroom and pay on Sept. 3rd, you will have unlimited access to the facility (schedule permitting) throughout the end of Sept. However, Oct. 1st, you will need to pay the user fee in order to continue to schedule/use the facility for the month of October.

3.2 *For a classroom to be held/reserved, payment will NOT be accepted the day of, it must be paid at time of booking.*

The facility fee is NON-REFUNDABLE & NON-TRANSFERABLE. If your class is cancelled, there will be NO REFUNDS!

3.3 *User fee can be submitted/paid via:*

-CashApp: \$FLPTrainingLivonia

-Venmo: @FLPLivonia

-Zelle or ApplePay: 248-571-9665

4. No-Call, No-Show Policy

4.1. Users who fail to appear for a scheduled booking without prior notice will be classified as a "no-call, no-show."

4.2. A penalty of \$70 will be applied to the user's account and must be paid before any future booking.

4.3. Repeated no-call, no-show violations (2 or more incidents within a 6-month period) may result in suspension of building usage privileges.

5 Instructor Contact Policy

5.1. Users are prohibited from contacting other instructors directly to arrange or request schedule changes, substitutions, or room reassignments.

5.2. All such requests must be directed to and facilitated by facility management.

* First violation will result in a \$20 fine, second violation will be 90-day suspension of usage from building. Third offense will result in further disciplinary action, to be determined.

6. Dispute Resolution

6.1. Users who wish to dispute a penalty or any other issue related to these bylaws must submit a written request to facility management within 7 days of the incident.

6.2. Facility management will review disputes on a case-by-case basis and provide a final decision within 14 days.

7. Amendments

7.1. Facility management reserves the right to amend these bylaws as needed. Any changes will be communicated to all users in writing.

8. Facility User/Individual's Responsibilities

We want to maintain a safe and clean environment for all the building users. To ensure such, below will outline new regulations to ensure that the building is maintained to a comfortable standard for us all.

The facility user(s) will be responsible for cleaning behind themselves in the classrooms & general areas of usage. Below are the expectations for the facility users:

8.1 The user must clean their classroom of all debris (on/under the tables, floor, windowsill, etc.), empty the trashcan, and replace the trash bag/liner in the can. The bag must then be taken to the dumpster in the parking lot.

8.2 The user will need sanitize tabletops/surfaces touched during usage of the room. Each classroom will be equipped with paper towel & cleaning solution. If you spill something on the floor (anywhere in the building), please clean it up.

8.3 The kitchen area & refrigerator are for community usage. Please feel free to use the fridge for storage of your food & beverage items while you are using the facility. However, please take your items with you when you leave and confirm the kitchen sink is empty. Any personal items left behind in/out the refrigerator will be thrown out weekly.

8.4 Last user to leave the building, please ensure all of the lights have been turned off, restrooms & kitchen are clear of debris on the floor & surfaces. Ensure toilets have been flushed (free of debris/contaminants)

8.5 FLP is not responsible for any lost or stolen items that have been left behind.

8.6 DO NOT REMOVE TABLES, CHAIRS, AND OTHER EQUIPMENT FROM THE CLASSROOMS, KITCHEN, CONFERENCE ROOM, etc.!!!

1st Violation: \$50 Fine due at next booking

2nd Violation: \$50 fine & 90 day suspension from using facility

3rd Violation: Revoke of usage for remainder of calendar year & review of restoring usage in next calendar year (2026).

8.6 Please advised all students/guests, etc. NOT TO PARK IN THE FLP MANAGEMENT PARKING SPOTS. Our new tow company's yard is in East Detroit off Nevada and it is \$375 to claim your vehicle. Once the vehicle is hooked, FLP IS NOT RESPONSIBLE. Tow rigs/trucks patrol the parking lot in the morning and afternoons, and are not subject to give verbal warnings. If a vehicle is spotted in the designated management spot(s), it is subject to tow & you will deal directly with the towing company, not FLP. NO EXCEPTIONS! SIGNS ARE POSTED, PLEASE WARN YOUR STUDENTS!!!

8.7 VISITORS/GUESTS: Please stay mindful that this is a shared building. Often, you will not be the only person in the building. If you have visitors/guests, please keep them WITH YOU in YOUR CLASSROOM. They cannot be in other classrooms or the conference room/office. While we do not encourage children due to safety reasons, all children must be supervised at all times. Failure to comply will result in a violation.

8.8 No unauthorized usage of the building. All usage/entries outside of normal business hours, etc., must be approved with facilities management, prior to any occurrence. Failure to comply will result in a violation, and severe disciplinary consequences.

9. Disciplinary Actions & Occurrences:

The disciplinary plan below outlines the steps that will be taken per occurrence of violations.

1. 1ST Occurrence: \$35 fine to be paid before you allowed back into the facility.

2. 2rd Occurrence: \$60 fine, 1-month suspension from usage of the facility.

3. 3RD Occurrence: Expulsion of facility usage & privileges.

4. NO CALL / NO SHOW: \$70 FINE DUE AT NEXT BOOKING, OR ENTRY CODE WILL BE DISABLED.

We hope that by placing these new regulations in effect, we can maintain a clean and positive teaching environment for everyone. Unfortunately, due to recent events over the past several months, we have had to repair / replace electrical equipment, furniture, flooring, plumbing, etc.

We appreciate your cooperation, and continued support to Firearms Legal protection. Any questions, comments/concerns, can be directed via email: JROBINSON@FIREARMSLEGAL.COM or contact the Facilities Mgmt. department via phone/text#: 248-571-9665.

ACKNOWLEDGEMENT OF FACITILY REGULATIONS