

Mercer County Sportsmen Association

Group Property Use Questionnaire

Please complete this questionnaire for any requested use of Mercer County Sportsmen Association property by an outside group, organization, club, business, or private party.

1. General Information

Name of Group / Organization: _____

Primary Contact Person: _____

Title / Position: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

2. Event / Activity Information

Name of Event or Activity: _____

Purpose of Event / Activity: _____

Requested Date(s): _____

Alternate Date(s): _____

Event Start Time: _____

Event End Time: _____

Set-Up Time Needed: _____

Clean-Up Time Needed: _____

3. Person(s) in Charge

Person Responsible During Event: _____

Cell Phone Number: _____

Secondary Responsible Person: _____

Secondary Contact Number: _____

Will the responsible person remain on-site during the entire event?

☐ Yes ☐ No

4. Property / Facility Requested

Which portion(s) of Mercer County Sportsmen Association property are requested?

☐ Clubhouse

☐ Shelter House ☐ #1 ☐ #2 ☐ #3

☐ Rifle Range

☐ Pistol Range

☐ Trap / Skeet Area

☐ Archery Range

☐ Fishing Pond

☐ Camping Area

☐ Parking Areas

☐ Grounds / Open Areas

☐ Other: _____

Describe specifically how the requested area(s) will be used:

5. Attendance Information

Estimated Number of Attendees: _____

Expected Age Group(s):

☐ Youth

☐ Adults

☐ Mixed Ages

Who will be attending?

Will attendance be:

☐ Private / Invitation Only

☐ Open to the Public

If public, how will the event be advertised?

6. Fees / Charges

Will there be a charge, admission fee, registration fee, donation request, or other payment required to attend?

☐ Yes ☐ No

If yes, explain:

Will any items or merchandise be sold?

☐ Yes ☐ No

If yes, describe:

7. Activities and Equipment

Please describe all planned activities:

Will firearms be used?

☐ Yes ☐ No

If yes, explain type of firearms and supervision:

Will alcohol be present?

☐ Yes ☐ No

Will food or beverages be served?

☐ Yes ☐ No

Will outside vendors or contractors be involved?

☐ Yes ☐ No

If yes, list vendors / contractors:

Will tents, trailers, generators, fire rings, or temporary structures be brought onto the property?

☐ Yes ☐ No

If yes, describe:

8. Insurance and Safety

Does your organization carry liability insurance?

☐ Yes ☐ No

Insurance Company: _____

Policy Number (if known): _____

Will Mercer County Sportsmen Association be listed as an additional insured if requested?

☐ Yes ☐ No

Describe any safety plans or supervision that will be in place:

9. Clean-Up and Property Responsibility

Who will be responsible for clean-up after the event?

Do you agree to leave the property in the same condition or better than it was found?

☐ Yes ☐ No

Do you agree to follow all Mercer County Sportsmen Association rules and instructions?

☐ Yes ☐ No

10. Additional Information

Please provide any additional information that may help in reviewing this request:

Applicant Signature

I certify that the information provided above is accurate and complete.

Applicant Signature: _____

Printed Name: _____

Date: _____

Mercer County Sportsmen Association Use Only

Date Received: _____

Reviewed By: _____

☐ Approved

☐ Denied

☐ Pending Additional Information

☐ Security Deposit Required \$_____

☐ Security Deposit Returned Date:_____ To Who:_____

☐ Security Deposit Retained Because:_____

Conditions / Notes:

Authorized Signature: _____

Date: _____