



Policy on how to schedule events or classes at CCSSEF

All events or classes, no matter how small or large must go through the scheduling process.

Any individual or group attempting to bypass the following process will be asked to appear before the BOD for review of their privileges to use Foundation resources.

Scheduling an event or class is easy. If someone would like to schedule an event or a class, they need to follow this process:

1. Submit a specific request to events@ccssef.org, crso@ccssef.org, and cto@ccssef.org. The request must be submitted 48 hours in advance of the requested date. The request must include areas and times needed. For instance:
 - Training trailer - 9am to noon
 - Clubhouse – noon to 1pm – lunch
 - Pistol Bay 1 – 1pm to 5pm
 - Indoor range – 6pm to 9pm – low light

When making a request, the appropriate SOP's must be followed for the requested area unless a one-time waiver has been granted by the CRSO. Firearms handling within the clubhouse is not permitted without a waiver. Firearms handling is only permitted in the Indoor Range or Training Trailer.

2. Someone will acknowledge the request within 24 hours. If they don't, it means the request was not received for some reason and needs to be resubmitted.
3. Once the request has been received and acknowledged, the requested resources will be assigned and placed on the calendar if they are available. If conflicts exist, alternatives will be explored with the requestor. Foundation events or classes will have priority over 3rd party requests.
4. Once everything has been verified and scheduled the information will be passed on to the GM and webmaster for announcement to the public.
 - Do not attempt to circumvent the process and go to the GM or webmaster directly to advertise the event or class.
5. If a scheduled event or class needs to be canceled, notification must be sent to events@cssef.org, crso@ccssef.org and cto@ccssef.org at least 24 hours prior to the event or class. Failure to do so will result in a \$300.00 penalty.