

CAPITOL CITY RIFLE & PISTOL CLUB RULES

1. When you enter the club there are 2 light switches on your right. One is covered with a switch guard. We only use that covered switch when there is an event going on. On bright sunny days it is not necessary to turn on either switch. The stairs to the range have lights, activated by motion detectors when you hit the first step.
2. Use the sign-in book when using the club. **PRINT** your name, time in, time out, port number and anything that you find wrong or in need of repair. If you find something that needs immediate attention, contact a club officer. Phone numbers are located on bulletin board upstairs.
3. If you bring a guest (s), **PRINT** their name in the book and have them sign and date the guest waiver in the other notebook. You must wear the member badge and the guest must wear the guest badge. **No guest, means NO BADGE is necessary. Members may only use 1 port when you bring guests).**
4. The bathrooms are located on the right as you enter the club room. There is a separate light switch for the bathrooms located on the wall in between the 2 doors. There is a phone on your left in case of an emergency. You are at 100 Dividend Road.
5. The kitchen area and fridge are just past the bathrooms. Soda/water are in the fridge and members pay .50 each on the honor system. The cash box is located inside the fridge. Please use exact change.
6. Coffee drinkers are free to use the Keurig if you know how. Directions are on the coffee table. Coffee is .50. **Unplug everything when finished.**
7. Many members use the club as a remote office, or place to eat lunch. Please just clean up after yourself before leaving.
8. The heat pump/AC is controlled by WIFI. The club room stays at a comfortable winter temperature in the mid 60's. Summer temperatures will be adjusted when the time comes. Do not attempt to make any changes or adjustments.
9. The club office is located to the right of the TV. Club payments can be slid under the office door. The door to the right of the club rear entrance door is a closet. Do not slide anything under that door.
10. There is a white board hung on the front wall of the club room. Pertinent information is usually posted on it. Get used to looking at it every time you visit the club.
11. When you enter the downstairs range, there are 2 light switches on the right. One is covered, just like in the club room. It is not necessary to turn on that covered switch, BUT if you are unable to turn off the lights when you leave the range, check that switch.
12. If you desire heat while shooting, there are 2 timers that control the heat. One to the right of the entrance to the range, and one behind the range officer's console. There are 2 toggle switches with the timer, behind the console. Each one controls a fan unit heater at either end of the range. It is NOT necessary to turn off any of these switches or timers when you leave the range.
13. On the range officers console ALWAYS turn on the EXHAUST FAN and depending on which end of the range you are using, turn on a switch for target lights. If you are alone on the range it is a good idea to open 3 or 4 port doors to improve ventilation. **EAR & EYE PROTECTION IS MANDATORY!**
14. THE LAST PERSON to leave the range is responsible to turn off all switches on the console.

15. There are targets available at either end of the benches and in the target cabinet. All targets are 21/25 and the money goes in the cash box in front of the target cabinet. Targets are clearly marked with the prescribed shooting distances allowed for that particular target. No exceptions.
16. Ports 2 - 5 have spot lights controlled by a timer. This allows some (NOT ALL) shooters to place a target AT LEAST 7-8 full turns of the crank down into the tunnel. We refer to this as short line shooting. There is only one target allowed to be shot at short distance. They are in a box on the bench behind ports 2 & 3. You must be able to group your shots in the scoring ring of those targets if you wish to shoot "short". Shooters (especially guests) are not allowed to practice at this distance trying to group their shots. Become proficient at 50' before damaging the range at 21'. Bullets bouncing off walls, floor and ceiling are causing considerable damage down range.
17. Members are encouraged to spread their practice sessions out on different ports each time they shoot. Everyone shooting on ports 2 & 3 makes the maintenance needed, much more often.
18. Spent brass on the floor must be picked up by the shooter. Spent brass gets tossed or swept onto the floor in front of the firing line. **It does not get thrown into the trash or into the tunnels.**
19. Live rounds do not get ejected onto the floor and left there. Pick up your live rounds. If you must go forward of the firing line, have everyone there make their firearms safe and step back from the firing line. Put on the warning light before going forward thru port # 3. Dud rounds get picked up and put in the red collection box on the front of the range officer's console. If you collect dud rounds, bring a container, place it under the red box and remove the bottom plug. Enjoy them!
20. If the range is not active and you would like to assist with range maintenance, enter the front of the firing line thru the door at port #3. There is a light switch on the right. On the range officers console turn on the warning light. Use the large floor broom, sweep brass into a pile, place the aluminum sifter over the orange pail, marked "powder only. Dump some brass into the sifter, agitate it with the dust broom handle, then dump the sifted brass into one of the brass collection pails. Repeat if needed. It is important we try to separate the unburnt powder (there is a lot of it) from the spent brass. Usually, the process takes less than 10 minutes for one person.
21. When you finish shooting, sweep your brass off the tabletop onto the floor in front of the firing line. Also look at the port next to you to see if your brass ejected onto that tabletop.
22. The last person to leave the range is responsible for making sure the range is clean and secure. If you found something not right when you entered the range, note it in the logbook when you leave. BEFORE you turn out the lights and go up the stairs, STOP, and look back. Prop the door open.
23. Members may shoot a rifle if it is a standard pistol caliber. No.223..308. .30-30 etc.
24. **Guests may only shoot .22 caliber firearms. Never any centerfire!**
25. Certified Capitol City Instructors may allow their students to shoot centerfire while in a class. NRA instructors are not necessarily considered certified Capitol City Instructors. To become certified at Capitol City, contact the club secretary or executive officer.
26. After shooting, we recommend you wash your hands. Please use the kitchen sink and the D-LEAD soap located there.
27. If you would like more information on the pistol team or different club sponsored matches, contact a club officer.

28. The Executive Board meets the first Thursday of each month at 6:30 PM if you have an issue, you would like addressed.
29. The club communicates with you through emails and on-line newsletters. If you fail to open 3 emails in a row your name will be dropped from our contact list. The club maintains a web site at www.capitolcityrp.club the password for the members page is **1911**. If you change your physical address or email address, it is your responsibility to contact the club secretary.
30. On October 1st we mail out invoices for dues for the coming year. The deadline to pay your yearly dues is December 15th. Mark your calendars to look for those invoices the first week of October.
31. **SAFETY is our # 1 priority at Capitol City. Please make it yours!**
32. PLEASE SAVE THIS DOCUMENT FOR FUTURE REFERENCE.