

**City of Glenwood
100 17th Avenue NW - P. O. Box 254
Glenwood, MN 56334
320-634-5433**

**APPLICATION FOR GLENWOOD SHOOTING RANGE
ANNUAL PASS**

Name _____

Address _____

City _____ State _____ ZIP _____

Email _____

Phone _____

The above-signed hereby agrees to abide by all General Rules, Safety Rules, and Range Commands governing the Glenwood Shooting Range. It is understood that person(s) in violation of any General Rules, Safety Rules, and/or Range Commands may be asked to leave the Shooting Range and may be subject to having their annual pass suspended or revoked and/or not allowed future access to the Gun Range at the discretion of the City of Glenwood. No reimbursements will be issued for a suspended or revoked pass, and failure to conform renders this license null and void.

If you are under 18 years of age, a parent or legal guardian signature is required

City of Glenwood
100 17th Avenue NW - P. O. Box 254
Glenwood, MN 56334
320-634-5433

APPLICATION FOR GLENWOOD SHOOTING RANGE
SINGLE ONE-DAY PASS

Name _____

Address _____

City _____ State _____ ZIP _____

Email _____

Phone _____

The above-signed hereby agrees to abide by all General Rules, Safety Rules, and Range Commands governing the Glenwood Shooting Range. It is understood that person(s) in violation of any General Rules, Safety Rules, and/or Range Commands may be asked to leave the Shooting Range and may be subject to having their day pass suspended or revoked and/or not allowed future access to the Gun Range at the discretion of the City of Glenwood. No reimbursements will be issued for a suspended or revoked pass.

If you are under 18 years of age, a parent or legal guardian signature is required

Glenwood Shooting Range
Acknowledgement and Understanding of
General Rules, Safety Rules and Range Commands,
Hold Harmless Agreement

This Agreement is made and entered into this _____ day of _____, 20____, by and between the City of Glenwood, a municipal corporation organized under the laws of the State of Minnesota, hereinafter called "City," and _____, the Single One-Day Pass/Annual Pass holder, hereinafter called "Pass Holder." for access and use of the Glenwood Shooting Range.

WHEREAS, the Pass Holder has expressed interest in accessing and utilizing the Glenwood Shooting Range of the City of Glenwood; and

WHEREAS, the City of Glenwood has consented to provide the Glenwood Shooting Range for public use based on the issuance of a Single One-Day and/or Annual Pass and acknowledgement and agreement by the Pass Holder that they have read and understand; all range rules, safety rules, range command; and the pass holder agree to abide by them.

NOW, THEREFORE, in consideration of the mutual promises and conditions hereinafter contained, it is hereby agreed as follows:

1. The Pass Holder understands and agrees that neither the City of Glenwood nor any person acting on behalf of the City shall be held liable in any way for harm, injury, death, property damage, or equipment loss or damage as a result of use of the Glenwood Shooting Range.
2. The Pass Holder understands and agrees that neither the City of Glenwood nor any person acting on behalf of the City shall be held liable in any way for damage caused by wind, rain, hail, or other forces of nature beyond human control.
3. The Pass Holder agrees to abide by all General Rules, Safety Rules and Range Commands of the Glenwood Shooting Range.
4. The Pass Holder understands and agrees that there is no sub-letting of the Single One-Day Pass/Annual Pass to family members, friends, relatives, or other individuals.
5. It is against Range rules for non-paying individuals to utilize the facility.

6. The Pass Holder understands that their privilege to use the Shooting Range may be suspended and/or revoked for violation of any General Rules, Safety Rules, or Range Commands at the discretion of the City of Glenwood. No reimbursement will be issued for a revoked or suspended pass.

IN WITNESS WHEREOF, the City of Glenwood and the Pass Holder have caused this Agreement to be duly executed on the day and year first above written.

CITY OF GLENWOOD

PASS HOLDER

By _____
City Administrator

Pass Holder, Parent or Guardian

This instrument drafted by:

City of Glenwood
137 East Minnesota Avenue
Glenwood, MN 56334
320-634-5433

Glenwood Shooting Range

General Rules,
Safety Rules
and
Range Commands

Welcome to the Glenwood Shooting Range

Knowing, Understanding and Obeying All General Rules, Safety Rules and Range Commands is the responsibility of each pass holder.

Helping to Enforce all Rules and Range Commands is the responsibility of each pass holder.

Any pass holder violating any General Rule, Safety Rule and/or Range Command may be asked to leave the premises and may be subject to revocation or suspension of range use privileges by having their Single One-Day or Annual Pass suspended, revoked and/or not allowed future access at the discretion of the City of Glenwood. No reimbursement will be issued for a suspended or revoked pass.

Safety First
and Enjoy this Facility

Glenwood Shooting Range

19006 195th Avenue

Glenwood, MN 56334

Mailing Address:
City of Glenwood
P.O Box 254
Glenwood, MN 56334

The Glenwood Shooting Range is a public shooting range owned and operated by the City of Glenwood. Funding for the Glenwood Shooting range development was provided in part through the DNR Game and Fish Fund from a 2015 MN Legislative Appropriation, along with numerous private donations. The range is utilized for education and training by the Glenwood Police Department, Pope County Law Enforcement, Youth Firearms Safety Training programs, and various conceal-and-carry courses.

To access or utilize the Glenwood Shooting Range, a Single One-Day Pass and/or an Annual Pass shall be required. A Single One-Day Pass is \$10.00 and may be purchased from Pope County Law Enforcement (Dispatch) at the Pope County Courthouse, 130 East Minnesota Avenue, Glenwood, 320-634-5411. An Adult Annual Pass is \$75.00 per year per individual, a Youth Annual Pass (Firearms Safety Certificate Required or currently registered and participating in a firearms safety training program) is \$35.00 per year per individual and may be purchased from the City of Glenwood at 100 17th Avenue NW Glenwood, 320-634-5433. Any individual on the premises without a valid Single One-Day or Annual Pass shall be considered unauthorized and trespassing.

Shooting Range Hours: Open 7:30 a.m. to 8:30 p.m. or one half of an hour prior to sunset, whichever occurs first, April 1st to November 30th weather permitting. The range is closed over winter. The range is closed during trap shooting. Glenwood Trap Club has scheduled trap shooting every Tuesday at 4:00 p.m. mid-April to mid-October and for other scheduled events. Every Sunday 3:00 p.m. -7:00 p.m.

April 1 – June 15 and September 15 – October 20 for Minnewaska Area High School Trap Team practice.

No youth under 10 years of age shall be allowed on the premises. All youth 10 to 17 years of age, must be under adult supervision at all times. Any individual under the age of 18, must be accompanied by an adult. Only youth with a Firearm Safety Certificate are allowed to shoot, unless registered and participating in a youth firearm safety training program.

Prior to issuance of a Single One-Day Pass and/or an Annual Pass any/all individual(s) utilizing the Glenwood Shooting Range shall have read, know, understand, and agree to abide by all General Rules, Safety Rules and Range Commands; and they shall have signed an Acknowledgement and Hold Harmless Agreement and paid the required fee.

GENERAL RULES

1. Any individual on the premises without a valid Single One-Day or Annual Pass shall be considered unauthorized and trespassing.
2. Single One-Day Pass is \$10.00 per person. Annual Adult Pass is \$75.00 per person, Annual Youth Pass for youth ages 11-17 is \$35.00 per person.
3. Shooting Range Hours: 7:30 a.m. to 8:30 p.m. or half an hour prior to sunset, whichever occurs first. No shooting after sunset, April 1st – November 30th weather permitting.
4. Range closed every Tuesday at 4:00 p.m. for Glenwood Gun Club trap shooting mid-April to mid-October and for other scheduled events. Also, every Sunday 3:00 – 7:00 p.m. April 1 – June 15 and Sept. 15 – Oct. 20 for the Minnewaska Area High School Trap Team.
5. Pass holders are not authorized to allow any person(s) onto the premises or to utilize the Glenwood Shooting Range who have not obtained a valid Single One-Day or Annual Pass.
6. Range closed to public during Law Enforcement training. Only Law Enforcement personnel allowed access to Range during Law Enforcement training.
7. Single One-Day and/or Annual Pass Shall be displayed on your persons while on the premises and presented to, if requested by other pass holders and/or a Law Enforcement Officer.
8. All individual(s) must sign in at the shooting enclosure(s).
9. Know, understand and abide by all General Rules, Safety Rules and Range Commands.
10. **ABSOLUTELY NO SHOOTING WHEN FARMER(S)/CITY EMPLOYEE(S) AND/OR DESIGNEE(S) ARE IN THE FIELD, OR DOWN RANGE.**
11. **ABSOLUTELY NO EXPLODING TARGETS AND/OR MATERIAL(S).**
12. **Only paper targets are allowed.**
13. **No metal, glass, aerosol cans, rocks, ground targets, or any type of clay targets.**
14. Shooters and spectators should wear eye and ear protection.
15. Any injury requiring medical treatment, or because of a firearm discharge, must be reported as soon as possible to the City of Glenwood (320-634-5433) or the Glenwood Police Department (320-634-5418).
16. **Smoking, vaping, use of mind-altering drugs, and/or consumption of alcoholic beverages on the premises is prohibited; consumption of alcoholic beverages and/or the use of mind-altering drugs before or during shooting is prohibited.**
17. Range Etiquette – There shall be no boisterous conduct or foul language. A shooting range is no place for pranks.
18. During threatening weather, leave the premises. If caught by high winds or tornadic activity, go to a low-lying area such as a ditch and lie down.
19. No unauthorized vehicles are permitted on the range. (Down range of firing line)
20. No youth under 10 years of age are allowed on the premises. All youth 10 to 17 years of age, must be under adult supervision at all times. Individuals under 18 years of age, must be accompanied by an adult.

21. Only youth with a Firearm Safety Certificate are allowed to shoot.
22. Obey all "CEASE FIRE" commands and signs; do not fire until the "Ready on the firing line" and "Commence Firing" commands are given. **NEVER** go forward of the firing line until "Cease Fire" or "Range is Clear" command is given.
23. No pets of any kind are allowed on the premises. No hunting or shooting of wildlife allowed on premises.
24. Leave the range in a clean and orderly condition. Pick up all garbage, brass, targets, etc.
25. Do not use the range if there are unsafe conditions. Report all unsafe conditions and/or unruly individuals as soon as possible to the City of Glenwood (320-634-5433), Glenwood Police Department (320-634-5418), or Pope County Law Enforcement (320-634-5411).
26. It is prohibited to discharge a fully automatic firearm, or a 50 caliber Browning Machine Gun (BMG) or use of armor piercing or tracer ammunition.
27. It is prohibited to climb on berms, backstops, cut any shrubs or trees, start or maintain any type of outdoor fire – this includes the use of barbecue grills.
28. Park vehicles only in designated parking areas.
29. Any pass holder violating any General Rule, Safety Rule and/or Range Command may be asked to leave the Shooting Range and may be subject to having their shooting privileges, Single One-Day or Annual Pass suspended, revoked and/or not allowed future access at the discretion of the City of Glenwood. No reimbursement will be issued for a suspended or revoked pass.

SAFETY RULES AND RANGE COMMANDS

FOR PISTOL/SMALLBORE & 100/200 Yard RANGE

1. Obey all Safety Rules and Range Commands.
2. Handle firearms at all times as if they are loaded.
3. Firearm(s) must be unloaded before entering premises, unless an individual is in possession of a valid carry permit.
4. Firearm(s) must be unloaded and the bolt must be back or out, action open and magazines out until the "Commence Fire" command has been given.
5. Control that MUZZLE ! The muzzle must always be pointed down-range, never point at anything you do not intend to shoot.
6. Muzzle must be at the forward-most position on firing line; Your muzzle should never be higher than the back stop.
7. No handling of firearm(s) while targets are being set.
8. Keep your finger off the trigger until your sights are on the target.
9. Be sure of your target ! Bullets must hit the backstop.
10. Loading a firearm before the "Commence Fire" command is prohibited.
11. No one is allowed past the firing line once "Commence Fire" command is given.
12. Shooters and spectators should Always wear ear and eye protective gear.
13. Paper targets only; no metal, glass, aerosol cans or rock targets are allowed.
Do not set any type of target on top of target holders or berms.
14. Call a "Cease Fire" at timed intervals to change targets.
15. DO NOT throw a target in the air and fire.
16. Both ranges 100/200 are controlled by the same range commands. When one is "Live," both are "Live." When in "Cease Fire," both are in "Cease Fire."
17. Spectators are required to stand at the rear of the shelter or behind the shooter while range is in use.
18. Only personal vehicles with valid Handicap parking permit may be used for target setting and retrieval at the 100 and 200 yard range; no joy-riding, spinning of tires, or off-road running.
19. Pick up all targets and discard in the trash when finished.
20. PICK UP ALL your used brass. It gets thrown by the lawn mower and can cause injury and/or damage. This includes rim-fire brass.
21. During threatening weather, leave the premises. If caught by high winds or tornadic activity, go to a low-lying area such as a ditch and lie down.
22. ABSOLUTELY NO SHOOTING WHEN FARMER(S)/CITY EMPLOYEE(S) AND/OR DESIGNEE(S) ARE IN THE FIELD OR ARE DOWN RANGE.
23. ABSOLUTELY NO EXPLODING TARGETS AND/OR MATERIAL(S).
24. Only paper targets are allowed. No metal, glass, aerosol cans, rocks, ground targets. or any type of clay targets.

25. Do not use the range if there are unsafe conditions. Report all unsafe conditions and/or unruly individuals as soon as possible to the City of Glenwood (320-634-5433), Glenwood Police Department (320-634-5418), or Pope County Law Enforcement (320-634-5411).

RANGE COMMANDS

FOR ALL RANGES

GENERAL RANGE COMMANDS

Purpose

The purpose of range commands is to provide concise, clear, and standard methods of range operation. This provides the shooters or participants easy-to-understand guidelines and enhances safety.

The following commands are provided along with their purpose and a description of the action that should result. A cease-fire may be called by anyone detecting an unsafe situation. In the event of a misfire, the shooter experiencing the difficulty should alert the other participants immediately.

COMMANDS AND ACTIONS

To indicate an **EMERGENCY OR HAZARDOUS CONDITION(S)**

CEASE FIRE

Purpose: To stop all shooting routinely or, in case of emergency, immediately.

Action: Participants immediately stop shooting, continue to keep the muzzle pointed down range, remove their finger from within the trigger guard, unload and clear the firearm.

MISFIRE

Purpose: Notify the other participants that a round did not fire when the trigger was pulled and to alert other shooters along the line that a hazardous condition may exist.

Action: (1) The shooter experiencing the misfire continues to keep the firearm pointed down range, removes their finger from within the trigger guard and waits for other shooters or the firing line to unload and clear their firearm.
(2) A general cease-fire may or may not be called, depending upon the situation.
(3) Shooters immediately adjacent to the misfire should cease fire, unload, open, and either ground or bench their firearms and step back from the line.
(4) The remaining shooters may continue to fire, if an emergency or hazardous condition does not exist, or may cease fire at their option and await further instructions.

PREPARING THE RANGE FOR LIVE FIRING

LOAD

Purpose: To notify participants that they can load the prescribed number of rounds. For Muzzleloaders, the commands are somewhat different. The command to “COMMENCE FIRING” is given; after which, the participants will snap a minimum of three caps prior to loading the firearm. The command “Load” is not for muzzleloading shooters.

Action: Participants will load the prescribed number of rounds and stand ready for the next command.

IS THE LINE READY?

Purpose: To determine if all shooters along the line are ready.

Action: All shooters not ready should indicate their status. Sufficient time will be allowed for the shooter to complete their preparation.

READY ON THE RIGHT

Purpose: To declare that the shooters have indicated they are ready.

Action: Any shooter not ready at this command may choose to either alert the other shooters that they are not ready or to complete the process of getting ready before the final command has been given.

READY ON THE LEFT

Purpose: To continue the command prior to giving the “Commence Firing” command.

Action: Any shooter not ready at this command may choose to either alert the other shooters that they are not ready or to complete the process of getting ready before the final command has been given.

READY ON THE FIRING LINE

Purpose: To notify all participants that the range is about to be under live fire and that if anyone is not ready at this point, they should alert the other shooters that they are not ready; otherwise, await the next command.

Action: Participants simply wait for the next command.

COMMENCE FIRING

Purpose: To declare the range formally open for live fire.

Action: The participants may commence the prescribed course of fire. Muzzleloaders may snap caps prior to loading. No muzzleloader may be loaded before the command to fire has been given.

FIRING PERIOD

Firing shall continue until a pre-determined time period has lapsed or until all participants have completed the prescribed course of fire. During informal shooting events, participants when finished firing should simply open the action, clear the firearm, bench or ground the firearm, and step back behind the firing line, and wait until all shooters have completed the event. After this, a mutually agreed upon cease-fire is called.

TO STOP FIRING AND DECLARE THE RANGE SAFE

Command: **SHOOTERS, YOU HAVE THREE (3) MINUTES LEFT TO COMPLETE THE COURSE OR FIRE OR SHOOTERS, FIRE YOUR REMAINING ROUNDS.**

Purpose: To alert all shooters that a general cease-fire is about to be called and to allow all shooters to complete the course of fire. Those that have completed the day's activities may put away their equipment. In the event there are rounds remaining that have not been fired, the shooter, upon the command "Cease Fire" simply unloads, clears, and grounds or benches their firearm.

Command: **CEASE FIRE**

Purpose: To stop all firing.

Action: All participants shall unload, open, remove magazines, and bench or ground all firearms. If activities are complete for the day, step back from the line or clear the area by packing away firearms, ammunition, other gear, and cleaning up the area.

Command: **SNAP CAPS**

Purpose: To assure that the flash hole is open and the barrel is free of any material (oil) capable of causing a hang fire. In some events, this command is also used to determine if all firearms are unloaded. In others, safety precautions require the guns to be uncapped, unprimed with hammers down prior to leaving the line.

Action: All participants using percussion-type muzzleloaders shall step up to the firing line, affix a primer cap, point the firearm down range and "snap" the cap.

Command: **RANGE IS CLEAR**

Purpose: To alert all shooters along the line that travel beyond the firing line for purposes of target change or retrieval, or the removal of brass and trash is approved.

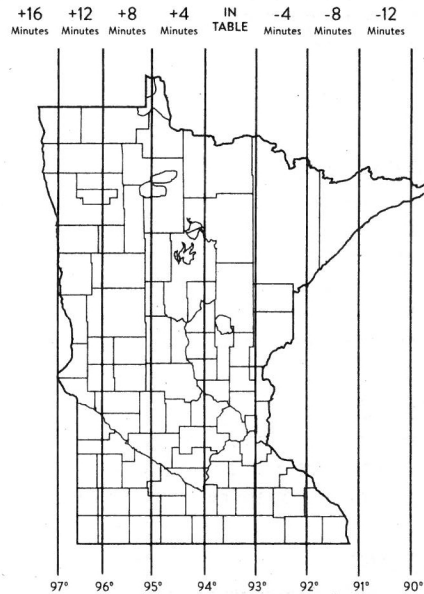
Action: Participants may move down range as directed or desired to change, or remove targets, or to clean up. The next relay shall not take up positions on the firing line until told to do so. Participants not going down range are to stand back from the firing line and away from firearms. NO firearms will be handled while others are down range.

SHOOTING HOURS

Shooting hours for most migratory game birds during the youth hunt and regular waterfowl season are ½ hour before sunrise to 4 p.m. through October 4, and until sunset thereafter.

Nine hunting time zones are shown on the Minnesota state map (right). Sunrise and sunset times to be used for hunting in the zone titled "In Table" are shown in the table (right). For other zones, add or subtract the minutes shown at the top of the map to the times shown in the table.

Source: U.S. Naval Observatory



Sunrise/Sunset Table

DATE	SEPT. RISE AM	SEPT. SET PM	OCT. RISE AM	OCT. SET PM	NOV. RISE AM	NOV. SET PM	DEC. RISE AM	DEC. SET PM
1	6:35	7:51	7:11	6:54	7:51	6:03	7:31	4:33
2	6:36	7:49	7:12	6:52	7:52	6:00	7:32	4:33
3	6:37	7:47	7:13	6:51	6:53	5:00	7:33	4:33
4	6:38	7:45	7:14	6:49	6:55	4:58	7:34	4:32
5	6:39	7:44	7:16	6:47	6:57	4:57	7:35	4:32
6	6:41	7:42	7:17	6:45	6:58	4:55	7:36	4:32
7	6:42	7:40	7:18	6:43	7:00	4:54	7:37	4:32
8	6:43	7:38	7:19	6:41	7:01	4:53	7:38	4:32
9	6:44	7:36	7:21	6:40	7:02	4:51	7:39	4:32
10	6:45	7:34	7:22	6:38	7:04	4:50	7:40	4:32
11	6:47	7:32	7:23	6:36	7:05	4:49	7:41	4:32
12	6:48	7:30	7:25	6:34	7:06	4:48	7:42	4:32
13	6:49	7:28	7:26	6:32	7:08	4:47	7:43	4:32
14	6:50	7:27	7:27	6:31	7:09	4:46	7:44	4:32
15	6:51	7:25	7:28	6:29	7:10	4:45	7:44	4:32
16	6:53	7:23	7:30	6:27	7:12	4:44	7:45	4:32
17	6:54	7:21	7:31	6:25	7:13	4:43	7:46	4:33
18	6:55	7:19	7:32	6:24	7:14	4:42	7:46	4:33
19	6:56	7:17	7:34	6:22	7:16	4:41	7:47	4:33
20	6:57	7:15	7:35	6:20	7:17	4:40	7:48	4:34
21	6:59	7:13	7:36	6:19	7:18	4:39	7:48	4:34
22	7:00	7:11	7:38	6:17	7:20	4:39	7:49	4:35
23	7:01	7:09	7:39	6:16	7:21	4:38	7:49	4:35
24	7:02	7:08	7:40	6:14	7:22	4:37	7:50	4:36
25	7:03	7:06	7:42	6:12	7:24	4:36	7:50	4:37
26	7:05	7:04	7:43	6:11	7:25	4:36	7:50	4:37
27	7:06	7:02	7:44	6:09	7:26	4:35	7:51	4:38
28	7:07	7:00	7:46	6:08	7:27	4:35	7:51	4:39
29	7:08	6:58	7:46	6:07	7:28	4:34	7:51	4:39
30	7:09	6:56	7:48	6:05	7:30	4:34	7:51	4:40
31			7:50	6:03			7:51	4:41

Times shown in the table vary by specific location. For the exact time in your area check online at www.dnr.state.mn.us/sunrise-sunset/index.html