



Private Firearm Instructor Guidelines for Use of HERO Center Facilities

(THIS DOES NOT INCLUDE USE OF FACILITY FOR PUBLIC SAFETY AGENCIES)

Thank you for your interest in using the HERO Center Shooting Range for your private firearms instruction and/or qualifications of students. The following guidelines and rules have been put in place to properly inform you of the HERO Center's expectations and requirements when using the range for private/commercial range use. This would include, but is not limited to, anyone teaching a firearms course that requires that their student(s) demonstrate use of a firearm or range qualification/certification.

Guidelines and Rules (PLEASE READ THOROUGHLY):

1. An individual or company that wishes to use the HERO Center to conduct shooting range qualifications for the range portion of their private course(s) will be required to submit documentation that you are a **BCA Organization Approved to Certify Firearms Instructor**. [LINK to BCA Approved List HERE](#)
2. You must provide a Certificate of Insurance showing liability coverage for you or your business and list the **HERO Center, and the City of Cottage Grove MN** as a “certificate holder” or an additional insured on your liability policy. Please send updated COI upon renewal to info@herocentermn.org
3. The HERO Center **DOES NOT** allow private or commercial individuals/companies to rent classroom space or the firearms range at the HERO Center to teach an entire firearms or weapons related course(s). The HERO Center will offer firearms courses to the public and as such will not allow any direct competition with the HERO Center.
4. The HERO Center **DOES** allow private/commercial individuals/companies the ability to rent a lane or portion of the shooting range for their students who need to demonstrate proficiency or as required by the course requirements. In this case, all classroom and general instruction should be completed off-site from the HERO Center and only the shooting portion shall be conducted at the HERO Center Shooting Range.
5. The firearms instructor must reserve a lane online, in advance, using our online reservation system. All private instructors will be provided a company account login to access our system. Private instructors must use this account to login and reserve a lane for free. The range fee for the instructor will be waived with a minimum of (3) paying students. ***Any instructor who abuses or violates the (3) students minimum required to get the free lane rental, will lose access to use the HERO center for your private instructor qualifications.*** Instructors wishing to use the HERO range for personal shooting, should create a separate, personal account, using another email address so you can be properly charged when renting HERO lane individually and not as the instructor. You must reserve a lane at least **24-hours in advance** prior to bringing participants to the HERO Center. Our range is open on the weekends and you may reserve (1) lane per instructor(s). If you wish to have a larger number of people shoot, we require that you reserve the (1) lane and cycle the participants through one single lane. Please reserve the lane for the exact number of hours you intend to conduct your shooting event. Each participant will be required to complete a range waiver, watch the safety video online, and pay the single lane resident rate for their respective shooting. Failure to schedule in advance could result in not being able to shoot at the desired time. The instructor should not be shooting unless it is to briefly demonstrate to the student. If the instructor wishes to shoot on the range separately a paid lane reservation is required.



*For example: The instructor books the lane for a (1) hour reservation by booking online or calling in advance. Each participant pays \$18 to shoot on the same lane that the instructor reserved, whether it be for 1-minute or longer. The instructor must only have a **maximum** of (1) person shooting at a time on the lane and may have a (2nd) shooter standing-by at the back of the range wall observing. The instructor should always remain with the student while at the shooting stall.*

6. The HERO Center will always have Range Safety Officers (RSO) staffed during the weekend shooting times. The RSO has the ultimate authority to terminate a shooting event or remove an individual based on any range violation that occurs.
7. The instructor will receive a free paper target and if needed, each participant will receive a (1) free rental of eye and ear protection provided by the HERO Center during their shooting event.
8. The HERO Center logo and emblems should not be used without expressed written consent. Your training course materials should not identify or give the perception that your course is sponsored or hosted by the HERO Center in any capacity, without expressed written consent from the HERO Center manager.

Instructor checklist before students visit the HERO Range

- Provide company certificate of liability insurance coverage to HERO Center. Listing the HERO Center as a **certificate holder** on your policy.
- Provide the HERO Center with a certificate showing you are certified as an instructor and provide documentation as a **BCA Organization Approved to Certify Firearms Instructors**.
- Make sure each participant has signed a range waiver online.
 @ www.HEROCenterMN.org/shooting-range (top right corner of the page select range waiver)
- Make sure each participant has watched the range safety video online @
www.HEROCenterMN.org/Shooting-range
- As the instructor, reserve your lane 24-hours prior to your shooting event online @
<https://secure.rec1.com/MN/hero-training-center/catalog#>
- Make sure each person creates an account at HERO online prior to coming out. This will make the check in process much quicker for everyone.
<https://secure.rec1.com/MN/hero-training-center/catalog#>

We strongly encourage that you incorporate our range safety video into your course lecture so that each participant has watched the video. They should complete the range waiver and create online account during your class.