To assure a safe environment in the Michigan Tech shooting range at the SDC, these rules must be followed:

1. Only university or club owned weapons may be stored in the range. Any exception to this rule must be approved by the Student Development Complex (SDC) building manager’s office staff and is subject to limitations of space.

2. All firearms must be stored in an approved safe with an integrated combination lock. Ammunition must be stored in a locked cabinet which is secured with a lock provided by the SDC building manager’s office staff.

3. The combination to the safe must be provided to the SDC building manager’s office staff.

4. Each group storing weapons in the range must take an annual inventory of the weapons stored and must submit that inventory to the SDC building manager’s office staff at the start of the academic year.

5. Periodically, the building manager of the SDC or his/her designee may take inventory of the safes. Any weapons found in the safes that are not on the most recent inventory submitted by the responsible group will be removed and turned over to Public Safety and the owner will be barred from use of the range for the period of at least one year.

6. No materials may be posted in the range without the permission of the SDC building manager’s office staff. Materials pertinent to individual organizations may be posted on the bulletin boards provided.

7. Storage of personal items by range users in the range or anyplace within the SDC of any type is forbidden.

8. An up-to-date list of club officers and their contact information must be on-file with the SDC building manager’s office staff.

9. Each club or organization using the range must submit their safety rules/regulations/procedures for operation at the range and their procedures for use of personal weapons to the SDC building manager’s office staff.

10. All personal weapons brought into the SDC must be secured in a hard case while in transit to and from the range.

11. All groups or individuals using a release key for the range shall sign in and out at the SDC main office.

12. Each group is responsible for cleaning up the range after use and for disposal of obsolete, broken or non-functional equipment/supplies. Failure to clean up may result in suspension of group range privileges.

5/26/2016