

Events for the Indoor Range may be requested by OHSA Members or Park Pass holders, in good standing, to the OHSA Board of Directors. There may be an Event processing fee and/or deposit fee and/or a participant fee for each participant in the event even if they are an OHSA member or are a Park Pass holder. It is the responsibility of the Event Coordinator to collect and pass these fees on to the Treasurer of the OHSA organization. The request procedure is as follows:

Fill out the Event Request Form (page 2 of this document).

Submit the completed form to the OHSA Board of Directors via USPS to the address on the website (www.ogemawhillssportsmen.com) or email to Ogemaw.Hills.SA@gmail.com or directly to a Board Member.

You will be notified within 7 days of receipt of the form by the board of approval or rejection of the request.

If approved by the Board the following will happen within 24 hours:

- If "Private:" is selected, the event dates/times will be shown on the calendar as "Private Event" with no information added to the website.
- If "Semi Private:" is selected, the event dates/time will be shown on the calendar as the 'name' of the event with no information added to the website.
- If "Open Event:" is selected, the event dates/times will be shown on the calendar as the 'name' of the event. In addition, the event name, sponsor and contact information will be provided on the website.

The event MUST COMPLETED by the stated 'End Time' on this request form, to include cleanup and taking your trash with you. At the start time the magnetic 'EVENT IN PROGRESS' sign located on the inside of the utility room door is to be placed above the card reader at the north door and at the end time the sign should be put back on the inside of the utility room door.

Payment

The applicable Event processing fee, deposit fee and participant fees are to be sent in the form of a check payable to OHSA via USPS to the address on the website within 2 days of the event. Optionally, check or cash can be placed in an envelope with identifying details and placed into the indoor green 'Donations' box by the door/office.

Enter Your COMMENTS/REQUESTS:

