

INFORMATION BOOTH PROCEDURES



BOOTH ATTENDANT EXPECTATIONS- 6am-10pm

- ATTENDANT'S VEHICLE IS TO BE PARKED ONLY ON THE NORTH SIDE OF THE BOOTH
- PETS ARE NOT ALLOWED IN THE BOOTH AT ANY TIME
- AT BEGINNING OF SHIFT, GUARD ARMS ON THE ENTRY SIDE SHOULD BE PLACED IN THE **DOWN** POSITION. GUARD ARMS ON EXIT SIDE ARE AUTO-ACTIVATED
- BE FAMILIAR WITH ALL ASPECTS & SERVICES PROVIDED BY THE FACILITY, AND THE CURRENT HOURS OF PUBLIC OPERATION
- ALWAYS HAVE AN UPDATED SCHEDULE OR ROSTER AVAILABLE FOR THE FOLLOWING-
 - REGISTERED USER GROUPS AT THE EDUCATION CENTER
 - RV GUESTS AT THE SHOTGUN CENTER
 - SPECIAL EVENTS THAT MAY BE OCCURING ON THE GROUNDS
 - "LEARN TO SHOOT" CLASSES AT THE PUBLIC RIFLE/PISTOL CENTER
 - LSAP CARDHOLDERS- (ARCHERY) CHECK I.D. CARD, THEN **PUNCH PASS CARD** ACCORDINGLY AND ALLOW CARDHOLDER TO PROCEED TO ARCHERY LOCATION
 - LSSP CARDHOLDERS- (SHOTGUN) CHECK I.D. CARD, THEN DIRECT ALL TRAP, SKEET AND SPORTING CLAYS CARDHOLDERS TO CHECK-IN WITH ATTENDANT ON FIELD 19 OF THE TRAP & SKEET AREA
 - **NOTE- GUESTS MAY ACCOMPANY LSAP OR LSSP CARDHOLDERS**
- PROVIDE CCSC BROCHURE AND CURRENT PUBLIC FEES INFORMATION TO FIRST-TIME VISITORS
- MAINTAIN SIGN-IN/SIGN-OUT SHEET FOR VISITING CCSC VENDORS
- CALL ON-DUTY RANGE MASTER (RM) AT 702-375-4695, OR BY 2-WAY RADIO IF ASSISTANCE IS NEEDED. NOTE- RM PHONE WILL BE LOCATED AT THE BOOTH MONDAY & TUESDAY TO ASSIST OUR MAINTENANCE PERSONNEL WITH USER GROUP ACTIVITY FROM 7AM UNTIL 2PM
- CALL MAIN OFFICE MONDAY-SATURDAY, 7:30AM-5PM, FOR ANY QUESTIONS YOU CANNOT ANSWER
- MONITOR AND UTILIZE 2-WAY RADIO AS NEEDED
- REPORT ANY UNUSUAL ACTIVITY OBSERVED TO THE MAIN OFFICE OR ON-DUTY RM
- BE COURTEOUS AT ALL TIMES
- **CALL 911 IMMEDIATELY IF THREATENED** (DIAL 9 FIRST FOR OUTSIDE LINE IF USING THE COUNTY DESK PHONE IN BOOTH)
- **IMPORTANT-** AT END OF SHIFT, GUARD ARMS ON THE ENTRY SIDE SHOULD BE PLACED IN **UP** POSITION

BOOTH ATTENDANT EXPECTATIONS- 10pm-6am

- ATTENDANT'S VEHICLE SHOULD BE PARKED ONLY ON NORTH OF THE BOOTH
- PETS ARE NOT ALLOWED IN THE BOOTH AT ANY TIME
- THE GATE TO ENTER THE FACILITY AND BOTH MAINTENANCE YARD GATES ARE TO BE CLOSED AND LOCKED BY THE EVENING RANGE MASTER (RM) BEFORE THEIR DEPARTURE AT APPROXIMATELY 10PM
- AT BEGINNING OF SHIFT, GUARD ARMS ON THE ENTRY SIDE SHOULD BE PLACED IN THE **DOWN** POSITION. GUARD ARMS ON EXIT SIDE ARE AUTO-ACTIVATED
- HAVE A CURRENT PUBLIC RV GUEST REPORT IN YOUR POSSESSION
- ON PREMISE RV CONCIERGE CAN BE REACHED UNTIL 11PM AT 702-348-7907 IF NEEDED
- LATE RV ARRIVAL WITHOUT RESERVATIONS CAN BE ACCOMMODATED IF A SITE IS AVAILABLE. RECORD DRIVER'S NAME, PHONE NUMBER, AND LICENSE PLATE. PROVIDE DRIVER WITH A MAP OF THE PUBLIC RV AREA INDICATING THEIR ASSIGNED SITE. ADVISE DRIVER TO REPORT TO APPROPRIATE LOCATION THE FOLLOWING MORNING TO COMPLETE REGISTRATION PROCESS. (MAIN OFFICE: MONDAY-SATURDAY, OR SHOTGUN CENTER ON SUNDAY)
- CARS, TRUCKS, OR MOTORCYCLES WILL NOT BE ALLOWED ONTO THE PROPERTY AFTER 10PM UNLESS THEY ARE REGISTERED RV GUESTS. THERE IS A REMOTE POSSIBILITY OF NEIGHBORHOOD BICYCLISTS OR JOGGERS ENTERING THE FACILITY ACROSS THE EXIT TREADLE FOR A LATE-NIGHT OUTING. THIS IS ALLOWED AND PROMOTES GOOD RELATIONSHIPS WITH OUR NEIGHBORS
- BE AWARE OF ANY CURRENT EVENTS BEING HELD AT THE COMPLEX THAT MAY HAVE LATE NIGHT ACTIVITY ASSOCIATED WITH THEM
- NOTE ANY SUSPICIOUS ACTIVITY OR OBSERVATIONS AND RECORD DATE & TIME IN A JOURNAL THAT WILL BE PROVIDED
- IF POLICE ASSISTANCE IS NEEDED FOR A NON-EMERGENCY, DIAL **311**
- RANGE MASTER PHONE WILL BE LEFT IN BOOTH OVERNIGHT TO ALLOW CONTACT BY SHOOTING COMPLEX ADMINISTRATOR IN EVENT OF EMERGENCY
- IF THREATENED OR OBSERVE ACTIVITY THAT WARRANTS IMMEDIATE RESPONSE, DIAL **911**. (DIAL 9 FIRST FOR OUTSIDE LINE IF USING THE COUNTY DESK PHONE IN BOOTH) IT'S SUGGESTED YOU REMAIN IN THE BOOTH UNTIL ASSISTANCE ARRIVES
- IF YOU EXPERIENCE A MAJOR SECURITY BREACH OF ANY KIND, DIAL **911**, THEN NOTIFY THE SHOOTING COMPLEX ADMINISTRATOR AT **702-239-4446**
- **IMPORTANT**- AT END OF SHIFT, GUARD ARMS ON THE ENTRY SIDE SHOULD BE PLACED IN **UP** POSITION