



# Group Activities Permit Checklist

The Arlington-Fairfax Chapter Inc., IWL A is not a commercial facility. We allow the use of our facilities by non-profit, youth groups and our members. Approval of the use of our facilities is only done at a Board of Directors meeting, which are held the first Tuesday of the month. You need to review this checklist and use it to fill out the Group Activities Permit (link on the web site) to ensure that you are ready when you come to a Board meeting. If not, you will be required to return to a Board meeting on a later date. If this request is only for a member and their immediate family, no form is needed, but you will need to email your request to [arlfxcalendar@gmail.com](mailto:arlfxcalendar@gmail.com) to ensure that the facility is not already scheduled for that date/time.

**All Facility use forms and additional information can be located on the chapter website at:**  
<https://wp.arlingtonfairfax-iwla.org/facilities-use-request/>

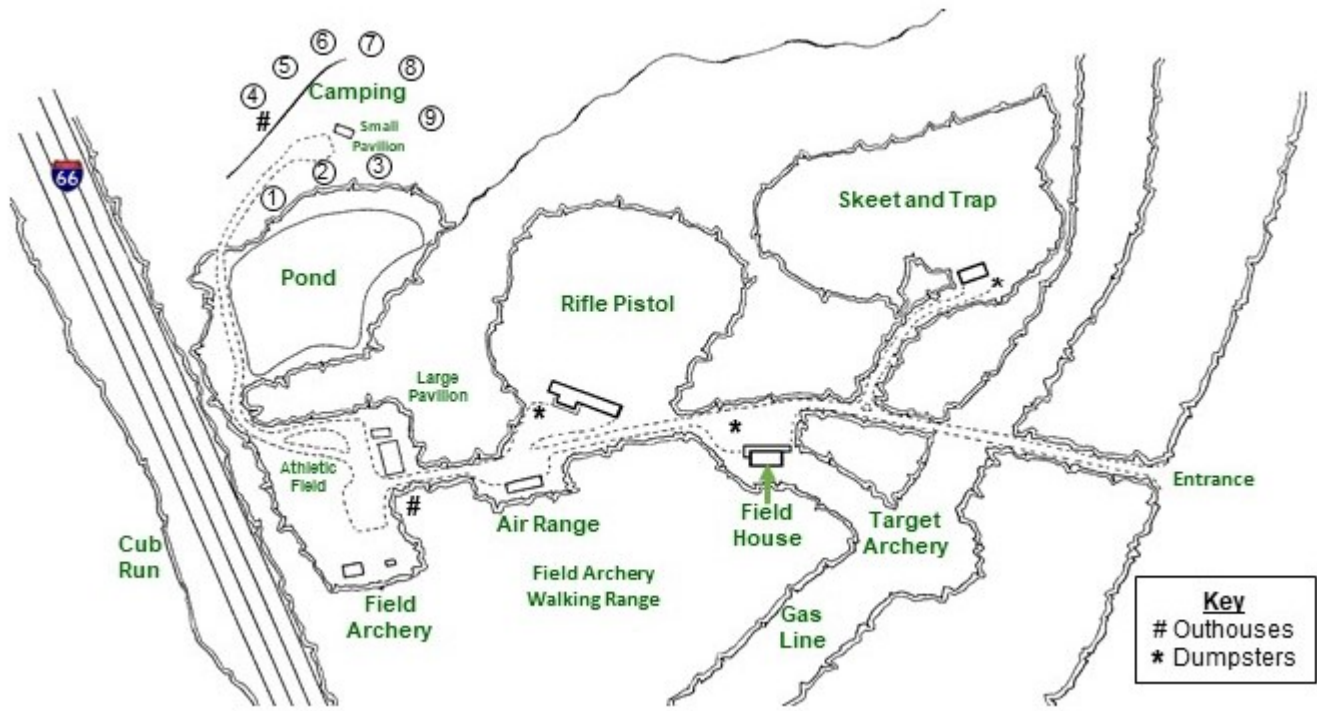
**Updated chapter calendars link:** <https://wp.arlingtonfairfax-iwla.org/chapter-calendars/>

- Check calendar**
- No conflicts**
- E-mail, home phone and cell phone listed**
- Arrival/Departure DATE and TIME**
- Facilities requested w/ DATE and TIME**
- There are Designated Directors for specific facilities. You will need to coordination with them and get them to sign off on your request.**
  - a) Not needed for the large and small picnic pavilion, and the camping areas
  - b) All scouting activities must be coordinated with Tom Pike, email: [twpike@msn.com](mailto:twpike@msn.com)
  - c) Rifle/Pistol at the Board meeting (be there by 6:30PM)
  - d) Skeet and Trap at the Board meeting (be there by 6:30PM)
  - e) Field Archery -- Dick Riemer, email: [rriemer@cox.net](mailto:rriemer@cox.net)
  - f) Target Archery -- Bob D'Imperio, email: [Robert.DImperio@arlingtonfairfax-iwla.org](mailto:Robert.DImperio@arlingtonfairfax-iwla.org)
  - g) Air Range -- Keith Kuck, email: [iwlasillsairrange@gmail.com](mailto:iwlasillsairrange@gmail.com)
- Insurance/Hold Harmless – You either need:**
  - a) Signed Hold Harmless (link on the web site)
  - b) Specific insurance for the event with the Arlington-Fairfax Chapter named as an “Also named insured”
  - c) Scouts must have a “Tour Permit” for any use of a range (including certified Instructors/Coaches and RSOs listed)
- Sign Group Activities Permit (accept responsibility)**
- Sign back of Group Actives Permit (acknowledge you read and will abide by the Ground Rules)**
- Arrangements to open gate and lock open**
- Arrangements to get in to Field House (There is a cypher lock on the door)**
- Cleaning Deposit \$100**
- Donation for use of Field House \$50**
- Suggested donation for use of other chapter facilities \$25**
- A Virginia State ABC Banquet permit may be required for alcoholic beverages, it is your responsibility to check and get the permit if necessary**

# Facilities Map

**We are located at:** 14708 Mount Olive Road in Centreville, VA

This is near the intersection of Mount Olive and Compton Road in southern Fairfax County with our entrance on Mount Olive Road.



**The Field House:** Where meetings and training are conducted. It is a 2,817 ft<sup>2</sup> building with a main room, back room, and a small kitchen.

**Target Archery:** An Olympic outdoor sport where competitors use Recurve bows to shoot targets at exact distances up to 90 yards. The range is outdoors.

**Air Range:** A 26 position, 10-meter indoor range. Air rifles, air pistols and targets are available with prior arrangements. Instructors may be available, but most of our instructors are involved in Chapter activities.

**Field Archery:** A 1,467 ft<sup>2</sup> clubhouse and several ranges; a 10-position 2,510 ft<sup>2</sup> indoor range, an outdoor range and a 28-target, outdoor walking range. Training Bows and instructors are available with prior arrangements.

**The Large Picnic:** A 1,621 ft<sup>2</sup> open side pavilion with picnic tables and a brick grill.

**Camping/ Small Picnic Area:** There are 3 campsites on the pond with a fire ring and 6 more camp sites in the woods and up the hill to the north. There is also a 554 ft<sup>2</sup> picnic shelter and small grill.

**Rifle/Pistol:** A 17-position outdoor shooting range with target locations at 25, 50 and 100 yards. There is no ammunition available for sale nor are there loaner firearms. Instructors may be available, but most of our instructors are involved in Chapter activities

**Skeet & Trap:** Has 3 outdoor combination Skeet & Trap ranges and one Trap only range. There is ammunition available for sale and a fee for every round of skeet or trap. There are no loaner shotguns and Instructors may be available, but most of our instructors are involved in Chapter activities