

# FACILITY USER AGREEMENTS

## GUIDE SHEET

This Guide sheet is to explain which Firearms Facility User Agreement your agency is to use.

If your agency is **another state agency**, including state education agencies, you are to use #1, the **State Agency Only MOU Agreement**.

If your agency is in the State of Maryland but **NOT a State agency**, you are considered a “Client Agency” and you are to use #2, the **General Release Agreement**.

If your agency is **neither state controlled, or a municipal agency** (Client Agency) in Maryland, you are to use the **Non-Client User Agreement**. This is the **form required for all Federal Agencies**.

Once you have chosen the correct User Agreement, you may fill it out on line and save a copy for your records. The completed form you saved can now be emailed to one of the following:

Jamie L. Green – Range Master at [jamiel.green@maryland.gov](mailto:jamiel.green@maryland.gov)  
Stephen D. Kuhn – Senior Instructor at [Stephen.kuhn@maryland.gov](mailto:Stephen.kuhn@maryland.gov)

1. **State Agencies ONLY MOU**  
Used for ALL Maryland State controlled Agencies
2. **General Release Agreement**  
Used for ALL client agencies that are NOT State controlled but do fall under MPCTC/C.O.M.A.R.
3. **Non-Client User Agreement**  
Used for all Agencies that do not fall under the purview of MPCTC/COMAR ie: Federal Agencies