



PAUL SMITH'S
COLLEGE



Armory





Table of Contents

Introduction	3
Policy, Procedures, and Requirements	4
Armory Storage Session	4
Firearm Allotment	4
Firearm Information	4
Securing of Firearms	4
Bows	4
Ammunition.....	4
Student Information	9
NYS Hunting License	9
Acknowledgement Agreement	9
Procedures for Check-outs and Returns	9
Exiting and Returning to Campus	9
Hunting Trip Information	9
Student ID.....	9
Firearm	9
Route to and from Armory	10
Armory Registration	5
Student Information Form.....	6
Emergency Contact Form	6
Property Information Form	7
Armory Acknowledgement & Liability Agreement	8



Introduction

Per Paul Smith's College policy:

Paul Smith's College students may store hunting rifles, shotguns, muzzleloaders, bows, arrows (not including crossbows), and ammunition in the Armory during the fall semester, when registered with the Office of Campus Safety; all items must be removed prior to winter break.

Items stored in the Armory are only permitted to be taken directly to the Armory and directly off campus. Items stored in the Armory are not permitted to be taken anywhere else on campus. **With the exception of the Armory, firearms are prohibited on campus; bringing a firearm onto campus, other than directly to the Armory, is a felony in New York State.**

Small firearms (handguns) of any type are prohibited on campus, except for law enforcement.

Use of the Armory is a privilege and can be revoked at any time, without warning. Students taking advantage of this privilege must abide by the policy set forth by Paul Smith's College and the Office of Campus Safety at all times. It is the student's responsibility to read, understand, and follow this policy.

ARMORY PRIVILEGES AND/OR ACCESS MAY BE DENIED AT THE SOLE DISCRETION OF THE OFFICE OF CAMPUS SAFETY.

ARMORY PRIVILEGES WILL BE REVOKED FOR ANY VIOLATION OF COLLEGE POLICIES AND PROCEDURES.

Disclaimer: The College reserves the right to modify these policies and procedures at its own discretion, and to deny privileges at any time.



Procedures and Requirements for Armory Registration

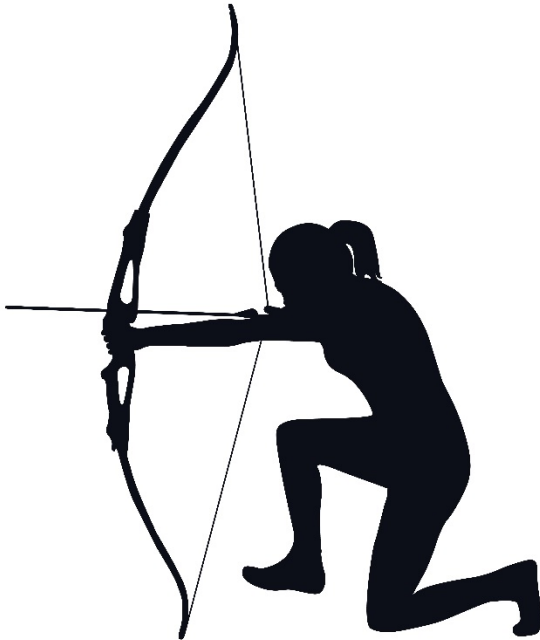
- Armory Storage Session: Students are permitted to store firearms/bows/ammo during the fall semester only. Students must check-out and remove from the Armory all stored items before the scheduled winter break. **NO EXCEPTIONS WILL BE PERMITTED!**
- Firearm Allotment: Each student is permitted to store up to 2 firearms, which may include muzzleloaders, shotguns, and rifles. **NO OTHER FIREARMS ARE PERMITTED, INCLUDING BUT NOT LIMITED TO HANDGUNS.**
- Firearm Information: Student must provide all information on the firearm(s) they are storing, including the make, model, caliber, and serial number. This information will be logged and stored by the Office of Campus Safety. Failure to provide any of the required information will result in the student's inability to remove the firearm from the Armory until all required information is provided. The student will be issued a numbered Firearm ID Card for each firearm checked in with the above information and the student's personal information. *This card must be presented every time the student checks out a firearm.*
- Securing of Firearms: Each firearm must have a trigger lock, hard case, and a case lock – all of which must remain on at all times while being retrieved from or returned to the Armory, without exception.
- Bows: Each student is permitted to store one bow, which must be in a hard case with a lock. The student must provide the make, model, and serial number of the bow. The student will be issued a numbered Bow ID Card with the above information and the student's personal information. *This card must be presented every time the student checks out the bow.*
- Ammunition: Each student is permitted to store one small lockable container for storage of ammunition. The student will be issued a numbered Ammo ID card with the student's personal information. *This card must be presented every time the student checks out the ammo.*



PAUL SMITH'S
COLLEGE



Armory Registration



**Please fill out completely (print neatly),
remove, and return to Campus Safety.**



Student Information

Name: _____ Student ID #: _____

College

Residence Hall _____ Room# _____

Cell Phone: _____

Home

Address _____ Apt. _____

City _____ State _____

Phone # () _____

Emergency Contact Information

In Case of Emergency Contact:

Name: _____

Relationship: _____

Phone 1: _____ Phone 2: _____

Name: _____

Relationship: _____

Phone 1: _____ Phone 2: _____



Property Information

Name: _____

Date: _____

Office Use

Firearm

F _____

1) Make _____

Model _____

Caliber _____

Serial # _____

Receipt of Return – Signature: _____ Date: _____

F _____

2) Make _____

Model _____

Caliber _____

Serial # _____

Receipt of Return – Signature: _____ Date: _____

B _____

Bow

Make _____

Model _____

Serial # _____

Receipt of Return – Signature: _____ Date: _____

A _____

Ammunition

Receipt of Return – Signature: _____ Date: _____

NYS Hunting License # _____



Read, Understand, and Sign and Date.

Armory Acknowledgement Agreement

I, _____, have read the Armory Policy completely and understand all the requirements of said policy. By signing this document I agree to abide by all requirements and procedures stated in the policy. I also understand that if I am found in violation of the policy my Armory privilege will be revoked. I also acknowledge that I understand that I am responsible for following proper permanent check-out procedures, including returning all Armory identification items (ID cards and case tags). I understand that failure to return any Amory identification items will result in the assessment of a \$25.00 (per item) fee to be charged to my student account.

Armory Liability Waiver

I, _____, acknowledge that I am aware that Paul Smith's College and Office of Campus Safety are not liable for any damages, loss, or theft of any firearms, bows, arrows, ammunition, storage containers, or other property that I am voluntarily requesting be placed in the Armory.

Name (printed) _____

Date _____

Signature _____

Officer _____



- **Student Information:** Student must provide their personal information, including name, student ID number, residence hall, room number, contact phone number, home address, and home phone number. This information will be logged by the Office of Campus Safety, to be accessible in case of an emergency.
- **New York State Hunting License:** Each student must provide a valid NYS Hunting License and have it present each time they check out their firearm. No out of state hunting licenses will be accepted.
- **Acknowledgement Agreement:** Student must sign an agreement stating they have read, understand, and will abide by the requirements of the Armory Policy.

Procedures and Requirements for Check-Outs/Returns

- **Exiting/Returning to the Armory:** Student must immediately leave the campus upon checking out firearms/bows/ammo. Student must return directly to the Armory upon arrival to check in firearms/bows/ammo.
- **Hunting Trip Information:** Student must provide hunting information, including but not limited to: name, date, time, estimated time of return, names of hunting companions, hunting location*, firearms/bows/ammo being checked out.

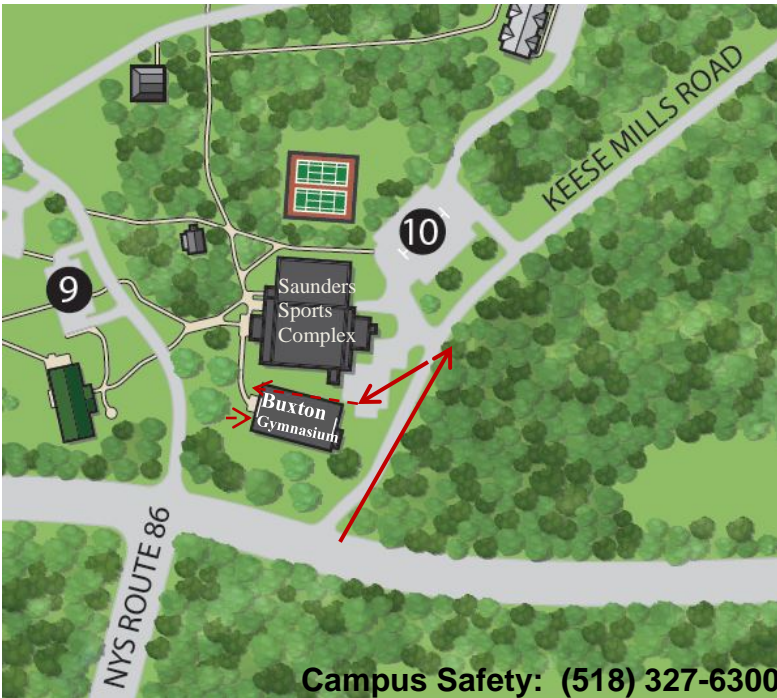
**Although it is understood that the student may deviate from the exact hunting locations provided, any and all information will be helpful in the event of an injured or lost student.*

- **Student ID:** Each student must have their College issued student ID card on them and keep it on them while they are checked out. This ensures that the student not only has their College ID for check-in/check-out, but also allows them to identify themselves if they are questioned by local authorities or College officials.
- **Firearm:** The trigger lock and case lock must remain on during transport to the Armory. The student will be required to open the case at every check-in/-out to ensure the firearm is unloaded and locked; at no other time is the firearm to be removed from the case and at no time be loaded.



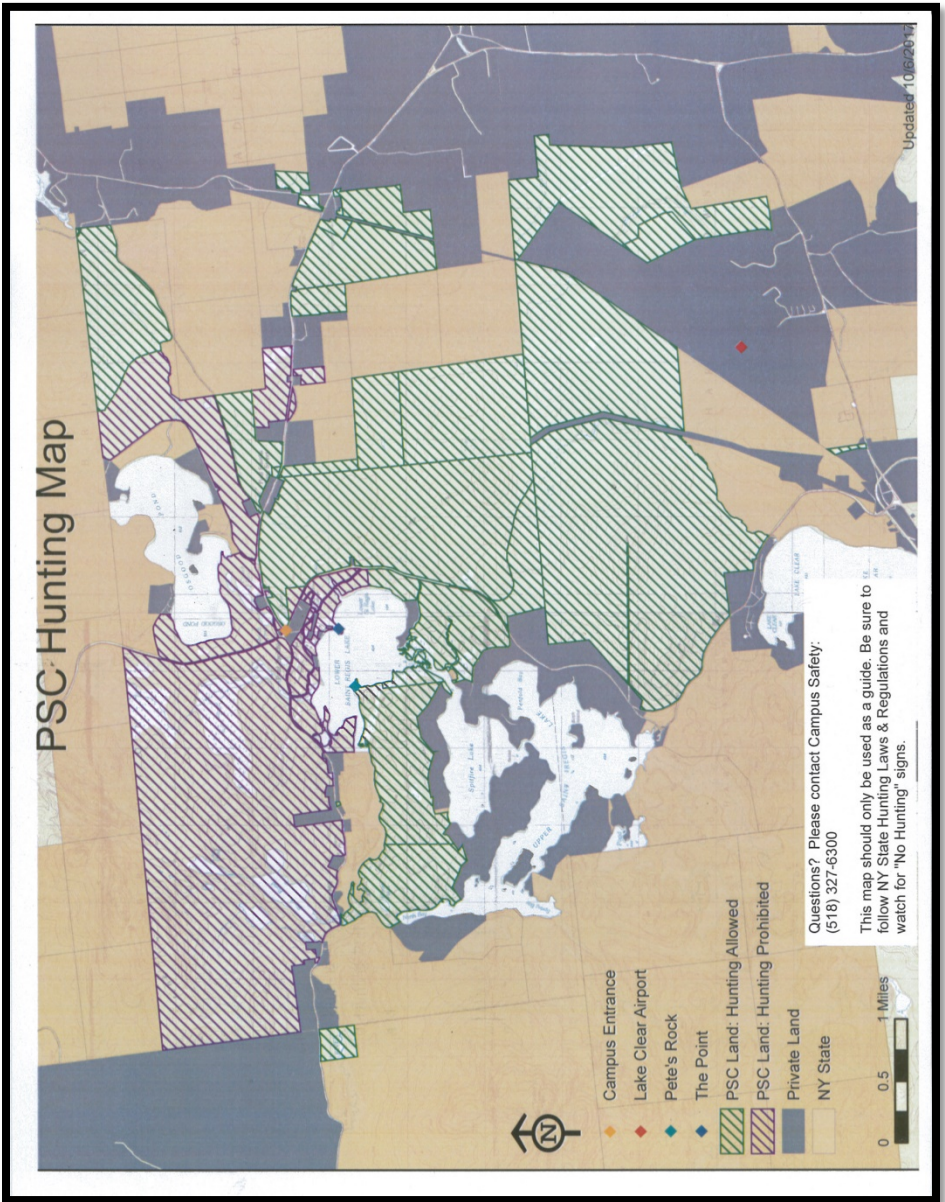
Route to and from Armory

- Drive down Keese Mills Road, located off NYS Route 30.
- Turn left into parking lot 10 and park behind Buxton Gymnasium.
- Walk down the hill in between Buxton Gymnasium and Saunders Sports Complex.
- Enter Buxton Gymnasium through the front doors.



Campus Safety: (518) 327-6300

- Once inside Buxton Gymnasium go directly to the Armory. If the door is locked, use the call box outside the door to call Campus Safety.
- FOLLOW THESE DIRECTIONS FOR CHECKING IN AND OUT FIREARMS/BOWS/AMMO.
- DO NOT DEVIATE FROM ROUTE, REGARDLESS OF WEATHER CONDITIONS.



This map is a guide only.
 Follow all New York State hunting regulations.
 Issued Fall 2019, check yearly for updates.



PAUL SMITH'S
COLLEGE



Campus Safety
518-327-6300

2021.7.30