



Manassas Regional Airport
10600 Harry J Parrish Blvd.
Manassas, VA 20110
703-530-7737

Leesburg Executive Airport
1001 Sycolin Road SE
Leesburg, VA 20175
703-777-6030

Warrenton-Fauquier Co. Airport
5075 Airport Road
Midland, VA 22728
540-788-4734

Stafford Regional Airport
95 Aviation Way
Fredericksburg, VA 22406
540-602-7100

Aircraft Rental Agreement

Thank you for choosing to fly with Aviation Adventures. We welcome your business and think you'll find we provide the safest, friendliest, and most professional flight operation in the area. We are geared towards helping you reach your aviation goals, whether they are as simple as searching for the best \$100 hamburger or earning your ATP certificate. To help us stay safe, friendly, and in business, we have a few practices, policies, and rules. All persons renting or operating our aircraft must comply with the policies on this form as well as applicable FAA regulations. We welcome your comments and suggestions any time.

Scheduling: Aircraft are scheduled and reserved on a first come, first served basis. All scheduling is done via an Internet based system at s01.myfbo.com/linkasp?fbo=avad. *Pilots needing a Flight Instructor MUST coordinate with that Instructor prior to scheduling a lesson if it is less than 48 hours in advance.* In the event the weather is questionable, the student and Instructor should coordinate and discuss options. If the student receives no call from the Instructor to cancel, then the student should plan to meet at the scheduled time. If you need to cancel for any reason, please cancel your flight on the website AND call the office to notify that you are canceling.

Flight Instruction: For insurance reasons, we cannot allow any instructor, other than those currently employed by Aviation Adventures, to act as a Flight Instructor in any Aviation Adventures aircraft. Any act that requires a Flight Instructor's Certificate (providing instruction, performing a Flight Review, or giving an Instrument Proficiency Check) is considered "acting as a Flight Instructor." Safety pilots do not need to be approved by Aviation Adventures.

For any flight without an Aviation Adventures approved Flight Instructor on board, the pilot who rents the aircraft must sit in the left seat and act as Pilot in Command for the entire duration of the flight. Any exception to this policy must receive explicit permission from the Chief Flight Instructor prior to flight. Any flight that takes place outside of these guidelines is not covered by our insurance policy. If any damage occurs during such a flight, the renter will be held responsible for the full amount of damages.

Airworthiness and currency: Pilots are responsible for tracking and maintaining their personal Medical, Flight Review, VFR and IFR Currency dates. Additionally, the pilot must have flown an Aviation Adventures aircraft within the preceding 90 days, or 120 days if instrument rated or has more than 400 hours.

Pilots are responsible for ensuring aircraft airworthiness based upon the status sheets and squawk sheets in each aircraft. Any damage to the aircraft that has not been previously reported, such as but not limited to, skidded tires or dents, must be reported to the Aviation Adventures office before initiating flight. If you do not notify the office, you may be held responsible for the damage. Pilots must assure that the checklist, flight manual, fuel sampler, and aircraft log are in the aircraft before commencing flight; if any of these items are missing, contact the office to obtain a replacement item.

Aircraft and Instructor Rates: Our aircraft rent by the hour as recorded on the Hobbs meter. Instructor time is based on the time dedicated to you, rather than with the airplane. Instructor time for flights involving a minimal amount of pre- and post-flight instructor time will be a minimum of flight time plus 0.5 hours. The instructor will determine the instructor time for the lesson and bill accordingly. For aircraft without an operating Hobbs meter, Tach time times 1.3 will be billed. Current rates are available from the Aviation Adventures office.

Cancellations: Late cancellations and no-shows deny other people use of the aircraft and instructors' limited time. Flight cancellations NOT related to legitimate weather concerns will incur the following fees:

72 hours or more notice:	No charge
48 to 71 hours notice:	\$20
24 to 47 hours notice:	\$40
Less than 24 hours notice or No-Show:	½ hour of aircraft rental for every day the aircraft was scheduled; if an instructor is scheduled, an additional one hour of instructor time will be charged.

Please note: Only the Chief Flight Instructor may waive these fees. If you cancel due to an unavoidable situation, you must contact the Chief Flight Instructor or leave a message with Aviation Adventures Operations for consideration of a fee waiver. If no call or message is received, a fee waiver will not be considered.

Extended trip Policies: Pilots renting the Cessna 172s for 5 hours or more during the period starting 5:30 am and ending 11:00 pm, will be charged a minimum of 2.5 hours aircraft rental time on weekdays, and 3.5 hours on weekend days and Federal Holidays. Pilots renting any other make/model for 5 hours or more during the period starting 5:30 am and ending 11:00 pm will be charged a minimum of 1.5 hours aircraft rental time on weekdays, weekend days and Federal Holidays. Time required to make up the minimum will be charged at one-half the normal rate. These minimum hours can be reduced or waived by the Chief Flight Instructor, but this *must* be arranged in advance of the reservation.

Insurance: The pilot is responsible for the damage that occurs between the time the aircraft is dispatched and the time the aircraft keys are returned to Aviation Adventures, unless that damage is a direct result of mechanical failure and the pilot has made every reasonable attempt to prevent, correct or compensate for the failure. Pilots are covered by our insurance policy, but are responsible for paying the current insurance deductible. The current deductible is \$2,500 for single-engine aircraft and \$5,000 for multi-engine aircraft, but is subject to change upon annual insurance renewal. We have purchased from our insurance provider a waiver of their right to subrogate against our pilots. Renter's insurance is available and we recommend it.

If a CFI is also involved, both parties will resolve equitable sharing of the damages. In determining equitable sharing, consider: "should the pilot have been reasonably able to prevent..." and "should the CFI have been reasonably able to prevent..."

Paying for your flying and other purchases: We accept cash, checks, Visa, MasterCard, Discover and American Express. Please make sure that at the end of each flight, payment is received. **All customers are required to keep a valid credit card on file for security purposes.** For after-hours aircraft returns, we will process transaction in the morning. If no instructions are received, we will debit the prepaid account if funds are available. Otherwise, we will charge the credit card on file.

Advance payment is available through our prepaid accounts. The prepaid accounts can hold a maximum of \$2000. Once the money has been put onto your prepaid account, we can refund 80% of the unused balance at your request. If you are using prepaid funds on the same day that you are adding money to your account, a balance of \$200 must be left on the account for future use in order for the payment to qualify for a prepaid bonus. The bonus schedule is applied upon payment to the prepaid account as follows:

<u>Payment with:</u>	<u>\$500-\$999</u>	<u>\$1000 or more</u>
Cash or check	5%	10%
Credit card	2.5%	5%

Please note: failure to pay your bill in a timely manner will prevent you from flying our aircraft until the debt is paid.

Off-site fuel purchases: You will be reimbursed for any fuel purchased up to \$6.50 per gallon, provided you leave us a copy of your fuel receipt with the flight tracking slip. Max reimbursement rate is subject to change with market prices. Fuel costs include any taxes directly related to the purchase of fuel. You will be responsible for any landing, ramp, parking or other fees that are incurred.

ACKNOWLEDGEMENT: I have read and understood these procedures and policies, and will comply with them.

Signature: _____ Date: _____

Printed Name: _____