

Star Flight Training

Aircraft Rental and School Policy Agreement

Name _____

Date: _____

Welcome to Star Flight Training. As a valued customer of SFT, there are a few company policies that you will need to be aware of when renting airplanes. If you have questions or need clarification on any of the policies listed, please contact an SFT representative for assistance.

Customers utilizing SFT aircraft must read and sign this agreement before taking flight.

This agreement is subject to change without notice.

1. Insurance

All pilots renting aircraft and solo student pilots are required to show proof of renters insurance with minimum limits of \$500,000 each occurrence / \$50,000 each passenger for personal liability and \$10,000 each occurrence for personal damage. Renter may be responsible for aircraft damage and loss of use greater than the minimum limits required. SFT strongly recommends that you acquire a policy greater than the minimum limits.

Additional Named Insured Wording (if applicable):

Kane Communication, Inc. DBA Star Flight Training and Kane Aviation, LLC
Their Employees, Instructors, Officers and Managers.
30 Mill Lane Salem, VA 24153

2. Pilot Currency & Aircraft Checkouts

All pilots renting an SFT aircraft without an instructor must meet the open pilot requirements set forth by our insurance company. Pilots may be responsible for increased insurance cost.

Pilots must be checked out in each make and model aircraft they desire to rent by an SFT instructor. When a pilot is out of currency, an SFT instructor needs to be scheduled to fly with the pilot for a short recurrency flight to demonstrate proficiency. If a customer holds an instrument rating and wishes to have instrument privileges in an SFT aircraft, he or she must complete an Instrument Proficiency Check as part of his or her checkout.

3. Student Pilot Dispatching

Student pilots are required to be dispatched by a flight instructor for solo flight. Student pilots must plan to be on the ground in KROA one hour before official sunset. If an unscheduled landing is made on a student solo the student pilot must contact SFT to be redispached before departure.

4. Renter Pilot Dispatching

All pilots are required to be dispatched by an SFT employee. All pilots planning cross countries should note the airports of intended landing on the flight schedule reservation appointment including the exact identifier. SFT reserves the right to forbid landings at particular airports and or forbid flights into certain airspace. It is required that all pilots renting an SFT aircraft receive VFR traffic advisories from the appropriate facility, or be on an IFR flight plan, at all times.

5. [Reserved]

6. Preflight

Renter and student pilots will inspect and make a ground check of the aircraft, its equipment, and accessories before takeoff and will not accept said aircraft until they are satisfied as to its airworthiness and proper functioning of said equipment and accessories. Renter/student pilot will also familiarize themselves with Aircraft's Owners Manual and Maintenance Records. Any issues or damage to the aircraft not disclosed prior to takeoff will be considered caused by, and the responsibility of, the last person dispatched in that aircraft.

7. Medical and Flight Reviews

All pilots are required to maintain current & valid medical certificates, Flight Reviews, and Instrument Proficiency Checks (if applicable) while renting SFT aircraft.

8. Aircraft & Instructor Scheduling

Customers may schedule themselves for aircraft rental and instruction online through our scheduling system. If you are scheduling an instructor, please coordinate directly with them (you may contact SFT for help reaching an approved instructor) to ensure they are available. If you schedule an airplane to "Remain Over Night" (RON), please indicate it on the schedule. For all cross-country flights please include your destination airports in the comments section when scheduling an airplane. Students wishing to schedule an instructor for an all-day or overnight flight will be required to pay for the increased cost and expense of the instructor such as meals,

lodging, ground time and excess transportation. Students will need to discuss with SFT and the instructor before planning the flight

9. Aircraft Rental Minimums

Pilots scheduling an aircraft for 8 hours or more in a day are required to pay a minimum rental amount of 5 hours per day during the week (Monday through Friday) and 6 hours per day on the weekends (Saturday & Sunday). The minimum hourly rates will be imposed each day the aircraft is checked out. This fee is waived if the total hours flown during the reserved period is more than the minimum required time.

10. Aircraft Rental Cancellations

Aircraft rentals and dual lessons may be cancelled for any reason without charge if there is a minimum of 24 hours notice given. If there is less than 24 hours notice given and weather or illness is not a factor the student/renter will be charged a “no-show/cancellation” fee. If you are unable to use the aircraft at the time scheduled, please contact SFT as soon as possible so we can free the aircraft for other pilots. If you need the aircraft longer than originally scheduled, please call and check the schedule first. Do not assume the airplane is open. If you have not shown up for your scheduled flight time, the aircraft will be made available for other rentals after fifteen minutes. To maximize the schedule or due to maintenance, SFT dispatch may change your reservation to another aircraft with the same make and model without notification.

11. Fee for Client Cancellation/No Show

In the case of a No Show, you will be billed for half of reserved aircraft rental time and all of the reserved flight instructor time.

I have read and understand the Cancellation/No Show Policy (initials): _____

12. Before & After Hours Rentals

Pilots wishing to depart before normal business hours will need to make special arrangements with SFT staff the night before their flight. For after hour rentals, dispatches and financial arrangements must be made prior to closing.

13. Ground Instruction

Ground instruction by definition is time the instructor spends with a client briefing, debriefing, lecturing, standing by, supervising, checking weather, pre-flighting (supervising or assisting), scheduling additional lessons for the clients and all duties associated with the flight lesson. Customers will be billed for ground instruction they receive.

14. Payments

Payment is required at the time of service.

15. Smoking

There is no smoking allowed in any of the aircraft, in the building, or on the ramp.

16. Aircraft Cleanliness

We strive to maintain clean aircraft. No food or drinks (other than water in a resealable container) in the aircraft. No animals in aircraft.

After each flight we ask that you do some touch-up cleaning to the aircraft in accordance with our published post-flight cleaning procedures. If you are unable or prefer not to do this, \$25 will be added to the cost of your rental that will pay for cleaning.

If the aircraft is returned with more than normal wear/dirt accumulation (mud/dirt in the floor or stains on the seats, for example), the cost of cleaning shall be added to your rental bill.

17. Headsets

Headsets are available for pilots enrolled in flight training on an “as available” basis.

18. Fuel Reimbursement

All fuel and oil purchased outside SFT will be reimbursed at current rate at KROA or actual purchase amount; whichever is less. Renter is responsible for paying for landing, tie down, or other miscellaneous taxes and service charges.

19. Maintenance Discrepancies During Rentals Away From SFT

Upon noting discrepancy, call SFT immediately for further instructions or to authorize repairs or method of returning home. Renter pilots are not permitted to tamper with or attempt to repair any part of the airplane or its accessories but will contact SFT immediately upon noting the maintenance discrepancy. All off-site maintenance must be authorized by SFT prior to any maintenance being performed on the aircraft. The renter will coordinate with the SFT on the return of the airplane to KROA once the maintenance discrepancy has been repaired. The aircraft is the responsibility of the renter and the renter shall never abandon the aircraft without the express consent of SFT management.

20. Weathered In

If weather is a problem, please notify SFT as soon as possible. If you are unable to return due to weather and need to rent a car, you are encouraged to do so. No pilot should be overcome by “get-home-itis” or should fly in weather they’re not comfortable or qualified to fly in. If an aircraft is left at a different airport, the pilot is responsible for the return of the aircraft. In some cases, pilots will need to pay for another pilot and aircraft to retrieve the plane.

21. Aircraft Log Books

The maintenance logbooks can be checked out by your instructor for check rides. The logbooks must be returned promptly after your checkride to your instructor

22. Flight Planning

All students must have their flight planning approved by their instructor.

23. Aircraft Tires

Renter & student pilots are responsible to check aircraft tires prior to each flight to ensure correct air pressure and no bald spots with cord showing. If an airplane is grounded for a flat tire or bald spot (with cord showing), the last student or renter pilot to fly the airplane will be billed for the full cost of the tire replacement (labor, parts and retrieval expenses).

I have read & understand the Aircraft Tires policy (initials): _____

24. Battery Failure Due to Master Switch

In the event the master switch is left on by a student or renter pilot causing a dead battery, he or she will be charged for the repair.

I have read & understand the Battery Failure Due to Master Switch policy (initials): _____

25. Prohibited Maneuvers

No pilot will perform spins or aerobatics in SFT aircraft unless an authorized SFT instructor is on board. All multi-engine flights practicing single engine landings or maneuvers are required to have a qualified SFT instructor on board.

26. Runway Surfaces

Pilots must have prior written authorization from SFT to land on any runway surfaces other than pavement. For example, grass or dirt strips. However, in the event of an actual emergency this rule does not apply.

27. Right to Refuse Service

SFT reserves the right at any time to refuse aircraft rental and flight instruction.

28. Weather Briefing

Pilots will, immediately before flight, obtain weather reports and forecasts pertinent to each flight and familiarize themselves with all available information concerning the flight. If the forecasted weather at any time of the flight is below the students or aircraft capability the student will not depart until an instructor has cleared the student for flight. If the weather changes while in flight and is beyond the student's capability, student will return or deviate to a safe location and notify instructor.

29. Securing of Aircraft

At the end of a flight, SFT aircraft must be returned to their assigned parking spot (if at SFT). If the SFT ramp is full or crowded, use the tie-down area at Signature. Gust locks, chocks, tiedowns, and cones must be used. It is the responsibility of the renter to ensure that the aircraft will be properly secured while parked. Renters may need to carry proper equipment with them if landing and parking away from KROA. Renter is responsible for all extra expenses required to properly secure aircraft while away from KROA.

30. Aircraft Use

SFT rental aircraft will be used for the purpose of personal/pleasure flying only. Flights for the purpose of compensation or hire are prohibited. The renter or student pilot who has received an aircraft checkout is the only pilot that is authorized to fly the airplane; dual instruction by non-SFT flight instructors is prohibited. Renters and student pilots will observe all federal, state, and local laws and regulations. Aircraft must be operated in accordance with the aircraft flight manual.

31. Accidents & Incidents

Renters and student pilots will report all accidents, major and minor, to SFT at once, together with the names and addresses of witnesses and involved parties, and in the event of an accident, will not remove the airplane unless expressly authorized to do so by SFT. Incidents

must also be immediately reported to SFT. Renter is responsible for all damage caused by renter's negligence.

32. Airport Security

Much of our facility is inside of the airport's secure area and requires that you have a security clearance (represented by badges) or are being escorted by someone with a clearance to enter. Fines and jail time are steep and security breaches are taken very seriously. Do not go into a secure area without an escort and do not allow yourself to be left alone in a secure area.

I have read & understand the Airport Security policy (initials): _____

33. Hangar Safety

To get to the aircraft, you may have to pass through the maintenance area. This is an active maintenance shop which means aircraft, tools, and equipment are being moved around. It is critical for your safety to maintain awareness of your surroundings while passing through this area. Insurance requires that only approved instructors and staff can move aircraft while inside the hangar. Please allow your instructor or dispatcher to do any aircraft repositioning that may be required.

I understand and have read ALL the above policies and agree to adhere to. (If renter or pilot under the age of 18 pilot or legal guardian must sign and state relationship to pilot/renter)

Signature

Date