



**Pilot is authorized to rent following aircraft after receiving an instructor checkout and sign off**

<b>Aircraft Type</b>			
<b>Instructor's Signature</b>			

Global Aviation Center, Inc. January 2020

**STUDENT & RENTER'S CHECKOUT CHECKLIST**

**All Information below must be filled out, signed, initialed by the instructor, and on file prior to renting.**

- Pilot Information Form
- Global Aviation Center Policy Sheet
- Hold Harmless Agreement
- Credit Card Authorization Form
- Copy of last BFR endorsement from logbook
- Copy of Medical Certificate
- Copy of License
- Government Issued Photo ID
- Renter's Checkout Written
- Passport [country: \_\_\_\_\_ ] [expiration: \_\_\_\_\_ ]
- TSA if applicable [expiration: \_\_\_\_\_ ]
- SEVIS if applicable [expiration: \_\_\_\_\_ ]

**It is the responsibility of the renter to submit new pilot information to Global Aviation Center. This includes but is not limited to:**

- New Medical Certificate
- Reissued License
- New Flight Review
- Change of Credit Card Information
- Renters Insurance \*Minimum of \$10,000 Non-Owners Aircraft Coverage

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permission is granted to Global Aviation Center for use of photos.** \_\_\_\_\_ (Initial)

Our goal is to provide quality aviation training, aircraft rental, and pilot services.



## RELEASE OF ALL CLAIMS/INDEMNIFICATION (HOLD HARMLESS) AGREEMENT

The undersigned, for and in the consideration of use of aircraft and provision of flight instruction, the receipt of which is hereby acknowledged from Global Aviation Center hereby fully and completely releases, acquits, satisfies, and forever discharges Global Aviation Center its owners, members, officers, directors, managing agents and employees, or any other person who may acquire an interest in Global Aviation Center for any and all claims, actions, causes of action, damages, judgements or execution or any claim whatsoever in law or equity they may have now or in the future against Global Aviation Center arising out of the rental of aircraft and/or receipt of flight training. I further acknowledge and agree, that I will forever release Global Aviation Center, its owners, members, officers, directors, managing agents and employees, its heirs, executors, assigns, or any other person who obtains an interest in Global Aviation Center for any and all causes of action, claims, of any sort that arises from the rental of aircraft or flight training provided by Global Aviation Center.

I further acknowledge and agree by my signature that I will fully indemnify, save, and hold harmless, Global Aviation Center, its owners, members, officers, directors, managing agents and employees, and their heirs, executors, assigns or any other person who might acquire an interest in Global Aviation Center for any and all claims, actions, judgements, damages, that have or may arise out of the use or rental of any aircraft, or obtaining of any flight training from Global Aviation Center by any other individual, party, corporation or other entity.

I further acknowledge, by my signature on this document, that I understand fully, that there are associated hazards in flying, and the rental of aircraft, including serious injuries and death from the use of aircraft. I acknowledge by my signature on this document, that I understand and accept such risks, and I further understand and agree to the following Rental Agreement:

### RENTAL AGREEMENT

1. This agreement consists of all the terms and conditions on this page. "Customer" means the person signing this agreement and as such accepts liability hereunder.
2. Customer shall return aircraft to Lessor (Global Aviation Center) in the same condition as received, at the location where rented, on the return date and time specified when reserved or sooner if demanded by the Lessor. Customer agrees to arrange the return of the aircraft at his expense to Republic Airport (KFRG) if forced to leave it elsewhere for reasons other than mechanical failure. Upon Customer defaulting in any respect under this lease or upon Customer violating any federal, state or municipal law, or any FAA regulation, this lease shall terminate immediately and Lessor shall have all rights accorded by law, including, though not limited to, the right to repossess the aircraft at Customer's expense, re-rent the aircraft for the duration of the lease as the agent of the Customer, or sue for damages for the rentals due hereunder. In the event of loss or damage to the aircraft while on rental, whether or not due to the fault of the Customer, Customer shall pay to lessor on written demand the amount of all resulting loss and expense of the Lessor in excess of any insurance proceeds received by the Lessor. Renters of the aircraft shall be unconditionally responsible for any and all damages to the aircraft while in the custody and control of the Renter as stipulated in the aircraft rental agreement. Damages shall include but not be in any way limited to: excess wear and tear, incorrect fueling damages, operation in a manner inconsistent with the requirements of the operation and service documents; failure to exercise reasonable judgement and

competent airmanship; foreign object damage; ground handling damage, water or storm damage, and damage to electrical or mechanical systems caused by improper repair, maintenance or diagnosis for any maintenance conducted without authorization of the Lessor; and faults, damage to the aircraft finish due to misuse, and damage to the windows or windshields due to abrasion or solvent damage.

3. Customer will use the aircraft only for the purpose and over the route specified which shall be limited to the contiguous United States, unless otherwise specifically approved by the Lessor. In the event of undue delay, deviation or any other unexpected circumstances, Customer will call Global Aviation Center, 631-391-9110.

**In Case of Emergency:**

4. Aircraft shall NOT be used:

- (a) to carry persons or property for hire or for any other commercial purpose;
- (b) in any race, test, contest or aerobatics;
- (c) for flight instruction by any other than Global Aviation Center Flight Instructors;

and if aircraft is obtained from lessor by fraud or misrepresentation or is obtained or used in furtherance of an illegal purpose, ALL USE OF AIRCRAFT IS WITHOUT LESSOR'S PERMISSION.

5. Customer agrees to comply with the following requirements made to safeguard himself and the aircraft:

- (a) to perform a complete pre-flight inspection before taking off and not to use the aircraft unless it is in apparent good condition;
- (b) to observe all Federal and State air safety regulations and not willfully violate said laws or regulations;
- (c) to familiarize themselves and observe all current policies regarding aircraft and airport operations set forth in the Global Aviation Center General Policies and Procedures document;
- (d) to fly only in daylight and in VFR weather unless properly qualified, rated and approved by Global Aviation Center authorized representative to fly night VFR;
- (e) to obtain weather reports and forecasts immediately before each flight and not depart when weather is forecast to go below VFR minimums unless properly qualified and rated to fly IFR by the FAA;
- (f) to permit no one else to fly the aircraft or handle the aircraft on the ground; and
- (g) to land only at established airports and the not restricted airports published by Global Aviation Center.

6. Customer certifies that he has complied with FAR 61.57 as regards currency requirements in type of aircraft flown and has completed a Flight Review within the last two years and is the holder of a current FAA Medical Certificate.

7. Customer will be responsible to and are **REQUIRED** to carry Non-Owners Aircraft Insurance of at **LEAST** \$10,000 should damage occur as the result of his negligence. Customer is also responsible for the cost associated with loss of use of aircraft should damage occur due to his negligence and any legal fees if incurred.

8. Customer shall return all equipment provided for his use in the same condition as received. In the event of any loss or damage to equipment Customer shall pay to Global Aviation Center the amount of all resulting loss and expense. This includes any electronic equipment, headsets, or any other items rented or used that are owned by Global Aviation Center other than the aircraft itself which is covered by other paragraphs of this agreement.

X \_\_\_\_\_

Signature

Date



## General Policies and Procedures

Thank you for choosing Global Aviation Center. Our goal is to provide quality aviation training, aircraft rental, and pilot services. We appreciate your patronage and trust you will have a good experience with us. The following are some policies we have put in place for the safety and protection of our customers and aircraft and to prevent scheduling abuse. Please read them carefully. Special circumstances and requests are always considered, and your suggestions are always welcomed.

### **CURRENCY**

All pilots are required to show 60-day currency (3 landings) in Category and Class. All pilots flying a twin aircraft must show 30-day currency (3 landings to a full stop). Student pilots are required to have a current solo endorsement if 90 days have lapsed from the date of the original solo. NOTE: We do not require that you fly with us to meet currency requirements after aircraft checkout. We will accept proper documentation evidencing currency in the same type of aircraft if flown at another location within the currency period.

### **AIRCRAFT OVERNIGHT RENTAL MINIMUMS**

We reserve the right to charge a three-hour daily minimum for aircraft rented overnight on Monday – Thursday and a four-hour daily minimum for aircraft rented overnight on Friday – Sunday. Adjustments in rental minimums will be considered for long term rentals.

### **CANCELLATION AND NO SHOWS**

Unfortunately, some individuals abuse the reservation system and constantly cancel booked aircraft and instructor time with little notice. In order to address potential abuse, we: 1) reserve the right to charge a 50% cancellation fee of the total blocked time (for both instructor and aircraft) whenever an instruction session is canceled with less than 24 hour advanced notice for causes other than weather; 2) we reserve the right to charge a 100% cancellation fee whenever an instruction session is canceled less than 2 hours in advance or due to a no show; and 3) we further reserve the right to charge a 50% cancellation fee of the total blocked time whenever an aircraft reservation is canceled with less than 24 hour notice for causes other than weather.

**EQUIPMENT RENTALS** Headsets are available for rental. We are also a David and Clark dealership. Ask for prices if you would like to purchase.

**FUEL AND OIL PURCHASED AWAY FROM GLOBAL AVIATION CENTER** All fuel and oil purchased away from base will be reimbursed at Global Aviation Center posted rates upon presentation of a receipt. Up to the rate at KFRG.

**LANDING FEES AND PARKING FEES** Aircraft renters are responsible for all landing fees and parking fees incurred at any airports.

**MASTER SWITCH LEFT ON** Renters who leave the Master Switch on resulting in a discharge of the battery will be charged for a new Battery.

\_\_\_\_\_ (Initial)

## **MECHANICAL AND WEATHER-RELATED PROBLEMS**

Weather can change quickly in New York and from time to time a pilot will get stranded away from base. Global Aviation Center will not be responsible for expenses associated with weather related overnights. Global Aviation Center will also will not be responsible for expenses incurred due to mechanical failure other than those expenses directly related to aircraft repair. Global Aviation Center must be contacted in the event of a mechanical problem for approval on any course of action taken to resolve the mechanical issue. Expenses incurred due to mechanical issues with the aircraft without prior notification and approval will not be reimbursed.

## **RENTALS AFTER OPERATING HOURS**

Normal office hours are seven days a week, 9:00 a.m. – 5:00 p.m. A lock box system is used for rentals after normal office hours. Arrangements for after hour rentals must be made in advance using the online scheduling system or by calling the office prior to 5 p.m. so the aircraft logbook can be placed in the lock box.

## **PAYMENT**

Payment is expected upon the completion of each flight unless prior arrangements have been made. In the event of nonpayment, interest will accrue at a rate of 1.5% per month until the balance is paid. Customer will be responsible for all expenses incurred in the collection of said balance, including legal fees and court costs.

## **REFUND OF MONEY ON ACCOUNT**

**MONEY ON ACCOUNT WILL NOT BE REFUNDABLE AFTER NINETY DAYS, BUT WILL REMAIN AVAILABLE FOR CREDIT SERVICES**

Customer Initial \_\_\_\_\_

Date \_\_\_\_\_

## **PARKING**

All aircraft must be returned to the designated Global Aviation Center parking area and secured by tie downs at wings and tail. All students and renters will be briefed on the proper procedures for pushing back an aircraft. Aircraft will not be taxied through tie down areas. Taxing through the tie downs can result in prop strikes on cones, tie down ropes wrapping around props, and damage to adjacent aircraft. Aircraft will be pushed back into the parking space with the use of a tow bar. The control wheel lock should be installed, verify master switch and all electrical switches are off, close aircraft vents, place sunshade in wind screen, and lock the aircraft. **RENTERS WILL BE RESPONSIBLE FOR ALL DAMAGES RESULTING FROM TAXING THROUGH TIE DOWNS.**

## **CHECKLISTS**

Refer to individual aircraft checklists for all ground handling procedures, fire prevention in flight and on the ground, and collision avoidance procedures as recommended in the FAR/AIM and for their home airport.

## **FUEL REQUIREMENTS**

All Global Aviation Center students will be required to comply with FAR 91.151 and 91.167 regarding fuel requirements for VFR and IFR flight.

**ALTITUDES**

All Global Aviation Center renters will comply with FAR 91.119 regarding minimum safe altitudes in flight. All Global Aviation Center t students will follow the PTS requirement of practicing maneuvers over a suitable emergency landing site.

**PRACTICE AREA**

All Global Aviation Center students will be briefed and shown the designated practice areas around their home airport. Each instructor will comply with the requirement in the initial course of training. GRASS FIELDS:

**GRASS FIELDS**

No grass field landings are permitted. RENTERS WILL BE RESPONSIBLE FOR ALL DAMAGES THAT MAY RESULT FROM UNAUTHORIZED GRASS FIELD LANDINGS.

**AEROBATICS**

Use of any aircraft for any aerobatic maneuver, including spins, is strictly prohibited unless performed with an authorized instructor. Unauthorized performance of any aerobatic maneuver shall result in cancellation of flight privileges. RENTERS WILL BE RESPONSIBLE FOR ALL DAMAGES THAT MAY RESULT FROM UNAUTHORIZED AEROBATIC OPERATION.

**CAMERAS & DEVICES**

No cameras or other devices shall be attached to the internal or external surfaces of the aircraft unless authorized by the management. Failure to comply with this policy shall result in a loss of flight privileges. RENTERS WILL BE RESPONSIBLE FOR ALL DAMAGES RESULTING FROM ATTACHING CAMERAS OR OTHER DEVICES TO THE EXTERIOR AND INTERIOR OF THE AIRCRAFT.

**INSURANCE**

Appropriate insurance coverage must be on file for any solo or aircraft rental without a GAC instructor. \$10,000 Non-Owners Aircraft Liability coverage for single engine and \$20,000 for Multi-Engine.

**I have read the above policies and procedures and agree to abide by them including the payment of all noted fees and charges.**

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_



# CREDIT CARD AUTHORIZATION

NAME AS IT APPEARS ON CARD

BILLING ADDRESS

CITY

STATE

ZIP CODE

EMAIL

CONTACT PHONE NUMBER

CREDIT CARD (circle one)

VISA

MASTERCARD

DISCOVER

AMEX

CREDIT CARD NUMBER

EXPIRATION DATE

CVV2 SECURITY CODE

I certify that I am the authorized holder and signer of the credit card referenced above. I have reviewed the Rules and Regulations in office and will comply with them. I certify that all information above is complete and accurate.

I hereby authorize collection of payment for all charges relating to aircraft rental and instruction from Global Aviation Center and Global Aviation Corp. I agree and understand that my signature on this contract will serve as my authorization on the credit card slip. I understand that using a credit card fraudulently is illegal and charges will be pursued to the full extent of the law.

Signature \_\_\_\_\_ Date \_\_\_\_\_