



## **AIRCRAFT RENTAL POLICIES**

### **PILOT QUALIFICATIONS**

1. Renter must hold a valid U. S. Pilot License, a current medical or basic med, and valid government issued picture I. D.
2. Renter must meet the checkout requirements set forth by Spinks Flight Center for each make and model flown and be 90 days current in each model flown.

### **ACCESS CODES**

Spinks Flight Center specifically prohibits unauthorized disclosure or sharing of sensitive security information such as access codes. Violators may be punished to the fullest extent of the law. Violations can lead to civil penalties and even suspension or revocation of an airman certificate if TSA determines the violation poses a security threat, according to the Federal Aviation Administration (FAA). Customers and/or Instructors of Spinks Flight Center are not authorized to share access codes with anyone.

### **AIRCRAFT USAGE**

1. Spinks Flight Center aircraft may not be used to carry persons or property for hire or for flight instruction by anyone other than Spinks Flight Center employees.
2. Renter must always operate all aircraft within the POH and Weight and Balance limitations.
3. FAA Flight plans must be filed for all flights over 50 miles from Fort Worth Spinks Airport.
4. Renter is pilot in command of the rented aircraft and ultimately responsible for its operation and care while in his/her possession.
5. Renter will not operate any Spinks Flight Center aircraft in violation of Federal Aviation Regulations ("FAR's") or any other federal, state, or local laws.
6. Renter will use only established hard surfaced runways at airports that are listed in an approved facilities directory, except in case of precautionary or emergency landings.
7. Pets are not allowed in our aircraft.
8. Renter must not permit any person to fly the aircraft unless that person is a renter pilot approved by Spinks Flight Center or is a Spinks Flight Center staff flight instructor.
9. Instruction in our aircraft is only allowed and authorized by CFI's employed by Spinks Flight Center and only when officially scheduled as dual instruction.

### **SCHEDULING/CANCELLATION POLICIES**

1. A no-show charge may be assessed if customer fails comply with cancellation policies.

2. Late return: If an aircraft is returned later than the scheduled time, or after business hours without prior arrangement, a charge may be assessed for the number of hours of the delay.
3. If renter is unable to return an aircraft to Fort Worth Spinks Airport due to weather or other delays and a pilot must be dispatched to fly the aircraft back, all costs involved (including airline fare or dual rates for a second plane) will be charged to the renter.
4. Approval by Spinks Flight Center management is required for all flights over 4 hours and for flights to destinations more than 250 nautical miles from Fort Worth Spinks Airport. All reservations are subject to aircraft availability, student checkrides and aircraft maintenance scheduling requirements.
5. Minimum Charges: Minimum rental charges will apply to overnight reservations a minimum of 4 hours of time per day are required.
6. All customers must contact our office by phone or email to cancel. Cancellation fees may be charged to renters for not contacting our office to cancel. Customers scheduled for a dual flight will be charged a cancellation fee for cancelling with less than 24 hour notice.

### **PREFLIGHT**

1. Airworthiness: Renter, as pilot in command, is responsible for ascertaining the airworthiness of rented aircraft before each flight and must not fly any aircraft if to do so would violate any FAR, or compromise the safety of the pilot, passengers or aircraft.
2. Renter will follow checklists appropriate to each aircraft.
3. Renter shall not depart any airport with fuel tanks less than 50% full.
4. Renter shall not fly in actual or forecasted weather below legal minimums, pilot's ratings, or personal minimums (skill level), or in weather which exceeds the capability of the aircraft or equipment.

### **INSURANCE**

Renter shall be liable for the current insurance deductible for damages to aircraft or any other property damage. Excluding forfeiture of Dispatcher's aircraft, or bodily injury resulting from Renter's willful negligence, violation of FAA regulations or any other federal, state or local law, statute, regulation or ordinance. Renter is responsible for an initial insurance fee that renews annually for active customers.

### **PRIMARY STUDENT LIMITATIONS**

1. Local Solo Flights. Student solo flight must be approved by a qualified Spinks Flight Center Flight Instructor, including appropriate endorsement by the student's flight instructor. Students are required to carry their FAA Medical/Student certificate, and to comply with all limitations specified by their Flight Instructor. An instructor must be present to supervise any student solos.

**Students must observe the weather minimums and all other limitations set by their Flight Instructor and set forth in the Spinks Flight Center Student Handbook.**

2. Solo cross-country. A Spinks Flight Center CFI must approve each solo cross-country flight plan and the student must carry his/her Medical certificate and logbook on the flight. Students must depart Fort Worth Spinks Airport with full fuel tanks and accrue no more than 2.5 hours of flight time before refueling. Unless prior arrangements have been made, student must allow sufficient time margin to return to Fort Worth Spinks Airport 30 minutes prior to closing.

## **SECURING AIRCRAFT**

Renter is responsible for securing the aircraft at the end of each flight. Renter is also responsible for the removal of debris and trash at the end of the flight, and for the return of all aircraft loose items such as documents, checklists, manuals, keys, and tools to the drop box. A service charge will be assessed to customer's account if the above checklist is not completed. A clean up charge will be assessed if an air sickness event occurs.

## **PAYMENTS, DEPOSITS & FUEL REIMBURSEMENTS**

**Payment is due upon completion of each flight.** Acceptable forms of payment are cash, single party checks, all major credit or debit cards. Spinks Flight Center has a zero-tolerance policy for unpaid invoices. It is required to keep an active credit card on file with us for securing payment, regardless of your preferred method of payment. All after-hours flights will be processed the following business day. All payments received are non refundable.

Spinks Flight Center will reimburse \*reasonable charges for fuel and oil at destination airports. A receipt showing fuel price and gallons purchased is required for fuel credits, no exceptions. Bank/Card statements or photos are not acceptable. If you are missing a fuel receipt for whatever reason, please contact that FBO for a reprint. Spinks Flight Center will not reimburse any cost for taxes, ramp/hangar fees or any other miscellaneous sur charges or fees. Fuel reimbursements will be credited back to the pilot's flight account ONLY. \*Reasonable charges are defined as the current posted fuel price via the local FBO located at Fort Worth Spinks Airport (KFWS).

REIMBURSEMENTS OR CREDITS WILL BE ISSUED ONLY AS FLIGHT CREDITS TO THE PILOTS ACCOUNT WITH SPINKS FLIGHT CENTER. WE DO NOT REFUND/REIMBURSE VIA CASH, CHECK, CARD, ETC...THERE ARE NO EXCEPTIONS.

## **MECHANICAL PROBLEMS**

Renter should contact Spinks Flight Center 817-295-8477 in the event of mechanical difficulty. No repairs in excess of \$ 100 will be reimbursed by Spinks Flight Center without express prior permission of an authorized employee of Spinks Flight Center. Renter is responsible for extra costs incurred to provide service in the event of mechanical problems if the aircraft is flown to an airport that does not have "on field" aircraft service available.

Spinks Flight Center is not responsible for incidental costs incurred as the result of mechanical failure of its aircraft, including such costs as telephone, rental cars, accommodations, etc.