

## Aircraft Checkout and Agreement Form

The Flight Operations Department allows other entities within CU to lease our aircraft. This form applies to the following aircraft (check one):

Mavic 2                       Mavic Air                       Mavic Mini  
 Twin Otter                       ~~EC-1500~~                       Bixler  
 Motor-glider                       ~~Seawind~~

The aircraft will be picked up from the East Pearl offices on: \_\_\_\_\_

The aircraft will be delivered back to the East Pearl offices on: \_\_\_\_\_

The aircraft will be lent to the following department: \_\_\_\_\_

The following PICs will fly the aircraft:

- PIC 1: \_\_\_\_\_
- PIC 2: \_\_\_\_\_
- PIC 3: \_\_\_\_\_
- PIC 4: \_\_\_\_\_

### Aircraft checkout policy

- Priority use of the aircraft is reserved for internal departmental flight needs. If the scheduled rental timeframe conflicts with a time in which Flight Operations needs the aircraft, the aircraft will be allocated to Flight Operations.
- The renter must conform to the above dates and times and pick up and return the aircraft promptly. The aircraft must be picked up from and dropped off at the OISC East Pearl offices, although exceptions to this rule may be allowed at the discretion of Flight Operations personnel.
- Only the abovenamed PICs may operate the aircraft. PICs must be current and qualified, and must follow all provisions contained in the FOM, COA, and all other applicable flight rules.
- Flight Operations reserves the right to deny anyone the ability to rent an aircraft. Aircraft rental is denied to those with a current Type 2 or higher deviation on their record, per the policies contained in the IEM.
- Rental duration cannot exceed ten business days unless an exemption is approved by the Director of Flight Operations.

### Aircraft damage policy

- Flight Operations acknowledges that frangible items, such as propellers, are expected to break and in turn must be replaced regularly. In turn, Flight Operations is responsible for replacing or repairing any frangible damage.
- The renter assumes liability for all damage other than frangible damage. The renter's department agrees to assume financial responsibility for any parts which must be

purchased to fix non-frangible damage, up to and including the cost of replacing the entire aircraft.

- All maintenance will be performed by Flight Operations.
- Flight Operations will share the maintenance log with the renter, but it is up to the renter to check maintenance logs prior to aircraft checkout.

**Cost to receiving party**

- The receiving party incurs no cost for leasing a Flight Operations aircraft.
- The only cost the receiving party may incur relates to aircraft damage per the abovementioned aircraft damage policy.

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This is agreed by the following parties:

**Flight Operations**

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

Position name: Director of Flight Operations / Designee / Examiner

Print name: \_\_\_\_\_

**Receiving party**

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

Position name: \_\_\_\_\_

Print name: \_\_\_\_\_