

Rental at KSTS: The aircraft will be at Kaiser Air, book and key will be at the front desk. The aircraft will always be left with low fuel, put your fuel order in at the front desk. **Never** top off or add fuel after a flight, so the next rental will be able to take passengers. Renter Initials _____.

Rental at KHES: The aircraft will be in the hanger, book and key will be in the RAM Office. The aircraft will always be left with low fuel, you must put the fuel you want in at Self-Serve. Make sure you keep your fuel receipt and put in envelope. **Never** top off or add fuel after a flight, so the next rental will be able to take passengers. Renter Initials _____.

Reservation Policy

Reservation Policy - Aircraft Bookings must occur a **MINIMUM** of 12 hours Prior to the flight! Aircraft reservations made within the 12 hours must be approved by a RAM employee.

Renter Initials _____.

Cancellation Policy

Cancellation Policy – All rental cancellations must occur a **MINIMUM** of 6 hours prior the rental. Cancellations not made 6 hours prior, will be charged for a One Hour Rental, No Exceptions! Renter Initials _____.

Rental Policy

Rental Policy - After 5 p.m., A **MINIMUM** of 1 hour of aircraft rental will be charged for all Rentals. Renter Initials _____.

Squawks

If something should break/malfunction, please write up the squawk in the hobbs books. Renter Initials _____.

Emergency

If you are involved OR see an aircraft incident or accident, use the emergency plan form located in the front of the hobbs book. Renter Initials _____.

Receipts

Keep all fuel receipts. RAM will only re-reimburse fuel and oil receipts. RAM will not re-reimburse for overnight parking, hotel and oxygen services. Renter Initials _____.

Rental Checklist for file

1. Copy of Pilot Certificate.
2. Copy of Medical Certificate.
3. Copy/Credit Card on File.
4. Copy of Aircraft Rental Agreement.
5. Print out of Renter's Insurance.