

## New Student/Renter Enrollment Checklist

Student or Renter (circle one): \_\_\_\_\_

Date: \_\_\_\_\_

### US Citizen Flight Training (Front Desk Use Only)

<ul style="list-style-type: none"> <li><input type="checkbox"/> New Student Registration Fee</li> <li><input type="checkbox"/> Aircraft and Pilot Checkout Record</li> <li><input type="checkbox"/> Release of Liability</li> <li><input type="checkbox"/> Notice of Cancellation Policy</li> <li><input type="checkbox"/> Copy of Driver's License</li> <li><input type="checkbox"/> Copy of Passport or Birth Certificate (students only)</li> <li><input type="checkbox"/> Copy of Last Flight Review (if applicable)</li> <li><input type="checkbox"/> Enrollment Document Acknowledgment (141 only)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Scheduled Orientation Date _____</li> <li><input type="checkbox"/> Flight Training Registration Form</li> <li><input type="checkbox"/> Aircraft Rental Agreement and Company Policies</li> <li><input type="checkbox"/> Payment Policy and Credit Card Authorization Form</li> <li><input type="checkbox"/> Copy of any Airman Certificate (if applicable)</li> <li><input type="checkbox"/> Copy of Medical Certificate (if applicable)</li> <li><input type="checkbox"/> Enrollment Certificate (141 only)</li> <li><input type="checkbox"/> Pilot Operating Procedures and Safety Handbook (141 only; appendix signed and kept for file)</li> </ul>
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### Non-US Citizen Flight Training (Front Desk Use Only)

The flight training provider is required to keep a record of the following for five years for each alien candidate:

<ul style="list-style-type: none"> <li><input type="checkbox"/> Candidate's photograph uploaded to TSA's website on day one</li> <li><input type="checkbox"/> Copy of final approval sent by TSA confirming the candidate's flight training eligibility</li> <li><input type="checkbox"/> Copy of receipt confirming that the \$130 was paid (sent via email)</li> <li><input type="checkbox"/> Candidate's country of birth, current country or countries of citizenship, and each previous country of citizenship, if any</li> <li><input type="checkbox"/> Candidate's current U.S. pilot certificate and certificate number, if any</li> <li><input type="checkbox"/> Copy of candidate's valid, unexpired passport and visa</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of all previous passports and visas held by the candidate and all the information necessary to obtain a passport and visa</li> <li><input type="checkbox"/> Candidate's requested dates, type, and location of training (AFSP website)</li> <li><input type="checkbox"/> Candidate's current address and phone number, and each address for the previous 5 years</li> <li><input type="checkbox"/> For DoD endorsees, copy of the required written statement and picture ID</li> <li><input type="checkbox"/> Candidate's ID number created by the TSA</li> </ul>
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Student/Renter checklist verified by: \_\_\_\_\_

Date: \_\_\_\_\_

**PILOT RECORD FORM (RENTERS ONLY)**

Date	Aircraft	Checkout Type	CFI Signature

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Pilots License Number: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Certificate Type (i.e., private, commercial): \_\_\_\_\_

Additional Ratings Held:

\_\_\_\_\_

Medical Class: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Total Time: \_\_\_\_\_

Total Time Multi Engine: \_\_\_\_\_

Total Time Cirrus SR22: \_\_\_\_\_

Total Time Helicopter: \_\_\_\_\_

Total Time Robinson 22: \_\_\_\_\_

## FLIGHT TRAINING REGISTRATION FORM

We are pleased that you have chosen to fly with us! Please print this application form, fill it out completely and sign it, then return to us. It is important that you complete all of the information so that we can best serve you.

### SECTION I: PERSONAL AND CONTACT DATA

First Name (given name) \_\_\_\_\_ Middle Name \_\_\_\_\_  
Last Name (surname) \_\_\_\_\_ Suffix (Jr, Sr, II, III) \_\_\_\_\_

**NOTE:** You must enter your name above EXACTLY as it appears on official government issued IDs such as your passport, birth certificate, etc.

Physical Address (street address) \_\_\_\_\_

City, State, Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ FAX: \_\_\_\_\_

Drivers License Number \_\_\_\_\_ Drivers License state/Country \_\_\_\_\_

Previous Address: \_\_\_\_\_

Emergency Contact Name and Relationship \_\_\_\_\_

Emergency Contact Phone Number \_\_\_\_\_

Height in Inches \_\_\_\_\_ " Weight in lbs \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_ Gender: Male / Female

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Birth City, State, Country \_\_\_\_\_

Local Address (Where are you staying?): \_\_\_\_\_

Room or Unit #: \_\_\_\_\_

### SECTION II: SECURITY AND PRIVACY

Country of citizenship \_\_\_\_\_ Passport # \_\_\_\_\_

**\*\*\*\*IMPORTANT\*\*\*\* (US citizens will be required to show proof of citizenship upon arrival. Non US citizens are required to obtain the proper TSA security clearance(s) with a "Permission to Initiate Training" status prior to starting a flight training course. See our web site or call for details.)**

Proof of Citizenship (US citizens only): Passport (unexpired) \_\_\_\_\_ Birth Certificate \_\_\_\_\_ (must be presented in person upon arrival along with a current government issued picture ID)

**Non US citizens must obtain a TSA category III security clearance prior to starting any flight training.**

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## Covenant Not to Sue, Liability Release, and Assumption Of Risk Agreement

I, \_\_\_\_\_, hereby affirm that I am aware that flying and activities associated with flying have inherent and unforeseeable risks which may result in serious injury or death. I understand and agree that neither my instructor nor Clearwater Helicopters, Inc (Doing Business as Tampa Bay Aviation), nor any of their respective employees, officers, agents, contractors, or assigns, (hereafter referred to as "Released Parties") may be held liable or responsible in any way for any injury, death, or other damages to me, my family, estate, heirs or assigns that may occur as a result of my participation in flying aircraft, flying in aircraft, flight instruction, aircraft rental, aircraft operations, ramp operations, or any associated activities involved with these activities, (hereafter referred to as Flight Activities), or as a result of the negligence of any party, including the Released Parties, whether passive or active.

In consideration of being allowed to participate in Flight Activities, I hereby personally assume all risks of Flight Activities, whether foreseen or unforeseen, that may befall me while I am participating in these activities. I, further release, exempt, and hold harmless the Released Parties from any claim or lawsuit by me, my family, estate, heirs, or assigns, arising out of my participation in Flight Activities including both claims arising during any course of training or after I receive my pilot certification(s).

I also understand that Flight Activities are physically demanding and that I must seek the ongoing care of a licensed and authorized aviation medical examiner and that I will not hold Released Parties responsible for events resulting from my physical condition, limitations, or incapacitation.

I further state that I am of lawful age and legally competent to sign this liability release or that I have acquired the written consent of my parent or guardian. I understand the terms herein are contractual and not merely recital, and that I have signed this document of my own free act and with the knowledge that I hereby waive my legal rights. I further agree if any provision of this Agreement is found to be unenforceable or invalid, that provision may be served form this agreement; however the remainder of this agreement shall then be construed as though the unenforceable provision had never been contained therein.

I, \_\_\_\_\_, BY THIS INSTRUMENT AGREE TO EXEMPT AND RELEASE MY INSTRUCTORS, CLEARWATER HELICOPTERS, INC (DOING BUSINESS AS TAMPA BAY AVIATION), AND ALL RELATED ENTITIES AS DEFINED ABOVE FROM ALL LIABILITY OR RESPONSIBILITY WHATSOEVER FOR PERSONAL INJURY, PROPERTY DAMAGE, OR WRONGFUL DEATH HOWEVER CAUSED, INCLUDING, BUT NOT LIMITED TO, THE NEGLIGENCE OF THE RELEASED PARTIES, WHETHER PASSIVE OF ACTIVE.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS LIABILITY RELEASE AND ASSUMPTION OF RISK AGREEMENT BY READING IT BEFORE I SIGNED IT ON BEHALF OF MYSELF AND MY HEIRS.

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## AIRCRAFT RENTAL AGREEMENT & COMPANY POLICIES

Welcome to Tampa Bay Aviation. As a valued customer, there are a few company policies that you will need to be aware of.

- Renter acknowledges and agrees that the aircraft is the property of the Operator.
- Renter acknowledges and agrees that Tampa Bay Aviation headsets are issued at a fee of \$10 per headset. In the event that a headset is signed out by a renter and not returned, the renter is billed for current retail value of the rented headset.

**I have read and understand the headset rental policy (initials):** \_\_\_\_\_

- Renter acknowledges that he has inspected the aircraft and has found it to be in good mechanical condition and airworthy per VFR/IFR requirements. **Any discrepancy has been logged in Aircraft Dispatch Log and reported to TBA staff verbally or via email/phone.** Any item found post flight requiring repair, that was not reported by the renter prior to departure, will be billed to the renter at full cost.

**I have read and understand the pre inspection warning (initials):** \_\_\_\_\_

- Renter agrees to return the aircraft at the scheduled time, weather permitting.
- Renter agrees to properly secure the aircraft after each flight. This includes aircraft covers.
- Renter expressly acknowledges personal liability to pay Operator on demand:
  - Service and time charges computed at the applicable posted rates until said aircraft is returned to Tampa Bay Aviation.
  - Any loss or damage to the aircraft, its components, parts or equipment during the rental period.
  - The amount of any parking, tie-down, or hangar charges until the aircraft is returned to Tampa Bay Aviation.
- Renters agree not to tamper with or attempt to repair any parts of the aircraft or its accessories, but will telephone the Operator for instructions upon encountering mechanical malfunctions.
- If the aircraft is abandoned away from the home base airport, the Renter will be charged pilot expenses plus flight time at dual rates to return the aircraft to home base.
- Renter agrees to report any aircraft damage, accident or incident to the Operator as soon as possible. Renter is responsible for all damage caused by renter's negligence.
- Renter agrees that rented aircraft shall not be used or operated:
  - (1) For any illegal purposes.
  - (2) In any race, speed test, or contest.
  - (3) By any person other than the Renter who signed the agreement.
  - (4) Outside the limits of the Continental United States (except for the Bahamas).
  - (5) To carry passengers or property for compensation or hire.

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- (6) For any flight for which the Renter is not properly rated or certified.
  - (7) For any unnecessary or practice emergency procedures including autorotations.
  - (8) In, on or about any areas unless approved by instructor or TBA employee
  - (9) For landing at any off airport site
  - (10) For any procedure other than normal operations; this prohibits run on landings, quick stops, slope landings, etc.
- Renter agrees to reimburse the Operator in the event suit is instituted by the operator to recover possession or to enforce any of the terms, covenants, and conditions hereof, or to collect any sum of money, damages, or cost and reasonable attorney's fees incurred by the Operator in such suit or suits.
  - **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 a **minimum of \$50** for the repair. Also, if vee belts are damaged due to battery shut off prior to clutch light out (as per checklist), renter will be charged for entire repair/replacement. **Initials: \_\_\_\_\_**

#### SCHEDULING:

- If the renter is more than thirty minutes late to pick up the aircraft after a reservation of the same has been accepted, then Tampa Bay Aviation reserves the right to re-rent the aircraft to a third party without any claim of right to use the aircraft by the renter. Additional charges may incur under such circumstances pursuant to the provisions hereinafter contained.
- The renter shall leave an itinerary of flight plan within the Flight Schedule Pro rental reservation prior to departure for any reservations longer than three (3) hours.
- **Before & After Hours Rentals:** Pilots wishing to depart before or after normal business hours will need to make special arrangements with the Flight Desk the night before their flight. For after hour rentals, dispatches and financial arrangements must be made prior to closing. The aircraft book is left under the seat of the aircraft when returning after FBO hours.
- **Ground Instruction:** Ground instruction by definition is time the instructor spends with a client briefing, debriefing, lecturing, standing by, supervising, checking weather, pre-fighting (supervising or assisting), scheduling additional lessons for the clients and all duties associated with the flight lesson. Customers will be billed for ground as received.
- **Instructor Day Rate:** If a client books an instructor for a six hour period, he or she will be billed a day rate charge of \$350. Anytime beyond six hours will be billed at the instructor's normal hourly rate.
- **Daily Rate for Long Term Rental:** For weekdays (Monday-Friday), a three-hour minimum per day will be billed if the aircraft is booked for 8 hours or more. On weekends (Saturday and Sunday), a minimum of 4 hours will be billed as a daily rate.
- **Student Pilot Dispatching:** Student pilots are required to be dispatched at all times for solo flight. Student pilots must be dispatched by their primary instructor for cross country flights & must plan to be on the

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ground in KCLW one hour before official sun set. Student pilots are required to file a flight plan with FSS for all cross country flights. Upon arrival back to KCLW, student pilot will close flight plan with FSS.

- **Renter Pilot Dispatching:** All pilots are required to be dispatched by a Tampa Bay Aviation employee. All pilots planning cross countries should note the airports of intended landing on the Flight Schedule reservation appointment including the exact identifier and Tampa Bay Aviation reserves the right to forbid landings at particular airports.
- It is strongly encouraged to receive VFR traffic advisories from the appropriate facility at all times.
- **Student solo:** Students wishing to solo must have their logbooks, medical and pilot file endorsed by their instructor (or dispatching instructor) and dispatched accordingly.
  - A FSS flight plan must be filed for all student solo cross countries.
  - Primary instructors must dispatch all solo cross countries & student pilots must be back on the ground at KCLW one hour before sunset.
  - Student pilots may not perform any emergency procedures, including autorotations
  - Student pilots may not solo aircraft with more than 15kts total wind and/or 7kts crosswind
  - To fly the aircraft in the traffic pattern surrounding Clearwater Airpark, visibility must be no less than four miles and ceilings must be no less than one thousand feet.
  - To fly beyond the traffic pattern of the Clearwater Airpark, visibility must be no less than five miles and ceilings must be no less than two thousand feet.
  - To fly cross country, a flight plan must be filed with Tampa Bay Aviation and also with the applicable Flight Service Station; visibility must be no less than eight miles at all points along the proposed route of flight, ceilings must be no less than three thousand feet at all points along the proposed route of flight.

## Cancellation/No Show Policy

Like most institutions, our flight instructors are only compensated while they are instructing. Thus cancelled and missed appointments pose a problem. **All scheduled lessons require a 24-hour cancellation notice.** In the event of inclement weather, your flight instructor may use the time for ground training. Short notice cancellations make it very difficult to cover the cancelled appointments. This causes lost income for both the flight instructor, and the institution. Due to this, notice of a cancellation must be received 24 hours prior to the scheduled lesson at Tampa Bay Aviation. **Short notice cancellations and "no shows" will result in a fee of ½ the reserved aircraft time and full instructor time.** This fee does not apply ONLY if we are able to fill the slot with another student. No further flight instruction will be given until the fee is paid in full. Repeat cancellations and "no shows" will result in a charge for the FULL cost of reserved time or the termination of the student from training.

If you have provided a deposit towards your training and you are unable to keep your reserved slot, your deposit can be applied to future training ONLY if you reserved slot can be filled with another student. This is a rare event, thus it is strongly encouraged that you make the proper preparations for your training.

**Client Cancellation within 24 hours/No Show/Late Fee:** ½ of reserved Aircraft Rental time; full amount of reserved Flight Instructor time. Cancellations due to weather do not apply.

**I have read and understand the Cancellation/No Show Policy (initials): \_\_\_\_\_**

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## Late Policy

**Payment for an instructor's time begins at the scheduled time of the reservation.** This means that whether you are present or not, you begin paying for the instructor's time as reserved.

## Payment for Services Rendered

**Payment for flight time, instructor services, ground school, or supplies is expected in full at the time of receipt.** A returned check fee of \$50/occurrence is in effect at all times.

## Passengers

It is acceptable for a pilot/student to bring passengers if the training session permits an aft CG. However, bringing a passenger for every flight as a student is not acceptable. If an instructor is training two pilots/students then the pricing will reflect such.

## Aircraft Cleanliness

Tampa Bay Aviation invests considerable time and resources into providing you with a pleasant, safe, flight experience. Therefore, you are required to keep the aircraft interior clean and free of trash, oily rags, etc. If you or your passenger becomes airsick, please ensure that the airplane is thoroughly cleaned even if a professional cleaning is needed. Spare oil and the oil spout should be kept only in the provided preflight box. Please leave the aircraft neat for the next pilot.

I, \_\_\_\_\_, have read and understand these policies:

Participant's Signature \_\_\_\_\_

Date \_\_\_\_\_



## TRANSIENT MAINTENANCE POLICY

At Tampa Bay Aviation we make every effort to keep our rental aircraft in excellent mechanical condition. However, an occasional breakdown may occur while away from our facility. The following policies regarding the level of reimbursement for repairs while the aircraft is away from the Clearwater Airpark will apply should a breakdown occur.

- In the event of a breakdown, notify Tampa Bay Aviation of the problem immediately. If maintenance personnel are not available leave your name, aircraft number and telephone number where you can be contacted.
- Do not authorize any repairs to be made to the aircraft without clearance from the Tampa Bay Aviation representative. Failure to do so could result in the Renter being responsible for a portion of the bill.
- Tampa Bay Aviation will not reimburse the Renter for any overtime charges, call-out fees, or any other after hours charges made by the maintenance facility. Other expenses incurred by the Renter as a result of a mechanical delay such as rental cars, hotel rooms, meals, airline fare, etc. will not be reimbursed.
- **Tampa Bay Aviation will reimburse the Renter for fuel purchased at current reimbursement rate per gallon**, provided that the Renter presents a fuel receipt from the place of purchase that shows the number of gallons purchased.
- All repairs and fueling will be handled by properly licensed facilities and personnel.

## PAYMENT:

- **Payment for all services is required at the time of service. Customers may not carry a balance, withdraw cash, or charge to their accounts.**
- Tampa Bay Aviation accepts Master Card, Visa, American Express, Discover, personal or company checks, Traveler's Checks or cash.
- The renter shall pay the current posted rental fee based upon the time recorded on the aircraft's Hobbs meter time.
- The renter shall pay instructor fees based upon the aircraft's Hobbs meter time plus ground instruction time.
- All Hobbs meters are read to the **next higher tenth of an hour**. If a discrepancy is found on the Hobbs meter, a Tampa Bay Aviation employee must be notified prior to the departing flight.
- If the Hobbs meter is not in working order, the charge will be based on 1.3 times the time shown on the tachometer of the aircraft.
- The renter shall pay all charges incurred at the time of service.
- The renter shall pay all landing, parking, or other charges incurred at other airports.
- The renter shall return the aircraft to Tampa Bay Aviation, or be responsible for any and all expenses incurred in connection with returning the aircraft to Tampa Bay Aviation.
- **All payments on account are *non-refundable*, but may be transferred to other student/renters**

I have read and agree to abide by the above policies: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date \_\_\_\_\_

## Credit Card Authorization Form

**\*REQUIRED\***

Customer Name: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card Billing Address:

Street: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip: \_\_\_\_\_

Card Type: VISA    MASTERCARD    DISCOVER    AMERICAN/EXPRESS

Card Number: \_\_\_\_\_

CCV #: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Payment for all service is required at the time of service.** Authorization is **required** for all after hour flights and rentals without instructor. This includes student solo rentals. Tampa Bay Aviation accepts Master Card, Visa, American Express, Discover, personal or company checks, Traveler's Checks or cash. Customers may not charge to their accounts.

I hereby authorize Clearwater Helicopters, Inc. DBA Tampa Bay Aviation, to charge the credit card listed above for **any outstanding balance owed.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## Insurance Deductibles

A/C	Tail #	Not in motion	In motion
Piper Archer	N3003Q	\$250	\$2,000.00
Piper Arrow	N1881H	\$250	\$2,000.00
Cessna 172S	N878SA, N1200V	\$250	\$1,000.00
Cessna 172R	N2382R	\$250	\$1,000.00
Cessna 172I	N702G	\$250	\$1,000.00
Cessna 172M	N5201R, N1476U, N8922V	\$250	\$1,000.00
R22	4TB & 2GS	\$500	5%
R44	31UP	\$500	5%
R44	8HS	\$500	5%
Diamond DA-42	417TS	\$250	\$2,000.00
Cirrus SR22 2016	N1819S	\$250	\$2,000.00
Cirrus SR22 2010	N877CP	\$250	\$1,000.00

Tampa Bay Aviation strongly suggests obtaining aircraft rental insurance. Pamphlets are available at the front desk. By not obtaining your own renters insurance coverage, you will be liable for the full deductible of the insurance policy as stated above, as well as any loss of revenue Tampa Bay Aviation incurs as a result of the aircraft not being available. Please provide a copy of your insurance for our records, if applicable.

**Note\*** Renters insurance is REQUIRED for rentals in the Diamond DA42 aircraft.

I understand and agree to the above policy:

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
If under 18 (Legal Guardian)