

INSTRUCTIONS FOR RENTER

Hangar _____

Lockbox Combination _____

Fill out the Rental Agreement, sign it, and leave it in the lockbox. Take the hangar key. *Keep this instruction sheet with you and do not lose it.* Place payment, cash or check, in the lockbox and lock the box with the lock provided. Payment may also be made by credit/debit card using telephone or internet. If you pay by card, so note on the rental form, including the amount paid and the Transaction Reference Number. Instructions are posted for card payment.

The hangars dedicated to transient use are number 4 on the west side, and 6-8 on the east side.

On departure, return the hangar key to the lockbox. Note the actual departure date on the rental agreement. Leave additional money (or make additional credit card payment) for any additional days. If leaving prior to the planned date, the Airport Board will send you a refund to the address on the rental agreement. Be sure the Rental Agreement, key and payment are in the lockbox, lock the box, place the box in the area designated for Closed Rentals.

Please be accurate with your name/address information. If there is any problem with payment, and you cannot be contacted with the given information, then the registered owner of the airplane (if different) will be billed for payment.

If you find that you need to extend your stay more than five days beyond the planned departure date on the Rental Agreement, please call Chris 989-344-4300 or Stan 256-603-7143 and update your plan.

If you need help in moving your airplane into or out of the hangar, the facility tug is available in Hangar UT-1, the one on the southwest corner with the rollup door. It is to be used entirely at your own risk and by using it you accept all responsibility for damage to your airplane, the hangars, or the tug. Instructions for use are located with the tug. A battery "start cart" is also available (again, at your own risk) in the same place if you are unable to start your engine for departure due to a battery problem. *[NOTE: Start Cart not yet available].*

If you have any comments or suggestions, please write them on the back of this form or the rental agreement and leave in the lockbox.

Enjoy your stay in the Crawford County area!

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