

# ORLANDO CHRISTIAN FLYING CLUB, INC.

## Pilot Information Sheet

Full Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Date of birth: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Driver's license # and state of issue: \_\_\_\_\_

Current Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_  
How long at this address? \_\_\_\_\_  
If you rented this residence, please provide a landlord name & phone number: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_  
How long at this address? \_\_\_\_\_  
If you rented this residence, please provide a landlord name & phone number: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Street Address: \_\_\_\_\_  
Years employed: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Emergency Contacts:  
Name / Phone: \_\_\_\_\_ Name / Phone: \_\_\_\_\_

Airman Certificate #: \_\_\_\_\_ Date of Issue: \_\_\_\_\_  
Ratings Held: \_\_\_\_\_ Limitations: \_\_\_\_\_

Are you planning on obtaining additional certificates / ratings? \_\_\_\_\_ If "yes", please specify: \_\_\_\_\_  
How many hours total have you logged? \_\_\_\_\_ How many in the past 12 months? \_\_\_\_\_  
How frequently do you plan to use the club aircraft? \_\_\_\_\_  
What type of flying do you typically do? \_\_\_\_\_  
What type of aircraft do you typically fly? \_\_\_\_\_  
Have you ever had any incidents or accidents? \_\_\_\_\_ If "yes", please provide details on a separate sheet.  
Where have you been renting aircraft from most recently? \_\_\_\_\_  
How did you learn about Orlando Christian Flying Club? \_\_\_\_\_

Please complete this form and attach a copy of each of the following:

- Pilot certificate.
- Medical certificate.
- Most recent endorsement for completion of flight review.
- High performance endorsement (if applicable).
- Instructor certificates (if applicable).
- Drivers License.
- Proof of U.S. citizenship (valid, unexpired U.S. passport or original U.S. birth certificate).

I warrant that the information contained on this document is correct. I understand that Orlando Christian Flying Club, Inc. is relying on this information to rent the aircraft only to me, and that false information might invalidate insurance policies, rendering me personally liable for loss or damage as the result of an incident or accident. In addition, my signature authorizes Orlando Christian Flying Club, Inc. to make whatever inquiries it considers appropriate including but not limited to a consumer credit report and public records search, checking with my employer, prior employers, current landlord, prior landlords, etc. I hereby release Orlando Christian Flying Club, Inc. and/or its constituents and any person, company, or institution that provides Orlando Christian Flying Club, Inc. with information from any and all liability for any damage that may result from investigation or the use or disclosure of such information.

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ORLANDO CHRISTIAN FLYING CLUB, INC.

## Rules & Regulations

1. A one-time, non-refundable initiation fee of \$150.00 is required to join Orlando Christian Flying Club, Inc. (hereinafter referred to as OCFC).
2. Membership dues are \$50.00 per month, paid quarterly. Membership dues are collected at the beginning of each quarter by ACH draft. Please see the accompanying OCFC payment policy document which further describes this policy.
3. It is OCFC policy to pay as you fly! Payment must be provided immediately after each flight by check or money order. Please do not leave cash in the lock box!
4. If you want to go on inactive status you must notify the treasurer in writing at least 5 days prior to the 1st day of the month for which you wish to go inactive. Inactive membership dues are \$5.00 per month, paid annually by ACH draft. Use of OCFC aircraft is not allowed while on inactive status. To return to active status after being inactive the member must pay for any outstanding balance on their account plus a \$30.00 reinstatement fee.
5. All payments made to OCFC must be made by the named OCFC member! OCFC will not accept payments from other individuals.
6. To resign from OCFC you must notify us in writing at least 5 days prior to the 1st of the month in order to avoid membership dues for such month.
7. "Tach Out" time is logged when you enter the aircraft before you fly. "Tach In" time is logged when you return the aircraft to the ramp at KSF. Do not change the tach time on the aircraft rental agreement sheets or aircraft log sheets! If there is a discrepancy between the aircraft log sheet and the tach, use the correct tach times on your paperwork and make a note of the discrepancy. Please notify the club treasurer of any discrepancies you find.
8. Please follow instructions when filling out the rental agreement sheet. Print your name at the top and sign your name at the bottom as requested. Be sure to include the date that you used the aircraft. Complete "Tach In" & "Tach Out" times and calculate the total amount due. Enclose your rental agreement sheet and payment in an envelope and leave it in the OCFC lock box. Be sure to complete the aircraft log sheet as well. If there is no more room on the front of the log sheet and there isn't a second sheet in the plane, continue on the back of the sheet.
9. OCFC aircraft rental rates are "dry" rates. You are responsible for the fuel costs associated with your flight. You must ensure the aircraft is fully topped off after your flight, regardless of duration, and the charges for which are billed to your individual account.
10. Pilot In Command, Pilot Currency, and OCFC Annual Checkout Requirement: To be PIC of an OCFC aircraft you must be a current active OCFC member and meet all of the following criteria: You must have a current FAA Medical, a current Flight Review, and have satisfactorily completed an OCFC Annual Checkout. Unless otherwise authorized by OCFC, the OCFC Annual Checkout must be conducted by an OCFC board approved Instructor in an OCFC aircraft and must be accomplished annually. You will need to provide current documentation to OCFC in the form of photocopies of logbook endorsements, certificates, etc. to have flight privileges in OCFC aircraft.
11. Flight Instruction: Any flight instruction given or received in OCFC aircraft must be with an OCFC board approved and authorized Certified Flight Instructor.
12. Aircraft Inspection: In addition to performing a thorough preflight inspection of the aircraft prior to each flight, be sure to check the Aircraft Maintenance Status Record provided in each OCFC aircraft to verify that the aircraft is airworthy with respect to its required maintenance intervals and inspections. If you are PIC of an OCFC aircraft that is not airworthy, you would be in violation of FAA regulations and any aircraft or liability insurance coverage provided by OCFC would be deemed Null and Void. You would be fully responsible for all damage or claims.
13. Termination: The OCFC Board of Directors reserves the right, at its' sole discretion, to limit your membership privileges, restrict your access to club aircraft, or terminate your membership entirely, at any time and with or without advance notification.

By signing this form I agree to adhere to the rules and regulations stated above. I understand that failure to comply with the above rules and regulations and / or any other OCFC policy may result in termination of my membership.

\_\_\_\_\_  
APPLICANT NAME

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

# ORLANDO CHRISTIAN FLYING CLUB, INC.

## Aircraft Rental Agreement

1. **Rental of Aircraft:** Pilot in Command hereby rents the aircraft and agrees to complete and return the “Aircraft Rental Agreement - Form B” after each flight. The Pilot in Command also agrees that he/she will not operate an aircraft unless he/she received an initial check-out and sign off by an authorized certified flight instructor who is approved by or is in the employ of Orlando Christian Flying Club, Inc. (hereinafter referred to as OCFC).
2. **Rental Period:** The rental period shall be specified in each “Aircraft Rental Agreement – Form B” and tachometer out/in readings shall determine usage.
3. **Rental Fee:** Renter agrees to pay OCFC a rental fee for use of the aircraft as specified in the “Aircraft Rental Agreement” and the “Aircraft Rental Agreement – Form B”. The rental fee is due immediately at the end of the rental period. OCFC rental rates are “dry” rates. Renter is responsible for all fuel costs and must ensure that the aircraft is fully topped off after each flight, regardless of duration.
4. **Pilot in Command:** The Pilot in Command shall be the sole pilot of the aircraft and shall not permit any other person to fly or operate the aircraft. The Pilot in Command must be an active member of OCFC.
5. **Certificates:** The Pilot in Command must comply with the certification and currency as outlined in Federal Aviation Regulations Chapter 61 (Certification of Airmen) indicating valid licenses, ratings, medical certificate, and recency of experience.
6. **Preflight, Checklists, & Weather:** The Pilot in Command shall operate the aircraft under the Federal Aviation Regulations Chapter 91 that apply to each individual flight.
7. **Accidents and Incidents:** The Pilot in Command shall report to an OCFC board member any and all accidents, incidents, mishaps, or physical damage to the aircraft within 24 hours of the event and shall comply with the reporting requirements of applicable Federal Aviation Regulations.
8. **Runways:** The Pilot in Command shall land only at hard-surfaced runways, except in an emergency, or by pre-approval by an OCFC authorized flight instructor who is approved by or is in the employ of OCFC. Such authorization must be noted in the pilot’s logbook and a copy of the authorization must be on file with OCFC.
9. **Prohibited Activities:** Unless by specific approval in writing by OCFC, club aircraft shall not be used (a) to carry persons or property for hire; (b) in any race, test, contest, or aerobatics; (c) to carry any illegal substance or alcoholic beverage; (d) for any commercial activity other than flight instruction; (e) to give or receive flight instruction by a flight instructor not authorized by OCFC; or (f) for charitable flight activities.
10. **Cross country flights:** Prior approval by the aircraft owner is required for any flight outside of the USA or for any flight over 500nm from SFB.
11. **Condition of Aircraft:** The Pilot in Command hereby acknowledges that OCFC is not the manufacturer of the aircraft, not the manufacturer’s agent, and that OCFC makes no warranty or representation, either expressed or implied, as to the fitness, workmanship, design, condition or merchantability of the aircraft, its fitness for any particular purpose, or the quality or capacity of the materials in the aircraft.
12. **Sublease/Assignment:** The Pilot in Command agrees not to sublease the aircraft or assign this agreement without the prior written approval of OCFC.
13. **Alterations:** The Pilot in Command agrees not to make any additions, alterations or improvements to the aircraft without the prior written approval of OCFC.
14. **Indemnity and Disclaimer of Liability:** The Pilot in Command agrees to release, indemnify and hold harmless OCFC and/or its constituents (i.e. its officers, directors, employees, OCFC authorized flight instructors, and the owners of the

aircraft utilized by OCFC) from and against any and all liabilities, damages, business interruptions, delays, losses, claims, judgments of any kind whatsoever, including all costs, attorney's fees, and expenses incidental thereto, which may be suffered by, or charged to, OCFC and/or its constituents by reason of any loss of or damage to any property, or injury to or death of any person, arising out of or by reason of any breach, violation or non-performance by the Pilot in Command of any covenant or condition of the agreement or by any act or failure to act as the Pilot in Command. OCFC and/or its constituents shall not be liable for its failure to perform under this agreement for any loss, injury, damage or delay of any nature whatsoever resulting from, or caused by any, act of God, fire, flood, accident, strike, labor dispute, riot, insurrection, war or any other cause beyond OCFC's control.

15. **Damage to Aircraft:** At the termination of the rental period, the Pilot in Command shall return the aircraft to OCFC at the same location where rented in the same condition as when received, excepting reasonable wear and tear. In the event that the aircraft sustains uninsured damage, the Pilot in Command shall be liable for these amounts to include, but not limited to, recovery and /or ferry or incidental transportation expenses. In any event, the Pilot in Command shall bear the cost of any applicable deductibles and amounts in excess of policy coverage for any and all loss and damage sustained to the aircraft during the rental period. In addition, the Pilot in Command shall pay OCFC all expenses incidental to the recovery of and return of any damaged aircraft to the aircraft's home base.
16. **Emergency Repairs:** Emergency repairs shall be defined as repairs to the aircraft, which, due to statute, regulations, mechanical failure or damage, should be made to the aircraft before further flight. Should the aircraft require emergency repairs, the Pilot in Command shall comply with the following procedures: (a) Contact OCFC for instructions; (b) If no contact can be made and repair can be effected for One Hundred Dollars (\$100.00) or less, the Pilot in Command may authorize and make payment for the repairs, for which he/she will be reimbursed by OCFC. The following OCFC policies will apply to all equipment malfunctions:
- Repair costs are the responsibility of the aircraft owner. However, if a member has flown to a location where repair costs are higher than typical in Central Florida, the member is responsible for the additional costs.
  - The member is responsible for the costs associated with the aircraft flight time back to aircraft's home base from the point of equipment malfunction and / or repair.
  - It is preferred that the OCFC member remain with the aircraft until repairs can be completed. If the member is unable to remain with the aircraft until the repairs are complete, the member is responsible for all costs associated with his or her transportation expense. Financial responsibility for the costs associated with retrieving the aircraft will be at the discretion of the OCFC board of directors and may be deemed to be the responsibility of the member.
  - For all instances involving delays due to equipment malfunctions, all miscellaneous expenditures such as meals, hotels, rental cars, etc. shall be the responsibility of the member.
- Under no circumstances shall the aircraft be flown by the Pilot in Command without repair if to do so would violate any governmental statute or regulation or compromise the safety of the pilot, his/her passengers, or the aircraft.
17. **Default:** If the Pilot in Command defaults in the performance of any of his/her obligations under this agreement, the OCFC shall, at its option, and without further notice, have the right to terminate the agreement and to repossess the aircraft using such force as may be necessary without being deemed guilty of trespass, breach of peace or forcible entry and detainer, and Pilot in Command expressly waives the service of any notice. Exercise by OCFC of its rights shall not prejudice OCFC's right to pursue any other remedy in law or equity, including recovery of expenses, costs and reasonable attorney fees incurred in enforcing the terms and conditions of this agreement.
18. **Governing Law, Jurisdiction, & Venue:** This Agreement shall be construed in accordance with the laws of the State of Florida, and of the United States of America. Jurisdiction and Venue for any litigation concerning this Agreement shall be in Orange County, Florida.
19. **Relationship of Parties:** Pilot in Command shall never at any time during the term of this agreement become the agent of OCFC and OCFC shall not be responsible for the acts or omissions of the Pilot in Command, his/her agents or services.
20. **Remedies Cumulative:** The rights and remedies with respect to any of the terms and conditions of the agreement shall be cumulative and not exclusive, and shall be in addition to all other rights and remedies.
21. **Integration:** This Agreement constitutes the entire agreement between the parties, and as of its effective date supersedes all prior independent agreement between the parties related to the renting of the aircraft. Any change or modification hereof must be in writing and signed by both parties. It is anticipated that future revisions to this agreement may become necessary and that if such changes are made by the OCFC board of directors with proper

notification to the OCFC members, then the revised agreement shall be effective on all parties and any member's continued membership in the OCFC constitutes the member's agreement to the revised agreement.

- 22 . Waiver: The waiver by either party of any covenant or condition of this agreement shall not thereafter preclude such party from demanding performance in accordance with the terms hereof.
- 23 . Successors Bound: This Agreement shall be binding and shall insure to the benefit of the heirs, legal representatives, successors and assigns of the parties hereto.
- 24 . Survivability: Should any portion of this Agreement be found unenforceable, the remainder shall survive the stricken material intact.
- 25 . Notice: Proper notice to a member shall be by e-mail or U.S mail. A "bounce-back" of e-mail or Return Undelivered of U.S. Mail will indicate that the Notice was not received; otherwise it will be deemed that the member has received Notice.

In Witness Whereof, the parties have executed this Agreement on this date.

\_\_\_\_\_  
Pilot in Command / Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Orlando Christian Flying Club, Inc.  
(Current Board Member)

\_\_\_\_\_  
Date

# ORLANDO CHRISTIAN FLYING CLUB, INC.

## Payment Policy

### Participation

1. All OCFC members must agree to pay for membership dues by ACH automatic debit from an applicable account.
2. The dues payment policy shall apply to all members responsible for dues payment.

### Execution and usage of ACH drafts

3. Each member is required to sign an ACH authorization form with ORLANDO CHRISTIAN FLYING CLUB, INC. prior to the drafting of any ACH payments.
4. ACH drafts for membership dues of active club members are made on a quarterly basis. The ACH draft will be made during the first week of each quarter (January, April, July, and October).
5. ACH drafts for membership dues of inactive club members are made on an annual basis. The ACH draft will be made during the first week of January.
6. ACH drafts are typically used only for the collection of dues and change of status fees.
7. ACH may be used to collect aircraft rental payments, initiation fees, or any other incidental fees. If fees other than membership dues or change of status fees are collected via ACH the member will be notified prior to the ACH execution date.
8. The member shall be responsible for any fees their financial institution may charge for the use and/or execution of ACH drafts against said member's bank account.
9. The board of directors may change this policy at any time with a minimum of (15) fifteen days notice to the membership.

### Payments for Aircraft Usage

10. Payment for aircraft usage must be provided immediately after each flight by check or money order only. Payments are to be left in the OCFC lock box with a completed aircraft rental agreement.
11. All payments to OCFC must be made by the named OCFC member.

### Administrative fees and penalties

12. There will be a \$35 administrative fee **plus** any applicable financial institution fees / surcharges assessed to any member for the following:
  - a. Closure of the ACH draft account status with his/her bank without notification to ORLANDO CHRISTIAN FLYING CLUB, INC. at least 5 days prior to the next draft.
  - b. Rejection of an ACH debit due to insufficient funds.
  - c. Return of a check for insufficient funds.
  - d. Return of a check due to closure of the account on which the check is drafted.
13. If the \$35 administrative fee is not paid within 30 days of notification to the member, the member will immediately be placed on inactive status and membership in ORLANDO CHRISTIAN FLYING CLUB, INC. may be terminated at the discretion of the board of directors.

### Non-payment of dues

14. The board of directors may terminate a member's membership in ORLANDO CHRISTIAN FLYING CLUB, INC. at any time for non-payment of dues or fees for aircraft usage.

### Payment of credits

15. At the discretion of the Board of Directors, any credit on the members account may be paid to the member either via check or ACH credit.

# Orlando Christian Flying Club, Inc.

## Payment Authorization Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
First M.I. Last mm/dd/yy

Please carefully read the attached *Orlando Christian Flying Club, Inc. Payment Policy* before completing this form.

I, the undersigned, hereby agree to the terms and conditions on the accompanying *Orlando Christian Flying Club Inc Payment Policy*. I agree to allow the Orlando Christian Flying Club, Inc. to electronically draft money from the checking account listed below for which I possess the authority to allow and authorize such actions as electronic debits.

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



Name on account: \_\_\_\_\_

Routing number: \_\_\_\_\_

Account number \_\_\_\_\_

Financial institution name: \_\_\_\_\_

Phone number of financial institution: \_\_\_\_\_

Note: The routing number is the first grouping of numbers on a check.  
 The Account number is the second grouping of numbers on a check.  
 The third grouping of numbers is the check number.

# ORLANDO CHRISTIAN FLYING CLUB, INC.

Please provide references and contact information for the following:

- The FBOs or flying clubs that you have been renting from most recently.
- The CFIs that you have flown with recently.

## 1<sup>st</sup> Reference

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

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## 2<sup>nd</sup> Reference

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

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## 3<sup>rd</sup> Reference

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

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## 4<sup>th</sup> Reference

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

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant: \_\_\_\_\_

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