

University of Dubuque

Flight Operations

Aircraft Overnight Rental Request & Authorization Form

- Request is to be submitted a minimum of 48 hours prior to the departure time.
- All students who take an aircraft overnight are required use a minimum of 2 flight hours per day that the aircraft is away from the home base.
- There must be sufficient funds in your flight account for this flight. This includes the minimum recommended balance of \$500.00 plus the estimated cost of the flight.

Date of Request: _____

Dates of Requested Overnight Flight: _____

Aircraft Requested: _____

Manifest Information

PIC Information

Name: _____

Address: _____

Phone: _____

Passenger #1

Name: _____

Address: _____

Phone: _____

Passenger #2

Name: _____

Address: _____

Phone: _____

Passengers must be aviation students enrolled at the University of Dubuque.

Authorization

Currency Confirmed By: _____

Date: _____

Flight Lesson: _____ Syllabus: _____

Student's Flight Instructor: _____

Date: _____

Chief Flight Instructor: _____

Date: _____

Operations Approval: _____

Date: _____

A copy of your flight plan must left at the dispatch desk.
Flight Information Form on back side.

Flight Information

Date	Departure City and Airport ID	ETD	Destination City and Airport ID	ETA	Name, Address & Contact Number of Overnight Stay
Sample: 01/18	Dubuque, IA KDBQ	1430	Lincoln, NE KLNK	1705	Holiday Inn, 1234 Dodge St. Lincoln, NE: 402-295-2631
Leg 1:					
Leg 2:					
Leg 3:					
Leg 4:					
Leg 5:					
Leg 6:					
Leg 7:					
Leg 8:					
Leg 9:					
Leg 10:					

Estimated total flight time: _____

- Emergency contact information:

Name: _____

Relationship: _____

Address: _____

Phone: _____

- Students are responsible for hangaring the aircraft during adverse weather and for all extra fees that may be assessed including hangar fees, tie-down fees, ramp fees, landing fees, call-out fees, etc.

Name and contact information of person who will assist you hangaring the aircraft when you return to Dubuque.

Name: _____

Phone: _____

- Winter Operations:** If the aircraft is not hangered in a heated hangar the Tanis heater must be plugged in overnight. Be prepared to have frost issues in the morning as well if it is not hangered. Any de-icing expenses will be the pilot's responsibility as well as hangar and/or tie-down fees.