



Springfield-Robertson County Airport

4432 Airport Rd. Springfield, TN 37172

Phone: (615) 985-4432 | Fax (615) 384-2450

COURTESY CAR USE POLICY AND AGREEMENT

SRCA Policy No. 19-03

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On behalf of the Springfield-Robertson County Airport Board of Directors and our entire staff, we welcome you to our airport and thriving surrounding community. We are delighted you stopped in and hope your visit is enjoyable.

For your convenience, the Board is pleased to offer you use of the airport's courtesy car provided that you meet certain criteria and sign this usage policy to indicate your understanding and compliance. Our intent to offer you use of the car is solely for your convenience. If you choose to accept it, you understand the Springfield-Robertson County Airport Board, nor its employees assume responsibility and/or liability from your use. In other words, you are responsible for any damages to the car or other property, as well as all possible claims and/or actions that may result from a mishap or violation, etc.

The following items constitute the **Springfield-Robertson County Airport's Courtesy Car Usage Policy**.

1) Users.

- a) Be a fly-in visitor to the Springfield-Robertson County Airport (M91).
- b) Be over 21 years of age.
- c) Hold a valid driver's license from any U.S. state or territory.
- d) Agree to follow all applicable Federal, State, and Local traffic laws of the State the car is driven.
- e) Have a current and verifiable auto insurance policy.
- f) Accept responsibility for any damages and possible claims and/or actions incurred from use.
- g) Be in possession of a phone for which user can be contacted during the usage period.
- h) Provide requested information items on this form and annotate mileage as indicated.
- i) Indicate understanding and agreement to comply with this *Usage Policy* by signing form.
- j) Use of tobacco products, to include vapor-producing devices strictly prohibited.
- k)

2) Limitations.

- a) Only individuals who have completed and signed this *Usage Policy* form may drive the car.
- b) Use of the car is first-come-first-served. Reservations aren't accepted. (*Exception see Overnight*)
- c) The car is intended for use in the local area of Springfield for a time period up to two (2) hours.
- d) All usage for greater than 2 hours or beyond the local area requires Airport Manager approval.

3) Overnight. Fly-in visitors wanting overnight use of the courtesy car must request its reservation at least 24 hours in advance of arrival. At time of booking, the user will be alerted to all car use rules.

- a) Reservation requests are only accepted via phone during normal airport business hours.
- b) Reservations are limited to one-night only between the hours of 5:00 pm and 8:00 am.
- c) Users must be remaining overnight in the Springfield-Robertson County area.



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- d) Users may stay with family, friends or in a hotel. The location need only to be per item 3c.
- e) Users must provide the name and address of their overnight stay location on the form.

4) Costs.

- a) There is no fee for use of the courtesy car. It is provided for user convenience.
- b) Replacement of fuel from local use and/or monetary donations for refueling is appreciated.
- c) If used outside the local area (ie. Nashville), replacement of fuel used is required.
- d) Users shall place fuel receipt(s) or monetary donations in the envelop provided.

AIRPORT COURTESY USE CAR FORM OF AGREEMENT

PRINT NAME OF DRIVER (One form per driver)

DRIVER'S LICENSE NUMBER _____

STATE _____

EXPIRATION DATE _____

NAME OF AUTO INSURANCE COMPANY _____

POLICY NUMBER _____

MOBILE PHONE NUMBER _____

EMERGENCY CONTACT (OPTIONAL) _____

INTENDED USE OF VEHICLE (ie. Grab lunch, meet friends)

OVERNIGHT LOCATION, NAME and ADDRESS

OUTGOING MILEAGE _____

GAS TANK _____

INITIALS _____

INCOMING MILEAGE _____

GAS TANK _____

INITIALS _____

I, _____ (User) confirm that I have read, understand and agree to the above Airport Courtesy Car Usage Policy terms and limitations therein. I attest all information provided by me above is accurate and valid. I understand that I am personally responsible for any and all damages or other claims resulting from my usage. Additionally, I fully and completely release the Springfield-Robertson County Airport Board and its employees of any and all responsibilities, claims and liabilities that may result.

USER SIGNATURE _____ DATE _____

AIRPORT STAFF SIGNATURE _____ DATE _____

RELEASING AGENT

RECEIVING NOTES: