

## Courtesy Car Policy

### Overnight Use of the Courtesy Car

For fly-in visitors staying overnight in the Moberly area, use of the courtesy car during overnight hours can be arranged with the Airport Manager; such arrangements must be made by noon the day of use. The following restrictions apply:

- Fly-in visitors cannot take the car before 4:30 p.m. and must return the car no later than 8:30 a.m. the following day. If this occurs on a Saturday or during a period when the terminal building is closed, keys will be left in the locked drop box at the terminal building.
- Fly-in visitors will be required to list the location they will be staying overnight, as well as any anticipated stops for food, etc. before taking the car.
- All other restrictions listed above will apply.

For Fly-in visitors arriving after business hours (8:00 a.m. to dusk, Monday-Friday), use of the courtesy car can be arranged prior to noon on the day of use. The following restrictions apply:

- Copies of the user's driver's license, insurance, and signed *Use of Courtesy Car* form must be e-mailed or faxed to the airport Field Manager by noon on the day of use.
- Keys to the car will be secured and the airport field manager will provide the pilot with the means of accessing the keys on arrival.
- All other restrictions listed above apply.

Use of the courtesy car over multiple days (including weekends) will not be allowed.

### Additional

Car must be topped off with fuel upon returning.

**Responsibility for moving violations, etc.** Users are solely responsible for any legal action which may stem from their use of the courtesy car, including tickets, law suits, or repair costs.

If a user of the courtesy car does not return the car as scheduled, airport staff should contact Moberly Police Department. In cases where the courtesy car is returned damaged, airport staff, with the assistance of the City Attorney's office, will be responsible for filing a claim and arranging for repairing damage.