

1. GENERAL RULES & GUIDELINES

- Maximum **4 future reservations** are allowed at any given time
- Ensure **reservation duration respects flying time** as much as possible for local flights
- Flight preparations must be **completed by the start of the booking**
- You are required to be present at the airfield at **least 15 minutes before the reservation** (30 minutes is recommended)
- **Cancel your flight** as soon as you have decided you will not be able to use your reservation
- After the flight **all pilots are required to correctly close their flights on Skyman completing all requested data fields**
- Special regulations apply to **“Full Day” and “Multi-Day” bookings** (specified below)

2. FULL DAY BOOKINGS

Definition: A full day is regarded as a reservation where it is not possible to make another reservation of at least 2 hours before or after this reservation on the same day.

- No prior permission required
- Minimum **required flying time as specified in Table 1**
- Pilots not complying with the required minimum flight time can be fined, at the discretion of the board, by the difference between the required minimum time and flown time at 50% of the applicable aircraft rental rate

3. MULTI-DAY BOOKINGS

Definition: A period of at least 2 consecutive days in which a pilot makes a booking containing a full day booking as specified above, or when the aircraft is away from home base for at least 1 night.

- **Prior permission required** by the management board
- Minimum **required flying time as specified in Table 1**
- The board will make its decision based on a **trip plan** provided by the pilot specifying at least the **destination, planned route and expected flight time**
- Following approval by the board a **50% advance of the estimated cost** of the booking must be available on the members' Skyman balance prior to commencement of the reservation
- A board member will make the requested booking in Skyman
- Pilots not complying with the required minimum flight time can be fined, at the discretion of the board, by the difference between the required minimum time and flown time at 50% of the applicable aircraft rental rate

Table 1

<i>Time in hours</i>	<u>WEEK</u>	<u>WEEKEND</u>
<u>ALL AIRCRAFT</u>	2,0	3,0

4. EXCLUSION FROM BOOKING

Members booking privileges can be withdrawn at the discretion of the Sabena Aeroclub management in the following situations:

- A Skyman **balance of € -250,00 or less** or **the member's outstanding club warranty whichever is higher** will immediately suspend booking privileges
- A Skyman **balance of € -100,00 or less** for a period of at least 7 days
- A **negative Skyman balance for 26 consecutive weeks or more**
- Applicable **membership fees not paid** by the specified due date

5. ADMINISTRATIVE FEES

The management board of the Sabena Aeroclub can issue an administrative fee of **25,00 EUR** per incorrect/missing closure of flight or refueling details on the online reservation platform.

(Board decision: 01/12/2016)