



# Flight Scheduling

Flight schedules are to include time for pre-flight, refueling, and cleaning. Instructors are also to be scheduled for training flights. You may schedule flights through the website only. The address for the website is: <http://coleman.skyscheduler.com>

Normal training flights can be scheduled up to six months in advance. Cross-country flights over three hours are to be scheduled two weeks in advance. The manager or a member of the Board of Governors must approve overnight cross-country flights before scheduling.

Flight Instructors are to be scheduled for flight time and groundwork. Contact your flight instructor the day before a scheduled flight to plan for weather and confirm that nothing will interfere with your planned flight. If you need an instructor's sign off for cross-country flight, please schedule the instructor one-hour before flight time.

To cancel a flight, you must contact your flight instructor first! Then, all flights are to be cancelled via the internet on <http://coleman.skyscheduler.com> It is preferred that all flights be canceled no later than one day before the scheduled flight. Same day cancellations must be done at least three hours in advance. **If the flight is canceled less than three hours in advance, or you do not show, you will be charged a no show fee equivalent to a full hour of the aircraft's rental rate in addition to two hours of the CFIs rate.** Emergencies will be considered before a no show fee is charged to your account.

In the case a plane is grounded due to maintenance, the club manager or aero club representative will contact all scheduled flights to cancel or to reschedule for another aircraft. In the event you choose to be rescheduled for another aircraft, the rates for that aircraft will apply.

Students who are in need of instruction should allot at a minimum of 30 minutes of instruction time in addition to the actual flight time to compensate instructors for pre-flight and post-flight instruction.

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I have read and agree to the terms of the Coleman Aero Club Flight Scheduling Policy.

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Signature

\_\_\_\_\_  
Date