

BASA RESERVATION POLICY

To facilitate and maximize the use of its aircraft, BASA has established the following reservation policy. The intent of this policy is to encourage members to make advance reservations for BASA aircraft by calling the site where the aircraft is based. These rules are intended to be simple, to promote the equitable use of our aircraft, and in particular to make the two place ships available for check rides. However, only the good will and cooperation of all members can assure equitable use of club equipment. Please be reasonable in your requests for aircraft, and work out any conflicts directly between the involved parties.

POLICY SUMMARY

	MOUNTAINS Time Block = ½ Day.	BAY AREA Time Block = 2 Hrs.
WEEKENDS, Single Place Ships.	As for midweek below.	Up to two consecutive time blocks.
WEEKENDS, Dual Place Ships.	Only single time block reservations are allowed, but two members may pool their reservations for extended flying.	
MIDWEEK (IE, Monday thru Friday)	Aircraft may be reserved for any number of time blocks for a maximum duration of three consecutive days.	

POLICY TEXT

Time Block Definition.

In the Bay Area, the Hollister time block is 2 hours. In the mountains, the Truckee and Minden time blocks are half days, the morning session commencing at 11.00 AM, and the afternoon session commencing 2.30 PM.

General

A reservation for BASA aircraft is only valid when the member's name is recorded on a schedule maintained for that purpose in the office of the appropriate FBO. A member may reserve time blocks, within the limitations of this policy, for up to three consecutive days. A member holding a reservation may not normally make another until the original is either exercised, is transferred to a waiting member, or is canceled. (*But see vacation holds overleaf.*) Members who arrive late for a time block may not extend their flying time if the next time block is reserved. Time block reservations may be split between different aircraft.

Single Place Aircraft.

Any number of time blocks may be reserved midweek up to a maximum duration of three consecutive days. At Hollister on weekends, up to two consecutive single time block reservations are allowed, for cross country purposes.

Dual Place Aircraft

Any number of time blocks may be reserved up to a maximum duration of three consecutive midweek days. Only single time block reservations are allowed on weekends, both in the mountains and in the Bay Area, but two members may pool their reservations to fly for two consecutive time blocks.

4/1/2003

POLICY TEXT (Cont)

Vacation Hold

Once a year, a member may reserve a single ship for up to five midweek days, without prejudice to any other reservation made under this policy.

Waiting List

Any waiting list is maintained by the first person to reserve an aircraft. If the aircraft you want to use is already reserved, call the member listed on the reservation and ask to be put on the waiting list. The member who cancels a reservation will then first call any waiting members, in chronological order. After a replacement has been confirmed, it is the duty of the original reservation member to call the FBO and replace the name on the reservation schedule with that of the new reserving member. You may have a glider reserved and be on the waiting list for another glider. However, if the waiting list glider becomes available, you must cancel your second reservation.

Same Day Reservations.

Notwithstanding any other reservations a member may have, once the FBO opens for business, a member may book a single time block for that day. Any time blocks not reserved by 11.00 AM are available to the first member to arrive on site.

Canceling Reservations

Cancellation of a reservation must be noted on the schedule at the office of the FBO. Cancellations, and calling of members on the waiting list, should be done as far in advance as possible to allow time for planning and travel by waiting members.

If a member cancels a multi-day reservation less than two days before the start of the reservation period, the member may not schedule another reservation until after the canceled reservation would have ended.

Forfeiture

Reservations not claimed by 30 minutes before the time block commences are forfeit. A telephone call may be used to report unavoidable delay, but any time block not claimed in person within 15 minutes of its commencement is also forfeit to any member present.

Maintenance Trailer Reservations

BASA members may sleep overnight in the BASA Trailers in the mountains. The trailers may be reserved for up to three consecutive nights by calling the local FBO.

Relocating Gliders

BASA Flight Rules specify a member must obtain prior Executive Committee approval prior to temporarily relocating a BASA aircraft. Qualified cross-country members must notify the FBO where the aircraft is normally located, and have the new location noted on the BASA reservation schedule, before a glider is temporarily relocated to another site. When relocating, a member may pick up an aircraft after flying is completed on the day before the relocation reservation begins, and the member must return the aircraft, ready to fly, to the appropriate site by 10 a.m. on the day after the relocation reservation expires.

Disputes and Penalties

Note that the FBO only makes reservations, and will not settle disputes. If you believe a member is violating the spirit or the letter of these rules, and you have been unable to resolve the issue directly with the member involved, report the matter to any Executive Committee member. The Executive Committee may assess any penalties it sees fit for blatant or wilful disregard of these rules.

4/1/2003