Pilot Name: _____

Date: _____

Door Key Card Agreement

I agree, on and after the date this agreement is signed, to abide by the following terms and conditions. Specifically, I agree to:

1. General Agreement

a) use assigned keys, pin and/or access card for official VFA purposes only;
b) maintain assigned keys, pin and/or access card in a secure and responsible manner;
c) only use the keys, pin, and/or access card to let myself through a secure door, unless given permission by VFA staff;
d) immediately report any lost, missing, stolen or damaged keys and/or access card;
e) be responsible for re-securing all doors and shall not prop open any doors;
f) **not** allow an unauthorized person to use keys, pin and/ or access card assigned to me;
g) **not** attempt to reproduce a VFA key, pin and/or access card or allow either to be reproduced;
h) **not** mark or label keys and/or access cards with space or building identifying text, tags or markings;
i) be fully liable for all action I take while on the airport grounds;
j) only use my assigned keys, pin, and/or access card to gain access to the airport grounds while displaying at BTV SIDA badge;
k) pay the applicable yearly fee $25 via Flight Schedule Pro and understand that there are no refunds;
l) surrender my keys, pin and/or access card to VFA if it is recalled by VFA, stop in flight training or expiration.
m) I understand that inappropriate use of VFA keys, pin and/or access card may subject me to disciplinary action or fines by VFA, BTV, or TSA.

2. Door Access

Type	Days	Times	Main Door	Hangar Door	Ramp Door
Student	7 Days	6:00 AM – 12 AM		x	x
VTSU Student	7 Days	6:00 AM – 12 AM		x	x
Renter	7 Days	6:00 AM – 12 AM	x	x	x

Note: For access out of the listed days and times above, you must request access. Also, the door access days and times listed above are subject to change and are not guaranteed.

PLEASE READ CAREFULLY BEFORE SIGNING BELOW:

_____	_____	_____
Pilot's Signature	Printed Name	Date
_____	_____	_____
Parent or Guardian's Signature (under 18)	Printed Name	Date
_____	_____	_____
Vermont Flight Academy, Inc. Staff Signature	Printed Name	Date