

**HAYWARD EXECUTIVE AIRPORT
TENANT AIRCRAFT MAINTENANCE SHELTER
TERMS AND CONDITIONS FOR USE**

The purpose of the terms and conditions for maintenance shelter use is to provide for its safe and efficient use. All users are required to comply with the following terms and conditions:

1. Use of the shelter for maintenance work for compensation or hire, or for maintenance work on non-based or non-owned aircraft is strictly prohibited.
2. Only lessees of hangar and tiedown spaces at Hayward Executive Airport are permitted to use the shelter. Use of the facility for maintenance of transient aircraft requires the prior approval of the Airport Manager or staff designee and will generally be granted only in the event the aircraft needs unanticipated maintenance in order to depart the airport.
3. The shelter is available solely for preventative aircraft maintenance performed by the aircraft owner as provided for in FAR Part 43.
4. The shelter is available for use on a first-come, first-served basis. The shelter is available 0700 – 2300 daily. No engine run-ups after 2100 local.
5. Shelter users are solely responsible for their actions and activities in connection with the use of the shelter and do so at their own risk. Users are required to comply with all present and future federal, state, and local safety and fire prevention rules, regulations, and requirements. The City of Hayward and its agents assume no responsibility for the tenant's use and operation of the maintenance shelter and its equipment. Shelter users hereby agree to, save harmless, indemnify, pay on behalf of, and defend the City of Hayward and its officers, employees, and agents from any and all claims for injury or damage of whatever type, nature, and description, judgments, legal costs, adjuster fees, and attorney's fees directly and indirectly related to the use of the maintenance shelter and/or equipment, except from any such claim arising solely out of acts or omissions attributable to the City of Hayward, or its officers, employees, or agents.
6. Shelter users are responsible for cleaning up all oil and fuel spills and depositing all debris and rubbish in an appropriate manner. Fuel and oil spills must be reported to airport personnel immediately.
7. Crankcase waste oil shall be deposited in the designated containers furnished for this purpose.
8. No aircraft is to be left unattended in the shelter for any period in excess of 15 minutes.
9. Use of the shelter by an individual in excess of one day per maintenance session requires advance permission from airport management.

12. The user must remove the aircraft from the shelter at the end of each day, unless occupancy for more than one (1) consecutive day has been previously approved.
13. Routine engine run-ups shall be confined to the hold short area for Runway 10L. Engine tests of a long duration or that generate noise complaints shall be performed on taxiway Zulu near Spot Charlie. No engine run-ups after 2100 local.
14. The following must be observed in the interests of safety and fire prevention:
 - NO SMOKING in the shelter.
 - No hoist, block and tackle, chains, etc. are to be attached to the shelter structure.
 - No aircraft engines are to be operated within the shelter.
 - No welding, brazing, or other open flame operations are permitted.
 - No flammable solvents are permitted. Parts cleaning with gasoline and/or flammable solvents are prohibited.
 - No fueling or defueling operation are permitted.
 - No paint stripping, spray painting, or doping operations are to be permitted. Minor cosmetic touchup painting is permitted.
 - No aircraft is to be left in the shelter overnight.
 - No aircraft is to be left unattended while suspended on jacks.
 - No heating units are to be used, unless approved by the City of Hayward Fire Department.
 - No taxiing of aircraft into or out of shelter.
 - All Spills are to be cleaned immediately and the Airport shall be notified
 - 911 must be notified if any spills enters a storm drain.
15. The terms and conditions for use of the maintenance shelter may be amended or revised from time to time by the Airport Manager.
16. Permission to use the shelter may be revoked or suspended by the Airport Manager for failure to comply with the terms and conditions for its use, or any applicable law, ordinance or regulation.

In the event of a fire or medical emergency, immediately contact the City of Hayward Fire Department at 911 and Hayward Executive Airport Administration Office at (510) 293-8678 between 8:00 a.m. – 5:00 p.m. After 5:00 p.m. and on weekends, call (510) 385-1104.

Any comments or suggestions regarding the use and condition of the shelter and its equipment are appreciated and should be brought to the attention of the Airport Manager at (510) 293-8678.

Issued: October 15, 1988
Revised: October 16, 2006
Revised: March 1, 2021