



CITY OF BUFFALO, MINNESOTA

City of Buffalo, MN Municipal Airport  
- Use of Airport Courtesy Car and Indemnification Agreement -

The undersigned hereinafter referred to as "DRIVER" agrees to defend, indemnify, and hold harmless the City of Buffalo, and its officers, employees and agents from and against any and all damages, loss, theft or destruction of the courtesy car being provided to the undersigned by the City of Buffalo – Buffalo Municipal Airport, and against all losses, liabilities, damages, injuries, claims, demands, costs, and expenses of every kind and nature, including reasonable legal fees and disbursements, arising out of and in connection with the use, condition, or operation of said courtesy car.

It is further agreed by the driver that the Buffalo Municipal Airport and the City of Buffalo shall not be responsible to the DRIVER for any loss of business or any other damage caused using the courtesy car, or for any property of DRIVER or any other person, which is damaged, lost, or stolen in the courtesy car. The DRIVER is the only person authorized to drive the courtesy car and agrees to operate said motor vehicle with reasonable care and diligence and to comply with all local ordinances and state laws with regards to the operations of said motor vehicle.

The DRIVER must be currently licensed to drive the motor vehicle. The DRIVER must have Liability Insurance Policy of their own and said liability insurance is "primary" to any other coverage maintained by the City of Buffalo for the courtesy car. The undersigned agrees that the use of the courtesy car will be limited to a 2-mile radius from the City of Buffalo. If the DRIVER must travel outside that perimeter, prior permission from the City Administrator (763-682-1181) is required. The undersigned also agrees to the stipulations noted on the back of this document.

Driver Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Cell/Alt (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Valid Driver's License Information: State Issued \_\_\_\_\_

License Number \_\_\_\_\_ Expire Date \_\_\_\_\_

Insurance Provider \_\_\_\_\_

Policy Number \_\_\_\_\_ Expire Date \_\_\_\_\_

Aircraft Make / N-Number \_\_\_\_\_

Borrowed Vehicle: Intended Destination of Vehicle \_\_\_\_\_

Date/Time Taken \_\_\_\_\_ Date/Time Returned \_\_\_\_\_

**Please REFILL vehicle with FUEL before returning it. THANK YOU.**



CITY OF BUFFALO, MINNESOTA

City of Buffalo, MN Municipal Airport  
- Courtesy Car Use Policy -

Welcome to the City of Buffalo Municipal Airport!  
The Courtesy Car has been donated for the complementary use of visitors to our airport.  
The following policy applies to your use of the Courtesy Car.

1. Use of the car is on a first-come, first-serve basis, 7 days a week by pilots over the age of 21 who visit the Buffalo Airport via airplane.
2. Prior to using the Courtesy Car, users must fill out the "Use of Airport Courtesy Car" form which indemnifies the City from all claims regarding their use of the courtesy car. Failure to either fill out the form completely or use by persons other than visiting pilots with a plane on the ground in Buffalo will be deemed as "unauthorized use of a vehicle" and may be prosecuted.
3. Use of the car is limited to short trips in the Buffalo area (two-mile radius from the center of town). Generally, the Courtesy Car is not to be driven outside of the City Limits.
4. Please limit your use of the car to no more than four hours. Overnight use of the car may be arranged in special circumstances by contacting City Hall at 763-682-1181.
5. Every attempt is made to keep the car full of gasoline. However, you are responsible for purchasing any additional fuel if required. We ask that you top off the tank before returning it to the Arrival/Departure building.
6. Make sure you leave the car in a condition as good as or better than when you started using it. No snacks or beverages in the car.
7. While using the courtesy car, drivers are required to follow all applicable laws of the State of Minnesota. A valid driver's license is required.
8. Drivers are prohibited from the consumption of any alcohol or other chemical which may impair driving ability immediately before or during the period in which he/she is in possession of the courtesy car.
9. Drivers are to refrain from the use of a cellular phone to talk, text message while operating the courtesy car.
10. Users are solely responsible for any legal action which may stem from their use of the courtesy car, including tickets, law suits, or repair costs.

Please fill out one of the blank "Use of Airport Courtesy Car" forms inside this key box  
and then leave it in the box.

The car keys are located in the key box-please put them back in the key box after use.

*Thank you for visiting the City of Buffalo, Minnesota!*