

ADDENDUM A

UAS/Model Aircraft Request Form

This UAS/Model Aircraft Request Form must be completed and submitted for review by Legal Affairs prior to any UAS or Model Aircraft operations on College property or at any off campus College event. All requestors must submit this document not less than two (2) weeks in advance of flight operations. The Requestor will receive a response within 10 working days of request receipt.

**SECTION 1: REQUESTOR INFORMATION**

Applicant Full Name: First \_\_\_\_\_ M.I. \_\_\_\_\_ Last \_\_\_\_\_

Affiliation:             College             Non-College

Department/Sponsor or Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**SECTION 2: PURPOSE OF UAS REQUEST/PROPOSED ACTIVITY**

Provide full details of flight purpose (education, research, promotional, etc.), including identity and proof of FAA UAS Remote Pilot in Command credentials and flight team. Depending on your intended use and activities associated with the use of your UAS or Model Aircraft, there may be other College approvals required before you can operate your UAS or Model Aircraft on College property or at College events.

Location of Request: \_\_\_\_\_ Date(s): \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**SECTION 3: UAS/MODEL AIRCRAFT AND RPC INFORMATION**

Type/Model of UAS/Model Aircraft: \_\_\_\_\_

Full Name and License Information of Remote Pilot in

Command: \_\_\_\_\_

UAS/Model Aircraft Weight/Dimensions: \_\_\_\_\_

Power Source/Serial #: \_\_\_\_\_

Previous Request Approved      Yes   No (circle one)

If Yes, Date of Previous Approval: \_\_\_\_\_

UAS/Model Aircraft Registered with FAA      Yes   No (circle one)

If Yes, Registration #: \_\_\_\_\_

Photographs taken during flight      Yes   No (circle one)

Video recorded during flight      Yes   No (circle one)

Equipped with Geo-fencing      Yes   No (circle one)

Operating under a COA or Section 333 exemption      Yes   No (circle one)

I have attached a Certificate of Waiver or Authorization (COA), section 333 exemption, and/or Pilot in Command licensing information, and other relevant documentation for this request.

Signature\_\_\_\_\_Date:\_\_\_\_\_

By signing above, the individual/entity submitting this request agrees to and will abide by all College policies governing the use of UAS or Model Aircrafts from College property or College events. A copy of the approved UAS/Model Aircraft Request Form must be in possession of the Pilot in Command at all times during the activity, and must be presented to any College official or representative with control or jurisdiction over the activity, upon request. The College reserves the right to request additional documentation as a condition of approval and operation.

**SECTION 4: UAS/MODEL AIRCRAFT LEGAL AFFAIRS RESPONSE (FOR LEGAL AFFAIRS USE ONLY)**

Request Approved:    Yes    No (circle one)

Legal Affairs comments or requirements for operation are listed and must be observed below. If not approved, a summary of the decision is outlined or attached.