



Unmanned Aircraft Systems (UAS) / Drone Use Application

The UAS/Drone Use Application must be completed and submitted to the Risk Management (RM) Department (riskmanagement@calpoly.edu) for review and approval prior to each proposed UAS operation on University property or at any University sponsored event. University faculty, staff, students, or others conducting operations on behalf of the University, as well as individuals who are not affiliated with the University (or who are not conducting University sponsored operations) must submit this application no less than fourteen (14) business days in advance of flight operations. Prior to submission of this application, the Requestor must review the Cal Poly SLO UAS Guidelines. Requestors must also comply with any other applicable University and FAA guidelines. A Flight Readiness Review must be attached to this application to be reviewed. Depending on the intended use and activities associated with the use of the UAS, other University approvals may be required before operation of UAS on University property or at a University sponsored event.

Any omission of information requested in this application may result in a delay of processing.

Who is Requesting the UAS flight?	Requestor:		Relationship to Cal Poly SLO <input type="checkbox"/> Undergrad Student <input type="checkbox"/> Grad Student <input type="checkbox"/> Conference <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Visitor/Guest <input type="checkbox"/> Vendor/Contractor <input type="checkbox"/> Other:
	Name of Requestor: _____		
	Department (if applicable): _____		
	Name of Supervisor (if applicable): _____		
	E-mail Address: _____		
	Business Phone: _____ Cell Phone: _____		

Who will be operating the UAS?	Operator:		Federal Aviation Administration Small UAS Certificate of Registration <div style="border: 1px solid black; background-color: #E0F0E0; padding: 2px;">Certificate Holder:</div> <div style="border: 1px solid black; background-color: #E0F0E0; padding: 2px;">Certificate #:</div> <div style="border: 1px solid black; background-color: #E0F0E0; padding: 2px;">Issued Date:</div> <div style="border: 1px solid black; background-color: #E0F0E0; padding: 2px;">Expiration Date:</div>
	Name of Operator: _____		
	Company Name (if applicable): _____		
	Company Address: _____		
	E-mail Address: _____		
	Business Phone: _____ Cell Phone: _____		

Who will be on the Flight Crew?	Flight Crew:		
	Personnel Name	Role	Status



Drone & Camera Information	UAS Description:	
	Type/Model of UAS: _____	Serial #: _____
	Weight/Dimensions: _____	Model of Camera: _____
	Name of UAS Owner: _____ (if not the requestor)	Contact information: _____
	UAS Registered with FAA <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Registration #: _____
	Pilot Licensed by FAA <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, FAA License #: _____
	Photographs taken during flight <input type="checkbox"/> Yes <input type="checkbox"/> No	Operating under a COA/333* <input type="checkbox"/> Yes <input type="checkbox"/> No
Video recorded during flight <input type="checkbox"/> Yes <input type="checkbox"/> No	* (if yes, attach documentation)	
What is the purpose of the flight?	Purpose:	
	<i>Provide full details of flight purpose (education, coursework, research, promotional, etc.), including basic restrictions and operational profile.</i>	
When will the UAS be flying?	Usage / Activity Information:	
	Date(s) of UAS Activity: _____	
	Start Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm	End Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm
How will risk/safety be addressed?	Location of UAS Operation: _____ Type of Flight: _____	
	<input type="checkbox"/> I have attached a flight plan map indicating UAS usage locations and direction.	
	Risk Mitigation:	
	Flight Ceiling Limit: _____ Wind Limit: _____	
	General Condition Limits: _____	
	Minimum Equipment List: _____	

	<input type="checkbox"/> I have attached a Flight Readiness Review and Risk Assessment for the UAS flight.	



How will the photos or video footage be used?	Will the photos or video be posted on the internet or social media: <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, which sites: _____
	Will the UAS be used to capture recognizable images of University signs and campus buildings: <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, will the UAS be used to capture recognizable images of individuals? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, how will this personal information be protected (check all that apply)?
	<input type="checkbox"/> The faces of individuals that are recognized will be blurred. <input type="checkbox"/> The individual(s) that is/are recognizable will sign a photo/video release. <input type="checkbox"/> The drone will only capture images or video of large groups at a distance & resolution where individual recognition is not easily accomplished. <input type="checkbox"/> Other (please specify): _____
	Will signs be posted to inform bystanders that their images may be recorded by UAS? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, sign must inform bystanders about who to contact if there are questions or concerns.

Insurance Requirements:

Insurance – University Owned UAS: When University-owned UAS are operated by faculty, staff, volunteers, or students for university purposes, they are covered for liability provided the aircraft is appropriately registered as described herein. If a Certificate of Insurance is requested by venues for off-campus use, please contact Risk Management. University-owned UAS are not insured with drone hull coverage unless bound through Risk Management.

Insurance – Non-University Owned: Insurance is required from non-university owned UAS operators, including on behalf of the University, to protect against claims for injuries to persons or damage to property that may arise from or in connection with the ownership, maintenance, or use of the UAS. A Certificate of Insurance as described herein shall be provided during the application process.

Commercial General Liability (CGL) Insurance: UAS operators using non-Cal Poly- owned craft on university property must provide a Certificate of Insurance that includes Cal Poly SLO, CAL Poly SLO auxiliaries, and the Trustees of California State University as Additional Insured with the following limits of \$1,000,000 occurrence and \$2,000,000 aggregate for CGL. The Certificate of Insurance shall cover the date of the event.

Business Auto Liability Insurance: UAS operators using non-Cal Poly- owned craft on university property must provide evidence of Any Auto / Owned / Non-owned auto liability insurance coverage with a limit of no less than \$1,000,000 per accident that includes Cal Poly SLO, Cal Poly SLO auxiliaries, and the Trustees of California State University as Additional Insured. The Certificate of Insurance shall cover the date of the event.

Worker’s Compensation Insurance: UAS operators using non-Cal Poly- owned craft on university property must provide a Certificate of Insurance with the following limits of \$1,000,000. The Certificate of Insurance shall cover the date of the event.

Aviation or Aircraft Liability Insurance: UAS operators using non-Cal Poly-owned craft on university property must provide evidence of Owned / Non-owned aviation liability insurance coverage with a limit of no less than \$1,000,000. A certificate of Insurance showing your policy applies to aircraft liabilities, in the amount stated, that names Cal Poly SLO, Cal Poly SLO auxiliaries, and the California State University Board of Trustees as Additionally Insured shall be provided during the application process. Such insurance shall be primary without any right of contribution from any other insurance.



Indemnification:

In consideration of receiving permission to operate a small Unmanned Aircraft System (UAS) in the airspace of California Polytechnic State University San Luis Obispo, I hereby, knowingly and voluntarily, for myself, my heirs, executors, administrators, and assigns, agree to indemnify, release and hold harmless Cal Poly San Luis Obispo, Cal Poly San Luis Obispo auxiliaries, the California State University, the California State University Trustees, as well as their administrators, instructors, volunteers, agents, officers, successors and trustees and assigns, from any and all liability associated with the operation of this UAS, and the collection or use of images, video or audio obtained by the UAS during its flight, including but not limited to liability for claims, causes of action, or lawsuits, for bodily injury, personal or advertising injury, wrongful act, property damage, breach of contract, or consequential loss resulting in damages, judgments, settlements, or any monetary loss, including attorney's fees.

I have attached the applicable documentation and other relevant documentation for this request. (Evidence of Remote Pilot Airman Certificate, insurance, FAA registration, aircraft logbook, etc.) If this is to film on University property, you must follow the Campus Filming policy/procedures.

Signature: _____ Date: _____

By signing above, the individual/entity submitting this request agrees to and will abide by all University policies governing the use of Unmanned Aircraft Systems on or over University property or sponsored event. A copy of the approved UAS Request Form must be in possession of the operator at all times during the activity and must be presented to any University official or representative with control or jurisdiction over the activity, upon request. The University reserves the right to request additional documentation as a condition of approval and operation or suspend any flight. In addition, any operator violating any portion of the University Unmanned Aircraft Systems (UAS) Policy, will be held accountable for their actions.