

# Request to Operate Unmanned Aircraft Systems

## East Stroudsburg University

**Instructions:** Complete each of the following questions. Incomplete request forms will not be considered for approval. Once the application is complete, submit to the following:

- a) Academic/Research Requests: Provost & Vice President for Academic Affairs
- b) Marketing/Advertising: Vice President for Administration & Finance

### **Requestor Information**

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

Contact Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Affiliation: **University** (Current faculty, staff, student, or graduate assistant) ☐ **Non-University** ☐

Department Name: \_\_\_\_\_

Department Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_

Sponsoring Organization or Business: \_\_\_\_\_

Campus or Business Address: \_\_\_\_\_

Purpose for Flight:

Academic/Research ☐

Marketing/Advertising ☐

Other ☐

Request

Justification: \_\_\_\_\_

Status of funding: Pending ☐ Established ☐ Unfunded ☐

If funded, funding source/sponsor: \_\_\_\_\_

### **UAS Operation**

A request to operate a UAS on ESU property will include at a minimum the following:

- ☐ FAA Certificate of Waiver or Authorization (COA)
- ☐ UAS/UAV Pilot Training Certificate
- ☐ Certificate of Insurance *(Reviewed by the University Policy and Safety Department)*

UAS Operator Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(In addition to the actual operator, will others be assisting with the operation?) \_\_\_\_\_

Dates and Times the UAS will be in use: \_\_\_\_\_

Flight Plan/Requested Area of Flight \_\_\_\_\_

\_\_\_\_\_  
(Does the flight area include populated areas, parking lots, or streets?) \_\_\_\_\_

Take-off/Landing Location: \_\_\_\_\_

Maximum height the UAS will be flown: \_\_\_\_\_

Explanation of how sight of the UAS will be maintained: \_\_\_\_\_

\_\_\_\_\_

Explanation of what occurs if there is a malfunction or radio contact with the UAS is lost: \_\_\_\_\_

\_\_\_\_\_

### **Description of UAS Device**

Make/Model: \_\_\_\_\_

FAA Registration number: \_\_\_\_\_ Weight: \_\_\_\_\_

\_\_\_\_\_

**Requestor's Signature**

Date

\_\_\_\_\_

Vice President for Academic Affairs or Designee

Date

**OR**

\_\_\_\_\_

Vice President of Administration & Finance or Designee

Date

**OR**

\_\_\_\_\_

Vice President of Campus Life & Inclusive Excellence or Designee

Date

**AND**

\_\_\_\_\_

**Chief of Police or Designee**

Date

## Process for Approval or Denial of the Request to Operate a UAS on ESU Property

Approval will only be considered if ALL of the following requirements are met:

1. An FFA COA has been obtained.
2. The UAS Operator is a certified.
3. If third party request, adequate insurance coverage and limits are validated.
4. The operation of UAS must be for the benefit of the University.
5. Only persons that have been approved on the request can operate the UAS (at all times).
6. The UAS is flown within the visual line of sight of the operator (at all times).
7. The UAS is only operated during daylight hours in compliance with FAA rules.
8. The UAS will not be flown at a height greater than 400 feet.
9. The UAS will not be operated on or near the grounds of any Residence Hall, Child Care, or Locker Room.
10. The UAS will not be operated over any populated areas including parking lots and streets.
11. The UAS will not be operated in adverse weather conditions.
12. The UAS will only be operated on University owned or leased property.
13. An ESU police or security officer may:
  - Inspect and verify that the UAS and operator listed on the request are the ones being used on the day of the flight.
  - Order the operator to land the UAS if the officer feels that the conditions or operator poses a risk to the University community.

The Chief of Police will notify the requestor via e-mail of the denial if any of the above requirements cannot be met or maintained prior to or during the operation of the UAS.

If the request is approved, the Chief of Police will inform the requestor via e-mail of any additional restrictions that the University or police department deem necessary for safe operation on University grounds.

Please allow a minimum of 10 business days for request forms to be processed. Thank you.