CAL STATE LA

RISK MANAGEMENT / ENVIRONMENTAL, HEALTH & SAFETY

Unmanned Aircraft Systems (UAS)/Drone Use Application

This UAS Use Application must be completed and submitted to Risk Management - Environmental, Health, Safety (RMEHS) Department (RMEHS@calstatela.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 State LA UAS Guidelines. Requestors must also comply with any other applicable University guidelines. **Any omission of information requested in this application may result in a delay of processing.**

Who Is Requesting The Drone?

Requestor:

Name of Requestor: _____

Department (if applicable): _____

Name of Supervisor (if applicable): _____

E-mail Address: _____

Business Phone: _____ Mobile Phone: _____

Relationship to Cal State LA:

- ☐ Undergrad Student
- ☐ Grad Student
- ☐ Conference
- ☐ Faculty/Staff
- ☐ Visitor/Guest
- ☐ Vendor/Contractor
- ☐ Other:

Who will be operating the drone?

Operator:

Name of Operator: _____

Company Name (if applicable): _____

Company Address: _____

_____

E-mail Address: _____

Business Phone: _____ Mobile Phone: _____

Federal Aviation Administration

Small UAS Certificate of Registration

Certificate Holder:
Certificate #:
Issued Date:
Expiration Date:

What is the purpose of the flight?

Purpose:

Provide full details of flight purpose (education, coursework, research, promotional, etc.), including identity of UAS operator(s). Depending on your intended use and activities associated with the use of your UAS, other University approvals may be required before you can operate your UAS on University property or at a University sponsored event. For example, any proposed videography, photography, or recording may require approval from University Communications.

When will the drone be flying?

Usage/Activity Information:

Date(s) of UAS Activity: _____

Start Time: ☐ am ☐ pm | End Time: ☐ am ☐ pm

Location of UAS Operation: _____ Type of flight: _____

☐ **I've attached a flight plan map indicating drone usage locations and direction**

How will the photos or video footage be used?

Will the photos or video be posted on the internet or social media: ☐ Yes ☐ No

If yes, which sites: _____

Will the drone be used to capture recognizable images of University signs and campus buildings: ☐ Yes ☐ No

If yes, how will

Will the drone be used to capture recognizable images of individuals? ☐ Yes ☐ No

If yes, how will this personal information be protected (*check all that apply*)?

- ☐ The faces of individuals that are recognizable will be blurred.
- ☐ The individual(s) that is/are recognizable will sign a photo/video release.
- ☐ The drone will only capture images or video of large groups at a distance & resolution where individual recognition is not easily accomplished.
- ☐ Other (*please specify*): _____

Will signs be posted to inform bystanders that their images may be recorded by drones? ☐ Yes ☐ No

If yes, sign must inform bystanders about who to contact if there are questions or concerns.

Drone & Camera Information

UAS Description:

Type/Model of UAS: _____ Serial #: _____

Weight/Dimensions: _____ Model of Camera: _____

Name of UAS Owner: _____ Contact information: _____
(if not the requestor)

UAS Registered with FAA	☐ Yes	☐ No	If Yes, Registration Number: _____		
Pilot Licensed by FAA	☐ Yes	☐ No	If Yes, FAA License Number: _____		
Photographs taken during flight	☐ Yes	☐ No	Video recorded during flight	☐ Yes	☐ No
Video recorded during flight	☐ Yes	☐ No	Operating under a COA/333	☐ Yes	☐ No *(if yes, attach*

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 RMEHS.

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 State-owned craft on university property must provide a certificate of insurance that includes Cal State LA, the University Auxiliary Services, Inc. (UAS), and the Trustees of California State University as Additional Insured with the following limits $1,000,000 and $3,000,000 for CGL. The certificate of insurance shall cover the date of the event.

Aviation or Aircraft Liability Insurance: UAS operators using non-Cal State-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 State LA, Cal State LA Auxiliary Services, Inc., 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 State University, Los Angeles, I hereby, knowingly and voluntarily, for myself, my heirs, executors, administrators, and assigns, agree to indemnify, release, and hold harmless Cal State L.A. University Auxiliary Services, Inc. and California State University, Los Angeles, 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 Piot Airman Certificate, insurance, FAA registration, aircraft log book, etc.) If this is to film on University property, you must also follow the Campus Filming policy/procedure.

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.

UAS Approval Response:

☐ Approved ☐ Approved, with conditions (see below) ☐ Denied

Approved time period: (date/time): _____ Conditions: _____

Comments: