



Appendix A

Unmanned Aircraft System (UAS) Flight Application for Institutional Use (AKA Drone)

The completed UAS Flight Application must be approved by Risk Management (riskmanagement@ursinus.edu) prior to any flight.

PILOT INFORMATION

Applicant Name: _____ Phone Number: _____
Department: _____ Email Address: _____

DRONE SPECIFICATIONS

Is the UAS and the Operator properly registered with the FAA? ☐ Yes ☐ No (Attach FAA Registration)
UAS Make: _____ Model: _____
UAS Weight: _____ FAA Registration Number: _____
Wingspan: _____ Operational Range: _____

FLIGHT SPECIFIC INFORMATION

Purpose of Flight: _____
Flight Dates: _____

Type of Use: ☐ Recreational/Educational ☐ Commercial (Attach Certificate of Insurance)

Location(s) where the UAS will be used: (check all that apply)

Practice Field South (Facilities)	Practice Field North (Track & Field Event)	Wilkes (Soccer Field)
Patterson Field	Thomas Baseball Field	E.F. Snell Field
Snell Softball Field	Other: _____	

Do you plan to fly near or over people? ☐ Yes ☐ No If yes, will the operation meet the following requirements of Category 1:

Weight of drone ≤ 0.55 lbs? ☐ Yes ☐ No

Drone is void of exposed rotating parts? ☐ Yes ☐ No

Operation is compliant with Remote ID for sustained flight over an open-air assembly? ☐ Yes ☐ No

For Categories 2-4, consult with Risk Management (riskmanagement@ursinus.edu).

Per the college UAS policy, no video or other data collected during flight may be published or disseminated publicly without prior written consent of the college.

I acknowledge, am aware of and agree to comply fully with applicable laws and regulations pertaining to UAS flights. I acknowledge and agree to comply fully with the policies and procedures set forth in the college UAS policy which can be found on the College's website.

Applicant Signature: _____ Date: _____

Forward this form along with the FAA registration and certificate of insurance, if applicable, to:

Ursinus College, Risk Management – James Shuttlesworth, 601 E. Main Street, Collegeville, PA 19426, or email Risk Management (riskmanagement@ursinus.edu).

For College Use Only

Approved: _____ Date: _____

Not Approved: _____ Date: _____

