

## Unmanned Aircraft Systems (UAS) Request Form

This UAS Request Form must be completed and submitted to [police@ewu.edu](mailto:police@ewu.edu) for review by the Director of Public Safety prior to any UAS operations on university property or at any university sponsored event. University faculty, staff, students, or others conducting operations on behalf of the university must submit this document not less than two (2) weeks in advance of flight operations. Individuals who are not affiliated with the university or who are not conducting university sponsored operations must submit this form not less than three (3) 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:      University      Non-University

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 of UAS operator(s) and/or flight team. Depending on your intended use and activities associated with the use of your UAS, there may be other university approvals required before you can operate your UAS on university property or at university events. For example, any videography, photography or recording must first be approved through the Office of Risk Assessment.

Location of Activity: \_\_\_\_\_

Date(s) of UAS Activity: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

### SECTION 3: UAS DESCRIPTION

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

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

Previous Request Approved:      Yes      No      If Yes, Date of Previous Approval: \_\_\_\_\_  
 UAS Registered with FAA:      Yes      No      If Yes, Registration Number: \_\_\_\_\_  
 Photographs taken during flight:      Yes      No      Video recorded during flight      Yes      No  
 Equipped with Geo-fencing:      Yes      No

I have read WAC 172-110, Drones and Model Aircraft.

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. In addition, any operator violating any portion of the University Unmanned Aircraft Systems (UAS) Policy will be held accountable for their actions.

**SECTION 4: DIRECTOR OF PUBLIC SAFETY RESPONSE**

Request Approved:      Yes      No

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

Signature \_\_\_\_\_ Date \_\_\_\_\_