

## California State University, Sacramento Drone – Flight Approval Request Form

Specific authorization to operate a drone must be granted by California State University, Sacramento (CSUS), and Risk Management Services (RMS) before any of the following operations are permitted:

- 1) Flight operations that are launched from any University-owned or managed property regardless of drone ownership.
- 2) Flight operations that are launched from or fly over any property other than University-owned or managed, if the drone is owned by CSUS.

Provide full details of flight in the fields below. Depending on the intended use and activities associated with the use of the drone, there may be additional university approvals required before the drone can be operated on university property or at university events.

The operator of any Drone not owned by the University will need to provide proof of insurance with the submission of the Flight Approval Request Form.

All required documentation shall be submitted by the responsible party at least five (5) business days prior to the proposed flight. Inaccurate or missing information may cause the request to be delayed or rejected.

This is a  New Request or  Request to Amend a Previously-Approved Flight Operation

### Responsible Person

Responsible Person Name:

CSUS Affiliation:  Faculty  Staff  Student  Other

If Student, provide name of faculty supervisor for this flight:

CSUS Dept or Non-CSUS Organization:

If Non-CSUS, insert address:

Phone:

Email:

### Drone Information

Make:

Model:

Type:

Weight:

(include payload)

Added Payload (camera, sensor, etc.; be specific with make/model/type):

FAA Registration #:

Registered Owner:  CSUS  Other (enter name)

### Flight Information

Remote Pilot in Command Name:

Airman Certification #:

Other Crew (list names and roles):

Start Date:

End Date:

Start Time:

End Time:

Launch Latitude:

Launch Longitude:

Flight Radius:

Altitude:

What area will you be flying?

Purpose of the Flight:

- Research  Educational Activity  Photo/Video  Topographical Survey  
 Construction-Related  Other (explain):

FAA Authorization for this flight:

- Hobby/Recreation Rules  14 CFR Part 107, Research/Commercial  
 Other (explain):

California State University, Sacramento  
**Drone – Flight Approval Request Form**

If using CSUS's Public COA, provide a detailed justification for use:	
<b>Flight Questions</b>	
Will you have line-of-sight during flight?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be flying near students or other people?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there an event at the time of the flight?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If any of the above answers are "Yes", additional approval is required from Risk Management Services	
<b>Required Insurance Requirements</b>	
Owner/Operator shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damage to property which may arise from or in connection with the ownership, maintenance or use of the Drone. Coverage must be placed with an insurance company with an AM Best rating of A:VII or equivalent unless otherwise agreed to by the University.	
<b>Minimum Scope and limit of Insurance:</b> Coverage shall be at least as broad as: Aviation Liability Insurance-on an "occurrence" basis, including products and completed operations, property damage, bodily injury with limits no less than \$1,000,000 per occurrence, and \$2,000,000 aggregate.	
<b>Insurance Certificate – Certificate Holder:</b> California State University, Sacramento 6000 "J" Street Sacramento, CA 95819-6008	
*The COI must show specific information as to the date(s) and event for which it's being issued.	
<b>Additional Insured Endorsement Form:</b> <i>The State of California, the Trustees of the California State University, California State University (CSU), California State University, Sacramento, their officers, employees, and volunteers shall be named as Additional Insured.</i>	
Section 333 exemption, COA (if not using CSUS Public COA), and another documentation to support this request.	
<b>Certification by Responsible Person</b>	
The approved copy of this request form must be in possession of the operator at all times during the activity, and must be presented upon request to any University official or representative with control or jurisdiction over the activity. The University reserves the right to request additional documentation as a condition of approval and operation.	
<b>Responsible Person Signature:</b>	Date:
<b>If Responsible Person is a student, signature of supervisor of this flight</b>	Date:
:	
<b>Institutional Decision</b>	
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/> CONDITIONALLY APPROVED; Conditions:	
Director for Risk Management Services / Chief Risk Officer:	Date: