

# Small Unmanned Aircraft Systems (UAS) “Drones” Procedures

UPDATED 6.6.2017

[Drake’s Unmanned Aircraft Systems \(Drones and Model Aircraft\) Policy](http://www.drake.edu/policy/category/safety/drones/) can be found online at:  
[www.drake.edu/policy/category/safety/drones/](http://www.drake.edu/policy/category/safety/drones/)

If purpose to fly a UAS meets the Drake UAS policy then the following procedures to secure approval to fly a UAS on campus applies:

1. Due to privacy and safety concerns, the individual recreational use of drones is not permitted on Drake University property.
2. Drones are only permitted for special projects and events (promotional videos, class films, building maintenance, etc.), and then only with specific approval by Risk Management.
3. Unauthorized drones discovered flying over college property will be reported to the Federal Aviation Commission.

Drones offer many benefits to Drake University when they are appropriately used, but they also bring to the campus unique liabilities that need to be managed through these written procedures and processes:

1. Drones are capable of being used to collect personal information without the knowledge or consent of those being videoed or photographed. Such data collection can be viewed as “intrusive surveillance” especially when the drone operator is not seen or is unknown, or when it has not been communicated how the images or video will be used or disclosed.
2. Drones are capable of causing unintentional damage to property and personal injury to bystanders.
3. Drones can run out of power or crash in restricted areas, or in locations that are inaccessible without ladders, or lifts. Attempts to retrieve disabled drones can be dangerous without special assistance from Facilities Management.

In light of UAS risks and liabilities, all drone use on the Drake campus must comply with the following Approval Procedures:

## APPROVAL DOCUMENTS CHECKLIST

Documents:

- ☐ **Fill out Drone Use Application** (Appendix A) **Attach any FAA Approval documents—including FAA Certificate of Waiver or Authorization** to be considered as part of the application. **Mark flight area on the map.**
- ☐ **Drone Use Conditional Approval Agreement** (Appendix B)
- ☐ **Provide a Certificate of Insurance** (See requirements on Appendix C)
- ☐ Read and agree to the **University UAS (Drone) policy**  
[www.drake.edu/policy/category/safety/drones/](http://www.drake.edu/policy/category/safety/drones/)
- ☐ If applicable to the drone activity secure signed **Photo, Video and/or Audio Release** (Appendix D)
- ☐ Sign **Owner/Operator Liability Release** (Appendix E)
- ☐ Flight Permit (Appendix F)

## The Approval Timeline and Processes

1. The first step in obtaining permission to fly a drone on the Drake’s campus is to fill out a **Drone Use Application** (Appendix A). When completing the application make sure to mark the perimeter boundary where the drone will be flying on the attached map. This form must be completed before proceeding to the next step.
3. Key staff contact for this request, will **notify, key departments** of the drone’s requested fly, especially EHS, Public Safety, Facilities, Marketing and Communications and Events Management to ensure the flight will not interfere with other activities on campus.
3. At least 7 days prior to any drone operation on campus property Risk Management must receive from the drone applicant any outstanding information or documentation required by the **Drone Use Conditional Approval Agreement** including insurance and any releases. (Appendix B)
4. When all of the items in the conditional approval agreement have been satisfactorily addressed Risk Management will provide the key department contact a **Flight Permit** (Appendix F)
5. At least 5 days prior to any drone operation, Risk Management via **OnCampus or email** will post an **announcement** to inform the campus community where and when the drone will be flying and the key staff member’s contact information for any questions or concerns.

## **The FAA's Authority and Operators.**

### **Drake University is within 5 miles of the Des Moines International Airport.**

1. All drone use must comply with the Federal Aviation Administration air traffic and general operating rules listed in 14 CFR Subchapter F, including the Small Unmanned Aircraft Rule (14 CFR Part 107), and with any other FAA or FCC regulation that is applicable to the use of drones. For a full summary of 14 CFR Part 107 go to <https://www.faa.gov/uas/>.
2. Prior to flight, drone users must check for location and date specific restrictions or requirements using the Federal Aviation Administration's B4UFLY mobile app: [https://www.faa.gov/uas/where\\_to\\_fly/b4ufly/](https://www.faa.gov/uas/where_to_fly/b4ufly/). By Law, you must notify the airport operator and the air traffic controller tower (if one is present) of your flight
3. All operators of drones used commercially must hold a Remote Pilot Airman Certificate (14 CFR Part 107) with a Small Unmanned Aircraft Systems (UAS) rating, or must operate the drone under the supervision of someone with such certification. A copy of the completion Certificate of Waiver or Authorization must be provided with the application form.

### **Drake University Specific Rules for the Use of Drones**

1. Drake University UAS policy bans student owned drones from all campus property and airspace unless specific permission is obtained from Risk Management to use the drone for a specific project or event following a strict set of guidelines. Students found with a drone will be asked to take it home.
2. Drones may only be operated during full daylight (30 minutes after sunrise to 30 minutes before sunset).
3. Drones permitted to fly on Drake University property may not cross any boundary line onto city owned property, or onto the private property of an adjoining neighbor. Flight in these locations requires separate permissions.
4. Drones may not be used to stalk or harass any person or animal.
5. Drones may not hover near, or have their camera directed onto, the windows of private locations (bathrooms, bedrooms, showers, clothes changing areas, private offices, etc.). Any images or video containing private information must be reported immediately to the Drake Public Safety prior to images or video destruction or additional viewing by others.
6. The drone operator and/or any holders of recognizable images or video collected the drone must take adequate measures to prevent the disclosure of personal information without consent. These measures may include, but are not limited to:
  - a. Blurring the faces of individuals that are recognizable in images or video collected by cameras carried by the drone.
  - b. Capturing images and video of individuals only in large groups at a distance and resolution where individual recognition is not easily accomplished.
  - c. Obtaining signatures on a Small Unmanned Aircraft Systems (UAS) Photo and/or Video Release (Appendix D). Where minors are present this form must be signed by a parent or guardian. Scanned copies of all signed consent forms must be delivered to Risk Management.
  - d. All drone captured images or video that does not adequately protect personal information, for which no signed consent was obtained, must be destroyed.
7. All images and video collected by drones must be made available to Risk Management for review prior to distribution, except for images or video that has otherwise been reported to the Drake Public Safety due to private content.
8. Drake University Marketing and Communications reserves the right to review any and all materials for external distribution made with drone captured images or video prior to publication and/or distribution in any way, and at their sole discretion, to disallow distribution, or require that the disclaimer "THIS IS NOT A FUNCTION OF DRAKE UNIVERSITY" accompany the images or video as directed by them.
9. Each drone owner, drone operator, and person who has control over the use of images, video and audio that will be collected using the drone sign a Release of Liability (Appendix E).

### **Drake University's reinforcement of the "Summary of Small Unmanned Aircraft Rule" (14 CFR Part 107)**

1. Drones must undergo a preflight inspection before use.
2. Drones must remain in visual line of sight of the remote pilot in command, or dedicated visual observer at all times.
3. Drones must remain close enough to the remote pilot in command to be seen with the unaided eye.
4. Drones may not be operated in a careless or reckless manner.
5. Drones may not operate over any persons not directly participating in the operation (i.e., drones may not fly directly over individuals or groups of people). If images or video is needed of such groups, the drone must capture these images from a safe distance on the side.

## Drone Use Application-Appendix A

Who Is Requesting The Drone?	Name of Requestor: _____ Department (if applicable): _____ Name of Supervisor (if applicable): _____ Email Address: _____ Business Phone: _____ Mobile Phone: _____	<u>Relationship to Drake University:</u> <input type="checkbox"/> Undergrad Student <input type="checkbox"/> Conference <input type="checkbox"/> Grad Student <input type="checkbox"/> ROTC <input type="checkbox"/> Faculty <input type="checkbox"/> Bon Appétit <input type="checkbox"/> Staff <input type="checkbox"/> Conference <input type="checkbox"/> Visitor/Guest <input type="checkbox"/> Contractor <input type="checkbox"/> Other _____
Who Will Be Operating The Drone:	Name of Operator: _____ Company Name (if applicable): _____ Company Address: _____ _____ Email Address: _____ Business Phone: _____ Mobile Phone: _____	Federal Aviation Administration Small UAS Certificate Registration CertificateHolder: _____ Certificate#: _____ Issued: _____ Expires: _____
What Is The Purpose Of The Flight?	Please Explain:	
How Will The Photos Or Video Footage Be Used?	Please Explain:  Will the photos or video be posted on the internet or on social media? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which sites: _____ Will the drone be used to capture recognizable images of Drake University signs and campus buildings? <input type="checkbox"/> Yes <input type="checkbox"/> No — If yes, Marketing Communications must approve this drone usage request. _____ Will the drone be used to capture recognizable images of individuals? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how will this personal information be protected (check all that apply)? <input type="checkbox"/> The faces of individual that are recognizable will be blurred. <input type="checkbox"/> The individual that are recognizable will sign a photo/video release. <input type="checkbox"/> The drone will only capture images or video of large groups at a distance and resolution where individual recognition is not easily accomplished. <input type="checkbox"/> Other (please explain): _____ Will signs be posted to inform bystanders that their images may be recorded by drones? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, will the sign also inform bystanders about who to contact if there are concerns about how the video footage will be used?	
When Will The Drone Be Flying?	Flight Date: _____ Start Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM    End Time: _____:_____ <input type="checkbox"/> AM <input type="checkbox"/> PM Flight Date: _____ Start Time: _____:_____ <input type="checkbox"/> AM <input type="checkbox"/> PM    End Time: _____:_____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Drone & Camera Information	Model of Drone: _____ Will still photos be taken using the drone: <input type="checkbox"/> Yes <input type="checkbox"/> No Drone Serial #: _____ If yes, what image resolution will be used? _____ Model of Camera: _____ Will video be taken using the drone: <input type="checkbox"/> Yes <input type="checkbox"/> No Combined weight of Drone & Camera: _____ If yes, what video resolution will be used? _____	
Map	Using the campus map in this document or one operator provides, please mark the perimeter boundary where the drone will be flying.	

## MARK CAMPUS MAP WHERE DRONE WILL BE FLYING.



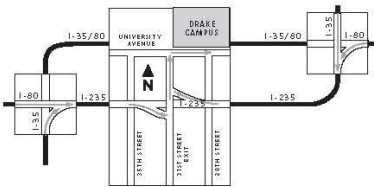
### DRIVING DIRECTIONS TO DRAKE UNIVERSITY

#### From the East and North

At the northeast edge of Des Moines, I-80 and I-35 join and go west around the city while I-235 goes through Des Moines. Take I-235 west for about six miles to the 31st Street exit, which is past the downtown area. You will see a sign that says "Exit 6, Drake University." Exit I-235 at the 31st Street exit and turn right (north). Travel approximately six blocks on 31st Street to the stoplight at University Avenue. At University Avenue, turn right and go one block. You will see the Olmsted Center parking lot (#57) on the left (north) side of University. Reserved parking for admission visitors is located on the south side of the lot. Cole Hall, Office of Admission (#62) is located one block east of the Olmsted Center parking lot with visitor parking available there as well.

#### From the West and South

At the southwest edge of Des Moines, I-80 and I-35 join and go east around the city while I-235 goes through Des Moines. Take I-235 east to the 31st Street exit in Des Moines. Be sure you have passed the 63rd Street exit. Exit at 31st Street and turn left (north). Travel approximately six blocks on 31st Street to the stoplight at University Avenue. At University Avenue, turn right and go one block. You will see the Olmsted Center parking lot (#57) on the left (north) side of University. Reserved parking for admission visitors is located on the south side of the lot. Cole Hall, Office of Admission (#62) is located one block east of the Olmsted Center parking lot with visitor parking available there as well.



### BUILDING KEY

Alber Hall	56	Kragie Newell Agora	20
Alumni House	77	Lane Plaza	48
American Republic Health Center	42	McCoy Apartments	53
Bell Center	13	Medbury Hall	36
Black Cultural Center	80	Meredith Hall (Ray Society Classroom)	47
Branson Plaza	33	Morehouse Residence Hall	58
Buel Softball Field	3	Morgan E. Cline Atrium for	
Carnegie Hall (Ray Society Office)	61	Pharmacy and Health Science	24
Carpenter Residence Hall	17	Neal and Bea Smith Legal Clinic	81
Cartwright Hall	50	Newman Center/St. Catherine of Siena	75
CAYA House	78	Norman Apartments	54
Oline Hall of Pharmacy and Science	22	Old Main	63
Cole Hall	62	Olin Hall	27
Collier-Scrapps Hall	84	Olmsted Center	45
Cowles Library	59	Olmsted Center Visitor Parking Lot	57
Crawford Residence Hall	16	Opperman Hall and Law Library	39
Des Moines Police Traffic Unit	69	Oreon E. Scott Chapel	37
Dial Center for Computer Sciences	9	Painted Street	60
Drake Plaza	9	Patty and Fred Turner Jazz Center	28
Drake Postal Operations	68	The Point (HR, Drake International)	38
Drake Stadium	10	Principal Plaza	46
Drake West Village	29/43	Public Safety	67
Facility Services	12	Quad Creek	18
Fieldhouse	11	Quad Creek Café	30
Fitch Hall	26	The Robert D. and Billie Ray Center	70
Fraternities/Sororities	26	Roger Knapp Tennis Center	4
Goodwin-Kirk Residence Hall	41	Ross Residence Hall	52
Harmon Fine Arts Center	40	ROTC	83
Harvey Ingham Hall	23	School of Education	73
The Harkin Institute for Public Policy and Citizen Engagement	72	Science Connector Building	25
Helmick Commons	34	Sheslow Auditorium	64
Helmick Courtyard	21	Shivers Basketball Practice Facility	15
Hernott Residence Hall	19	Soccer Field	6
Hillier House	74	Stalaker Residence Hall	30
Hispanic Cultural Center (La Casa)	79	Studio Arts Hall	8
Holiday Inn Express	82	Sussman Theater	44
Howard Hall	65	Tennis Courts	5
Hubbell Dining Hall	32	Throws Venue	2
Intramural Fields	1	University Book Store	7
Jewett Residence Hall	49	Varsity Theater/Retail	35
The Knapp Center	14	Wells Fargo Financial Reflecting Pool	70
		Wesley House	76

### DEPARTMENT KEY

Admission, Cole Hall	62
Alumni, Alumni House	77
Anderson Gallery, Harmon Fine Arts Center	40
Athletic Ticket Office, The Knapp Center	14
Athletics, Bell Center	13
Business and Finance, Old Main	63
Information Technology Services, Dial Center for Computer Sciences	51
Coleman Studio Theatre, Harmon Fine Arts Center	40
College of Arts and Sciences, Harmon Fine Arts Center	40
College of Business and Public Administration, Albar Hall	56
College of Pharmacy and Health Sciences, Oline/Ritchy/Olin halls	22/26/27
Computer Help Desk/Information Technology Services, Carnegie Hall	61
Dean of Students Office, Old Main	63
Development, Kinne Development Center	71
Drake International, The Point	38
Fine Arts Box Office, Harmon Fine Arts Center	40
Head Start, School of Education	73
Human Resources, The Point	38
Intramural Office, Bell Center	13
Law Library, Opperman Hall	39
Law School, Cartwright Hall	50
Pomerantz Student Union, Olmsted Center	45
President's Office, Old Main	63
Provost's Office, Old Main	63
Public Safety	67
Recreational Services, Bell Center	13
Residence Life, Olmsted Center	45
The Robert D. and Billie Ray Center, Varsity Theater/Retail	70
School of Education	73
School of Journalism and Mass Communication, Meredith Hall	47
Student Accounts, Old Main	63
Student Disability Services, Old Main	63
Student Employment, The Point	38
Student Financial Planning, Carnegie Hall	61
Student Life Center, Olmsted Center	45
Student Records and Academic Information, Old Main	63
Student Services Center, Carnegie Hall	61
Underground Fitness, Olmsted Center	45

More detailed maps are available at [www.drake.edu/visitdirections](http://www.drake.edu/visitdirections). Drake University's campus is a smoke-free environment.



## Drone Use Conditional Approval Agreement-Appendix B

Drone Use Requestor or Operator Responsibilities	<p>Check All that Apply:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I agree to read and follow the Drake University Campus Drone Procedures and <a href="#">UAS Drake Policy</a>.</li> <li><input type="checkbox"/> I certify that the drone used for this project is registered with the FAA on the Unmanned Aircraft Systems (UAS) Registration website.</li> <li><input type="checkbox"/> For drones used commercially, I certify that the drone operator holds a Remote Pilot Airman Certificate (14 CFR Part 107) with a Small Unmanned Aircraft Systems (UAS) rating.</li> <li><input type="checkbox"/> I promise that I will check flight restrictions prior to flight using the FAA B4UFLY app, and will follow any guidance given by this app, including the standing requirement to contact airports within a 5 mile radius to notify the airport operator and the air traffic controller tower (if one is present) of my flight.</li> <li><input type="checkbox"/> I promise to follow all applicable FAA air traffic and general operating rules listed in 14 CFR Subchapter F, including the Small Unmanned Aircraft Rule(14 CFR Part 107).</li> <li><input type="checkbox"/> I promise to follow all Drake University specific rules for the usage of drones as listed in this procedures document.</li> <li><input type="checkbox"/> I agree to take adequate measures to prevent capturing images or video that may be private, and to follow the procedures listed in this policy should the recording of such images or video occur.</li> <li><input type="checkbox"/> I agree to take adequate measures to prevent the disclosure of personal information without consent including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Blurring the faces of individual that are recognizable.</li> <li><input type="checkbox"/> Obtaining a signed photo/video release for each individual that is recognizable and delivering copies of these signed releases to Risk Management. (Appendix D)</li> <li><input type="checkbox"/> Capturing images or video only of large groups at a distance and resolution where individual recognition is not easily accomplished.</li> <li><input type="checkbox"/> Other (Please Explain):</li> </ul> </li> <li><input type="checkbox"/> I agree to provide a certificate of insurance that meets the insurance requirements listed in this policy. Should personal injury, property damage, or any other liability claim occur I agree to allow Drake University unhindered access to this policy. (Appendix C)</li> <li><input type="checkbox"/> I agree to obtain a Release of Liability (Appendix E) from each drone owner, drone operator, and person who has control over the use of images, video and audio that will be collected using the drone. I will deliver a copy of these releases to Drake University via EMAIL: <a href="mailto:durisk@drake.edu">durisk@drake.edu</a> or hard copy.</li> <li><input type="checkbox"/> I agree to submit my images, video and audio collected using the drone to Risk Management for review.</li> <li><input type="checkbox"/> I agree to address individual concerns that may be raised by any person who contacts Risk Management concerning the permitted drone use and images or video captured during the flight, and to delete or blur images or video as requested by individuals captured therein.</li> <li><input type="checkbox"/> I agree to notify EHS, Public Safety and/or Facilities Maintenance if and when the drone becomes disabled in an inaccessible location such as a roof. I will not attempt to retrieve the drone without assistance from Public Safety and/or Facilities Maintenance. I understand and agree that if Facilities Maintenance needs to use special equipment to retrieve the drone this will be at my expense.</li> <li><input type="checkbox"/> I agree to accept full responsibility for any injury or property damage caused by the drone. Should such injury or damage occur, I will submit to a follow-up investigation by Risk Management, Public Safety and/or any Authority having jurisdiction. Additional Agreements: Contact Public Safety at time when damage or injury is caused so that a formal Incident Report is filed.</li> </ul>
Drake University Risk Management Responsibilities	<p>Check All that Apply:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I agree to inform the campus community via OnCampus where and when the drone will be flying, who is operating the drone, the purpose of its flight, and how the captured images or video will be used.</li> <li><input type="checkbox"/> I agree to field incoming questions and concerns pertaining to the permitted drone use and images or video captured during the flight. Concerns cannot be adequately addressed by Risk Management will be relayed to drone flight permit holder or key department contact for this contracted activity.</li> <li><input type="checkbox"/> I agree to obtain additional comments from Facilities Maintenance, Public Safety, EHS and Marketing and Communications to consider in determining approval for the flight to occur. Additional Agreements: A copy of the Drone application will be provided for review and comment to key department contacts of those departments listed.</li> </ul>

**CAUTION: READ THIS DOCUMENT CAREFULLY BEFORE SIGNING!**

Printed Name of Requestor: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Name of Risk Management Approver: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Signature of Risk Management Approver: \_\_\_\_\_ Office Phone: \_\_\_\_\_

## Insurance--Certificate of insurance Requirements-Appendix C

### Drake University UAS (Drones) Certificate of Insurance Instructions/Form Requirements

Fill out the request form and email or fax form to **your insurance carrier.**

Drake University requires a Certificate of Insurance from insured \_\_\_\_\_ with the following limits:  
*INSURED NAME*

**Minimum coverage limits** as pertains to the service are:

  X   General Liability: \$1 million per occurrence and \$2 million aggregate, must not exclude UAS (Drones).

  X   Workers Compensation: \$100,000 per accident per employees/\$500,000 policy limit (if applicable)

  X   Auto: \$1 million combined single limit (if applicable)

  X   Aviation/Drone: \$1 million per occurrence

**Description Box Specific Additional Insured Language:** "Drake University is named as additional insured on the general liability coverage." Insurance is primary without right of contribution from any other insurance available to Drake University.

**CERTIFICATE HOLDER BOX** on Certificate should read:

Drake University  
2507 University Ave  
Des Moines, IA 50311

Fax, email or mail certificate to:

EMAIL: [durisk@drake.edu](mailto:durisk@drake.edu)

Drake University  
Old Main, Room 316A  
2507 University  
Des Moines, IA 50311

FAX: (515) 271-4169

**Drake University****Small Unmanned Aircraft Systems (UAS) Photo, Video and/or Audio Release-Appendix D**

I hereby grant the drone operator permission to photograph, video record, audio record, me and/or my minor child(ren) for the project described below. I additionally grant Drake University and the drone image, video, or audio, intellectual property holder permission to reproduce and use these images and recordings with or without the individual names being disclosed. I understand that the images and recordings may be used in promotional and advertising materials, and in internal and external communications at the sole professional discretion of Drake University and the intellectual property holder which includes distribution through prints, publications, website postings, social media, email, digital storage, and any other storage, use or distribution deemed appropriate, including use in promotional materials and advertising, by Drake University and the intellectual property holder.

I hereby forever release, hold harmless and covenant not to sue Drake University and the intellectual property holder, from any and all liability stemming from the use of my image or recording, and/or the image or recording of my minor child(ren) in accordance with this agreement. This release is so granted without any compensation payable to the undersigned.

\_\_\_\_\_  
Name of the drone operator: \_\_\_\_\_

\_\_\_\_\_  
Phone #: \_\_\_\_\_

\_\_\_\_\_  
Name of the intellectual property holder \_\_\_\_\_

\_\_\_\_\_  
Phone#: \_\_\_\_\_

Description of the project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAUTION: READ THIS DOCUMENT CAREFULLY BEFORE SIGNING!

Participant Information:

_____	_____	_____
Name (Please Print)	Signature	Date Signed

Parent, Adoptive Parent or Legal Guardian of Participant (if participant is under the age of 18):

_____	_____	_____
Name (Please Print)	Signature	Date Signed

Adult Witness Information: \_\_\_\_\_

_____	_____	_____
Name (Please Print)	Signature	Date Signed

## Release of Liability for Party Who Owns or Operates Unmanned Aircraft Systems (UAS) Operated in Drake University Airspace-Appendix E

### Instructions:

The following release of liability must be signed by each party who owns, or operates small Unmanned Aircraft Systems (UAS) "Drones" on Drake University property or in Drake University airspace, or who controls the collection, use, publication or distribution of images, video, or audio obtained through the use of these devices. Employees of Drake University who hire drone services, or who operate college owned drones for official college business functions, are not required to sign this release. All other parties who have substantial control over drone operation or the images, video or audio collected thereby must sign this release as a prerequisite to drone operation on the Drake University campus.

### Release of Liability:

I understand and agree that the operation of a small Unmanned Aircraft System (UAS) involves certain risks, to myself and others, including but not limited to: 1). Death, coma, paralysis, head injury, cuts, contusions, broken bones, or other bodily or emotional injury or distress. 2). Property damage to the UAS, and to anything whatsoever on which the UAS may land, or with which the UAS may collide, including but not limited to buildings, power lines, vehicles, mobile equipment, animals, and landscaping. 3). Damages, whether real or alleged, caused by invasion of privacy, harassment, personal injury, defamation of character, slander, liable, advertising injury, or copyright infringement. I understand and agree to accept these risks, and any other risk related to the operation of the UAS that is not otherwise specified or anticipated.

In consideration of receiving permission from Drake University to operate a small Unmanned Aircraft System (UAS) in the airspace over Drake University property, I hereby, knowingly and voluntarily, for myself, my heirs, executors, administrators, and assigns, agree to indemnify, release, and hold harmless Drake University, the Drake University Board of Trustees, Drake University administrators, instructors, volunteers, agents, officers, successors 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 understand that this release is intended to be as broad and inclusive as permitted by the laws of the state of Iowa, and agree that if any portion is held invalid, the remainder of this release will continue in full legal force and effect. I further agree that the venue for any legal proceedings shall be in Polk County in the state of Iowa.

I affirm that I am of legal age (age 18 or over) and that I have read this form and fully understand that by signing this form, I am giving up legal rights and/or remedies which may be available to me for the ordinary negligence of Drake University or any of the parties listed above.

Check all that apply:

- ☐ I am the Drone Owner
- ☐ I am the Drone Operator
- ☐ control the use of images, video and audio that will be collected using the drone.

**CAUTION: READ THIS DOCUMENT CAREFULLY BEFORE SIGNING**

Printed Name: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_



**Drake University Small Unmanned Aircraft Systems (UAS) Flight Permit-Appendix F**

The following permit holder has permission from the Drake University Risk Management department to operate a Small Unmanned Aircraft Systems (UAS) "Drone" at the following locations and times:

Drake University Permit #: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

Permit Holder Name: \_\_\_\_\_

-----  
FAA UAS Certificate #: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

FAA UAS Certificate Holder Name: \_\_\_\_\_

Location of Flight: \_\_\_\_\_

Flight Date: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ ? AM ? PM End Time: \_\_\_\_:\_\_\_\_ ?AM ?PM

Location of Flight: \_\_\_\_\_

Flight Date: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ ? AM ? PM End Time: \_\_\_\_:\_\_\_\_ ?AM ?PM

Location of Flight: \_\_\_\_\_

Flight Date: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ ? AM ? PM End Time: \_\_\_\_:\_\_\_\_ ?AM ?PM

Location of Flight: \_\_\_\_\_

Flight Date: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ ? AM ? PM End Time: \_\_\_\_:\_\_\_\_ ?AM ?PM

Location of Flight: \_\_\_\_\_

Flight Date: \_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ ? AM ? PM End Time: \_\_\_\_:\_\_\_\_ ?AM ?PM

-----  
Authorizing Employee (Name): \_\_\_\_\_ Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Authorization: \_\_\_\_\_  
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If anyone has questions or concerns about this permit, please EMAIL: [durisk@drake.edu](mailto:durisk@drake.edu) at Drake University.  
Telephone: 515-271-3116