Texas Tech University

UAS Request Form

Sponsoring Department
Department: ____________________________________________________________
Name of Primary Contact: ___________________________ Phone: __________________
Justification: ___________________________________________________________
______________________________________________________________

Justification must provide details about how the flight benefits Texas Tech University, or
the request will not be approved.

A request to operate a UAS on TTU property will include at a minimum the following:

☐ Meet the Hobbyist/Student Exception
   Or provide
☐ FAA Certificate of Waiver or Authorization (COA)
☐ Current Remote Pilot Certificate (or Pilot Certificate with current flight review)
☐ Certificate of Insurance (Reviewed by Office of Risk Management)

UAS Operation (provided by all parties)

UAS Operator Name: __________________________ Phone: ________________
Drone Registration #: _______________________
Expiration Date: ____________________________
(In addition to the actual operator, will others be assisting with the operation?) __________

Date(s) and Time(s) the UAS will be in use: ________________________________

Flight Plan:
   Area of Flight _________________________________
   Takeoff/Landing Location(s): ________________________________
   UAS height to be flown - Minimum: __________ Max: __________
Line of sight operation procedures: __________________________________________
________________________________________________________________________
UAS Response to loss of radio contact/malfunctions: ____________________________
________________________________________________________________________

A Texas Tech Police Department (TTPD) officer or representative may inspect and verify all
conditions and has the right to order the operator to land the UAS for non-compliance or possible
risk to university property or university community.

*Once the above information is received, the request will be forwarded to the TTPD Chief of
Police to be reviewed.*

**Process for Approval or Denial of the Request to Operate a UAS on TTU Property**

Approval will only be considered if the following requirements are met:

1. Only approved person(s) on the request can operate the UAS (at all times).
2. The UAS is flown within the visual line of sight of the operator (at all times).
3. The UAS is only operated at a height under 400 feet in compliance with FAA rules.
4. The UAS will not be operated in or around restricted areas set forth in OP 76.07.
5. The UAS will not be operated over any populated areas including occupied parking lots and
   streets.
6. The UAS will be required to land and move to the new location if multiple areas are used.
7. The UAS will not be operated in adverse weather conditions.

The following **additional** restrictions apply to all UAS operations not meeting the
student/hobbyist exception:

1. A COA or Remote Pilot Certificate.
2. Adequate insurance coverage and limits are validated.
3. The operation of UAS must be for the benefit of the University.

The Chief of Police will notify the requestor if request is approved or denied. If the request is
approved, the Chief of Police will inform the requestor of any additional restrictions that the
university or police department deems necessary for safe operation on university grounds.

*In consideration of being allowed to participate in the above mentioned activity, I, the undersigned,
and my Parent/Guardian, if applicable, do hereby release, indemnify, and hold harmless the Texas
Tech University System, its Board of Regents, all the University’s officers, agents, employees and
volunteers, as well as other participants and spectators from any and all liability claims, demands, and
actions whatsoever arising out of or related to any loss, damage, or injury, including death, which may
be sustained by me or to any property belonging to me. The terms hereof shall also serve as a release*
and assumption of risk for my heirs, executor and administrator, and for all members of my family, and may be pleaded as a bar to litigation. Jurisdiction of this matter and venue shall lie exclusively in Lubbock, Lubbock County, Texas.

______________________________  _______________________
Printed Name                                               Signature