

# Texas Tech University

## *UAS Request Form*

### **Sponsoring Department**

Company/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)
- 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: \_\_\_\_\_

*(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: \_\_\_\_\_ Maximum: \_\_\_\_\_

Line of sight operation procedures: \_\_\_\_\_

\_\_\_\_\_

UAS Response to loss of radio contact/malfunctions: \_\_\_\_\_

\_\_\_\_\_

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 during daylight hours or at 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 of the denial if any of the above requirements cannot be met or maintained prior to or during the operation of the UAS. If the request is approved, the Chief of Police will inform the requestor of any additional restrictions that the University or police department deem 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.**

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Printed Name

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Signature