

UNIVERSITY of HOUSTON SYSTEM

UAS/Drone Permit Application - Visitor/Unaffiliated

This UAS Permit Application and all supporting documents should be completed by the Requestor and submitted to drones@central.uh.edu a minimum of seven (7) days prior to any proposed UAS operation on any UH System property or at any System or University sponsored event. Additional review time may be necessary for some operations depending upon the complexity of the request. Failure to provide all requested information could result in a delay.

Proposed Location: UH (Central) UH Clear Lake UH Downtown UH Victoria Off-Site (explain in Sec 2)
 Sugarland Campus Katy Campus Pearland Campus Other UH System Property (explain in Sec 2)

SECTION 1: REQUESTOR INFORMATION

Organization Name (if applicable): _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Name of Primary Contact: _____ Contact's Phone No: _____

Contact's Email Address: _____ Website Address: _____

UH System/University Point of Contact or Dept. (if applicable): _____

Is the Primary Contact also the pilot? Yes No If No, provide pilot's full name: _____

Pilot Email: _____ Pilot Phone Number: _____

Pilot's FAA Remote Pilot License Number: _____ . A licensed remote pilot must be present at all times, and a photocopy of their Remote Pilot's License must be submitted as part of the application. Any additional pilots and the names & contact information for all crew members should be submitted along with this application.

What is the purpose of the operation? Research/Education Commercial Recreation Government/Public

Under which FAA rules do you intend to operate? Part 107 Exemption (COA/44807/333, etc.) Recreational

Exemption documentation must be submitted along with the application. Recreational operators must successfully complete [The Recreational UAS Safety Test \(TRUST\)](#) before operating on any UHS property or at any UHS sponsored event, and must submit a copy of their completion certificate along with their application.

Name of UAS/Aviation Insurance Carrier: _____

Standard Insurance Requirements: 1) Proof of UAS/aviation liability insurance of at least \$1 million dollars single limit of liability coverage, per accident, for bodily injury and property damage. 2) Name the Board of Regents for and on behalf of the UH System and applicable university as additional insureds up to the actual policy limits, and 3) Endorsed to provide a waiver of subrogation in favor of the Board of Regents of the UH System and applicable university. Any adjustments or waivers to the coverage terms shall be coordinated through and determined by the Department of Risk Management.

SECTION 2: PURPOSE OF REQUEST / PROPOSED ACTIVITY

Provide full details of the proposed operation's purpose and scope. Include specific location and/or coordinates where operation will occur and other relevant details, including planned safety measures. Include any special requests, and backup dates/times in the event of inclement weather. Additional approvals may be required depending upon the intended use and activities associated with the proposed UAS operation.

Date(s) of Activity: _____ Starting Time: _____ Ending Time: _____

Specific Location(s): _____ Is this a recurring request? Yes No

Additional Information:

Will photographs be taken during flight? Yes No Will video be recorded during flight? Yes No

Will you be flying in controlled airspace? Yes* No * Unless flying under an exemption, all operators must obtain ATC approval (via LAANC or DroneZone) prior to flight and must follow all FAA-issued directives for operations in controlled airspace.

Does the aircraft have any reported accidents? Yes No

Describe contingency plans for malfunction or loss of radio contact and/or loss of UAS: _____

SECTION 3: Unmanned Aircraft (UA) Information

UA Type: _____ Manufacturer/Model: _____

Weight (at Take-Off): _____ FAA Registration Number: _____

Descriptions of any additional UAs, as well as any other equipment and payloads that will be attached to the UAs, must also be submitted along with this application. Include photos of each UAV that will be operated with the affixed FAA registration tag(s) visible.

SECTION 4: Requestor Acknowledgement and Signature

The Requestor, its officers, directors, employees, agents and representatives (individually and collectively, "Requestor") agree to abide by all applicable local, state, and federal laws and regulations and applicable University of Houston System (UHS) and University policies and procedures. By signing this application, the Requestor agrees to be responsible for its own negligence, breach of express or implied contract, violation of law, and intentional misconduct with respect to any and all claims, losses, suits, demands, causes of action of whatever kind and nature, proceedings, fines, penalties, damages or liabilities, including attorney's fees, on account of or by reason of any injury or injuries, and/or death, to any person(s) or property arising from or associated in any way with Requestor's presence at, and/or activities/conducted on UHS property and/or at UHS events, and/or Requestor's use and/or operation of unmanned aircraft/drones.

Name/Title of Primary Contact (Requestor)

Date

Signature

SECTION 5: Authorization Status

Export Control Review (if required): Approved Not Approved Not Applicable

Print Name: _____ Signature: _____ Date: _____

Risk Management Review (if required): Approved Not Approved Not Applicable

Print Name: _____ Signature: _____ Date: _____

Permit Approved: Yes No Conditionally—see below

Any comments or adjustments required for approved operation are stated below and must be followed. If the application was not approved, a summary of the decision is outlined below. The University of Houston System reserves the right to request additional documentation as a condition of approval of the application.

Approved by:

Signature, Associate Vice Chancellor of Police Operations
or Designee

Date

Print Name