



Steps to Follow to Obtain Permission to Fly a Drone on Campus

All operators of drones must obtain written permission from the Vice President for Finance & Administration or Vice President and General Counsel prior to operation.

Follow these steps:

1. Submit the following information at least 3 days in advance of the date of use to the Office of Environmental Health and Safety & Risk Management (cmcmillin@ursinus.edu).
 - Completed “UAS Application for Institutional Use” – Appendix A of [policy](#). A fillable form is available [here](#).
 - Copy of certificate of insurance for the drone operator that meets [college requirements, unless the operator is a college employee](#).
 - Copy of the operator’s FAA registration of drone and remote pilot’s certificate.
2. If all information received meets the college requirements, the application will be sent to the VP for Finance & Administration or VP and General Counsel for approval by the Office of Environmental Health and Safety & Risk Management.
3. Upon receipt of approval, notify Campus Safety and Facilities in writing the date(s), location (s), and time(s) of drone use .