



Frequently Asked Questions

1. May I fly my drone on campus?

All members of the College community, including faculty, staff, and students, as well as visitors to Ursinus College, are prohibited from operating a drone on campus unless written permission is obtained from the Vice President for Finance & Administration or Vice President and General Counsel.

2. How do I obtain written permission to operate a drone on campus?

Submit the following documentation to the Office of Environmental Health and Safety & Risk Management at least 3 days prior to expected use :

- Completed “UAS Application for Institutional Use” - fillable form is available [here](#).
- Copy of certificate of insurance for the drone operator that meets [college requirements](#).
- Copy of the operator’s FAA registration of drone and operator’s license (if applicable).

3. I received permission to fly my drone on campus. Who do I notify with the date and time of the flight?

Notify Campus Safety and Facilities with the date, time, and location of the flight.

4. I was previously approved to fly a drone on campus. Do I have to obtain permission each time?

In most cases, yes, you must re-submit your information for approval. In other cases, where drones are used by athletic teams to film practices, you may submit one form and indicate the beginning and ending dates of the season providing your license has not lapsed.

5. I fly my drone for recreational purposes. Do I need to obtain permission to fly my drone on campus?

Yes, you must obtain permission prior to flying your drone on campus. See FAQ #1.



Frequently Asked Questions

6. May faculty, staff, or students use college funds to purchase a drone?

Any member of the College community, including faculty, staff, and students, must, prior to purchase of a UAS with college funds,

- Submit a written request for approval from the Provost and Senior Vice President for Academic Affairs and Campus Life (for faculty), the Vice President for Campus Life (for students) or the Vice President for Finance and Administration (for staff and other non-faculty employees), or their respective designees AND
- Include the type of drone, weight, and proposed use in the written request.