



Drone Request for Exception Form

The use of a drone on campus is prohibited, unless this Drone Request for Exception Form is submitted to the University and written approval of the request is granted pursuant to the University of Northern Colorado ("University" or "UNC") Drone Procedure. UNC Police Department or other campus personnel may request to see an approved copy of this form to ensure that a person has permission to operate a drone. Any person operating a drone on University property after receiving permission to do so must have a copy of the approved request form with them during drone operations (unless exempt from exception form).

A person operating a drone (whether or not a Request for Exception has been approved by the University) is responsible for all damage/injury to person(s) and/or property caused by the operation of the drone. The operator of the drone must comply with all Federal, State, local laws and University procedures and policies that apply to the operation of a drone. **Submit a copy of the Pilot License with this form.**

Requestor Name (Please Print):	Requestor Phone Number:	Today's Date:
Requestor Email Address	Campus Affiliated Organization: <input type="checkbox"/> Yes <input type="checkbox"/> No	UNC Department / Company Name Requesting:
Name of Operator (Please Print):	Pilot Cell Phone Number:	Pilot Company:
UNC Affiliated Pilot: <input type="checkbox"/> Yes <input type="checkbox"/> No	Pilot Certification Number:	Drone Registration Number:
University Owned Drone: <input type="checkbox"/> Yes <input type="checkbox"/> No	Drone weighs less than 55 pounds: <input type="checkbox"/> Yes <input type="checkbox"/> No	Drone Make and Model (ex. DJI Phantom 4)
Date(s) of Drone Operation:	Beginning Time of Operation:	Ending Time of Operation:
Event Location (Be specific):		Event will be conducted (check all that apply): <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors

Describe the intended use and purpose of the drone:
Describe the outlined flight path? (Include buildings, areas of campus, etc.)

By submitting this application, the requesting party affirms that they understand and agree to submit all the information and the provisions of the University Drone Procedure.	
Requestor Signature	Date
The permit must be completed and submitted to the Environmental Health and Safety Department a minimum of five (5) days prior to the proposed usage.	

Time of operation may be flexible depending on safe operating conditions. Notify UNC Police Department at (970) 351-2245, within 30 minutes before the flight.

Signed and Authorized Drone Request for Exception Form shall be on-hand during flight operations.

RISK MANAGEMENT and EHS USE ONLY		
Risk Management Review (Print Name):	Risk Management Approval Signature	Date:
Additional Requirements		
EHS Review (Print Name):	EHS Approval Signature	Date:
Additional Requirements		

Confirm environmental conditions comply with FAA standards
[\(https://www.faa.gov/uas/recreational_fliers/where_can_i_fly/airspace_restrictions/\)](https://www.faa.gov/uas/recreational_fliers/where_can_i_fly/airspace_restrictions/)

Any questions about FAA rules and regulations visit <https://www.faa.gov/uas>