

DRONE OPERATOR REQUEST FORM

Please submit this request form to the Office of Public Safety at least 30 days prior to the proposed operation of a drone on Coastal Carolina University's campus or University-controlled property.

Full Name of Drone User:

Company/Organization:

Address: _____ City: _____ State: ___ Zipcode: _____

Telephone Number: _____ Email: _____

General Activity or Purpose of Proposed Use:

Date and Time of Proposed Drone Use: _____

Does Coastal Carolina University own the drone to be used: ___ Yes ___ No

If Coastal Carolina University does not own the drone, who owns the drone?

REQUIRED DOCUMENTS TO BE SUBMITTED WITH THIS REQUEST:

- Proof of Drone Registration
- Drone User's Certification pursuant to Part 107 of Title 14 of the Code of Federal Regulations.
- If operating Drone for commercial purposes, provide copy of business license
- Certificate of General Liability Insurance with minimum limits of \$5,000,000 CSL/per aggregate with Coastal Carolina University listing "Coastal Carolina University, including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns, and students as additional insured."

Please list the details of your proposed flight plan, including date, time, location(s) and duration of flight. *Please understand should this request be approved, the below areas you've listed will be the only approved areas for drone usage. Coastal Carolina University reserves the right to cancel the request or ground any drone at any time.*

What type of equipment will be used? _____
Drone Model: _____
Size: _____ Weight: _____ Modifications: _____

Will any footage be taken before, during, or after this proposed flight? If so, what is the purpose of the footage? What are you looking to capture? What areas/locations could be/will be captured?

Does the pilot have a certificate for UAS Operation? Yes No

Drone users may be subject to pay for the use of facilities while operating the drone, in addition to a flat fee of \$200 per every 30 minutes of flight time. The University's Office of Scheduling and Events can provide an estimate of the cost for the use of facilities. Payment must be received 24 hours before the proposed flight time. Payments, whether in full or in part, are non-refundable if the drone user in any way breaches this agreement, or if the drone is otherwise grounded.

Please make checks payable to Coastal Carolina University and submit to the Office of University Receivables, P.O. Box 261954, Conway, SC 29528-6054.

For submission of other forms of payment, please contact the Office of University Receivables, Matthew Jiron, University Receivables Accountant, 843-349-6646.

Drone user agrees to indemnify, defend, and hold harmless Coastal Carolina University, including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns, and students against any and all claims, demands, causes of action or damages, including attorneys' fees arising out of or relating to the operation of a Drone including but not limited to (i) any breach of this agreement, (ii) any actual or alleged injury or death to a person and/or loss of or damage to property caused directly or indirectly, wholly, or in part by a party, its officers, directors, trustees, agents, contractors, employees, or representatives.

I understand that University approval must be received prior to the operation of a Drone. I acknowledge that I have read and understand the Coastal Carolina University Policy on Drones. Further, I understand that Coastal Carolina University reserves the right to cease operations should the operator fail to satisfy any of the necessary requirements, for a safety issue, or for any other reason. The University has sole discretion in approving or denying flight plans. Additionally, any footage captured while using the drone is subject to review by University Communications. University Communications retains the right to grant or deny any footage from being published.

Signature

Date

Printed Full Name

NEEDED APPROVALS:

All departmental approvals are needed before a drone may be flown.

Department of Public Safety _____

Office of Risk Management _____

University Communication _____

Office of Scheduling & Events _____