

PROCEDURE

Effective Date: November 29, 2021

Approved By: Vice President, University Relations and Marketing

PRO-U6500.03 REQUEST TO FLY THIRD PARTY DRONE FROM OR OVER UNIVERSITY PROPERTY

Note: This procedure is accomplished in conjunction with the procedure and form to Request to Film, Photograph or Videotape on University Property. You must complete both procedures and forms to obtain approval to fly a third-party drone from or over Western.

Action by: Operator of Third-Party Drone

1. **Completes** the Request to Fly Third-Party Drones From or Over University Property form and **submits** the form to the Director Communications (hereinafter called "Director"). The Director will have a minimum of 10 business days to respond to the request.

Action by: Director

2. **Evaluates** request and decides whether to endorse, return or not endorse the request.
 - a. If request is **endorsed**, goes to action item 3.
 - b. If request needs additional detail, **returns** request form to Operator with instructions.
 - c. If request is **not endorsed**, returns copy of request form to the Operator with a written explanation and procedure ends here.
3. Consults with the following University administrative areas for an endorsed request:
 - a) Risk Management-risk management and insurance
 - b) Contract Administration- contracting requirements

NOTE: On a case-by-case basis, other University administrative areas are invited to evaluate a request.

Action by: University Administrative Areas

4. **Determines** risk mitigation, insurance and contracting requirements for Operator.

Action by: Director

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5. **Informs** the Vice President for University Relations and Marketing
6. **Informs** other vice presidents as necessary.

NOTE: A vice president may accept or reject an endorsed request. When an endorsed request is rejected, a copy of request form is returned to Operator with a written explanation and procedure ends here

7. **Notifies** the Operator of the University's risk mitigation, insurance and contracting requirements. **Obtains** certificate of liability insurance that includes additional insured status in favor of Western Washington University, its officers, employees, volunteers and agents and, if applicable, **initiates** a written contract.
8. **Coordinates** contract processing with Contract Administration.

Action by: Operator

9. **Coordinates** with Director of University Communications regarding required documentation, and the scheduling and logistics of the flight.

Action by: Director

10. **Maintains** copies of requests and related documentation in departmental office files.