**FRM-U6500.03 Request to Fly Third-Party Drone From or Over University Property**

**Instructions**

Please complete this form in its entirety and save it electronically under a new file name. This completed form is attached to the [Request to Film, Photograph or Videotape on University Property](https://policy.wwu.edu/policies-by-division/university-relations)form to complete your request. E-mail the completed forms to news@wwu.edu or call 360-650-3350 for mailing instructions.

I have completed the *Request to Film, Photograph or Videotape on University Property* form? [ ]  Yes or [ ]  No

**Operator**

A “third-party drone” is a drone that is not owned by the University, but is operated by someone else on or over University property.

Operator Name: Click here to enter text. The operator is (check one box): [ ]  Producer or [ ]  Someone Else

*If not the producer, what is the business relationship between the producer and operator?* ***Click here to enter text.***

Does the operator fully comply with [Federal Aviation Administration (FAA) Part 107](https://www.faa.gov/uas/)? [ ]  Yes or [ ]  No

*When flying a drone on or over University property, the operator must comply with FAA basic rules for flying small UAS/Drones for work or business (14 CFR Part 107). It cannot be flown like a hobby or recreational drone by an operator without a* *FAA Part 107 remote pilot certificate.*

**Insurance**

The operator must maintain drone liability insurance covering the use of the drone and invasion of privacy. A certificate of insurance including additional insured status for Western is attached.  [ ] Yes [ ]  No

Additional insured status wording: *Western Washington University, its officers, employees, volunteers and agents.*

**Airspace**

Has the operator obtained FAA permission to fly on or over the University campus? [ ]  Yes or [ ]  No

*Most of Bellingham and the north end of the University’s campus are located within Bellingham International Airport’s Class D controlled airspace. Drones cannot fly in controlled airspace near airports without completing a FAA* [*airspace authorization form*](https://www.faa.gov/uas/commercial_operators/part_107_airspace_authorizations/)*.*

**Privacy**

The operator WILL NOT use a drone to monitor or record activities where there is a reasonable expectation of privacy, like University residence halls. [ ] Yes [ ]  No

The operator WILL NOT publicly disclose images collected via drone without undertaking a reasonable effort to obfuscate or de-identify the identity of the individual(s), unless the individual(s) provide specific consent in writing to the disclosure. [ ] Yes [ ]  No