



## POLICY STATEMENT

All members of the College community, including faculty, staff, and students, as well as visitors to Ursinus College, are prohibited from operating Unmanned Aircraft Systems (UASs), also known as drones, without (1) obtaining, prior to operation, written permission from the Vice President for Finance and Administration or Vice President and General Counsel and (2) providing, prior to operation, written notification to Campus Safety and Facilities.

## POLICY PURPOSE

Ursinus College is committed to maintaining a safe and secure environment for all members of the College community in full compliance with local, state, and federal laws and regulations.

## DEFINITIONS

UAS: An UAS is an unmanned aircraft and the equipment necessary for the safe and efficient operation of that aircraft. Per [Public Law 112-95, Section 331\(8\)](#), an UAS is defined as an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

Model Aircraft: An UAS that is capable of sustained flight in the atmosphere, is flown within visual line-of-sight of the person operating it and is flown for hobby or recreational purposes.

Educational Use: Operating an UAS under [USC 44809](#): Exception for limited recreational operations of unmanned aircraft for qualifying educational organizations. Qualifying educational organizations include institutions of higher education, Junior Reserve Officers' Training Corps (JROTC) programs, and educational programs chartered by an FAA-recognized Community Based Organization. [Public Law 116-283, Section 10002](#) clarifies that drones flown for educational and research purposes may be operated under USC 44809 for qualifying educational organizations.

### Educational and Research Purpose:

1. Instruction of students at the institution
2. Academic or research related uses of unmanned aircraft systems that have been approved by the institution, including Federal research
3. Activities undertaken by the institution as part of research projects, including research projects sponsored by the Federal Government
4. Other academic activities approved by the institution

Commercial Use (non-recreational use): Operating an UAS for commercial, government, or any other non-recreational reasons. Flying for work, payment, or as part of any business (even if not being paid) is not considered recreational flying. ([FAA FAQ](#))

Commercial or [non-recreational drone flying](#) include things like taking photos to help sell a property or service, roof inspections, or taking pictures of a high school football game for the school's website. Goodwill can also be considered non-recreational. This would include things like volunteering to use your drone to survey coastlines on behalf of a non-profit organization.

Recreational Use: Operating an UAS for fun and personal enjoyment or as an educational institution, and not for work, business purposes, or for compensation or hire. ([FAA FAQ](#)) The Exception for Limited



Recreational Operations of Unmanned Aircraft ([USC 44809](#)) is the law that describes how, when, and where you can fly drones for recreational purposes. ([FAA FAQ Getting Started](#))

FAA: FAA means the Federal Aviation Administration.

Sustained Flight Over an Open-Air Assembly: Hovering above the heads of person gathered in an open-air assembly, flying back and forth over an open-air assembly, or circling above the assembly in such a way that the small, unmanned aircraft remains above some part of the assembly.

## REQUIRED PROCEDURES AND APPROVALS

### Purchase of an UAS with College Funds:

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. The written request for approval must set forth the type of drone, weight, and proposed use. Upon purchase of an UAS for commercial (not hobby or recreational) purposes, the member of the community also must, prior to any use or operation of the UAS, document in writing to the relevant Vice President that the UAS is registered with the FAA providing a copy of the certificate of registration.

### Use of an UAS on College Property

#### 1. Prior Permission to Operate an UAS

All members of the College community, including faculty, staff, and students, as well as visitors to Ursinus College, must, prior to operation of an UAS for any purpose,

- a. Obtain written permission from the Vice President for Finance and Administration or General Counsel AND
- b. Provide written notification to Campus Safety and Facilities. Complete and submit the "UAS Application for Institutional Use" (Appendix A) to the Office of Environmental Health and Safety & Risk Management at least 3 days prior to the use.

#### 2. Designated Areas for Operation of an UAS

Operation of an UAS beyond the approved designated areas is strictly prohibited unless expressly approved by the Vice President for Finance and Administration or Vice President and General Counsel. The UAS approved designated areas are specified in the attached map (Appendix B) and include the Practice Field South (#17), Wilkes field (#24), and the Practice Field North (#23). These three designated areas are for general use at any time other than during college scheduled events with approved permission as outlined above. Use of drones on other Athletic fields by specific sport teams may be permitted.

#### 3. Commercial Operation of an UAS

Prior to any commercial use of an UAS on the College's campus, the member of the College community proposing such commercial use must, in addition to the requirements set forth elsewhere in this Policy, establish and document the following:

- a. The operator of the UAS must be fully registered with and licensed by the FAA.



- b. The operator of the UAS must provide a copy of the UAS certification of registration of the UAS and remote pilot certificate; and
- c. The operator of the UAS must meet the College's [insurance requirements](#) unless the operator is a college employee.

#### 4. Guidelines for Operation of an UAS

FAA regulations require UAS operators to:

- a. Fly below 400 feet and remain clear of surrounding obstacles.
- b. Keep the aircraft within visual line of sight at all times.
- c. Not fly an aircraft that weighs more than 55 lbs.
- d. Not be careless or reckless with your unmanned aircraft – you could be fined for endangering people or other aircraft.
- e. Remain well clear of and do not interfere with manned aircraft operations. There are airports/heliports nearby (within 5 miles).
  - i. Use the B4UFLY app to learn of controlled airspace and other flying restrictions.
  - ii. Request authorization: Two options.
    - (a) Request an automatic airspace authorization through LAANC for altitudes below the posted [UAS Facility Map Grid Altitudes](#); **or**
    - (b) Request an airspace authorization through [DroneZone](#) if any of the following apply:
      - You want to fly in areas that are in controlled airspace and are not serviced by LAANC (the red [grids](#) on the UAS Facility Maps).
      - You are flying under Part 107 and want to fly in a "zero" grid area or above a [UAS Facility Map grid](#) value.
      - You have a waiver under Part 107 and want to fly in controlled airspace using the waiver.
- f. Not fly near people or over stadiums **unless**
  - i. The person is directly operating the UAS; **and**
  - ii. The person is under a covered structure or inside a stationary vehicle that can provide reasonable protection from a small falling UAS; **and**
  - iii. The operation meets the requirements of at least one of the four Operational Categories in [subpart D, 14 CFR Part 107](#), as follows:
    - (a) Category 1 Operations Requirements:
      - Weight of drone is  $\leq 0.55$  lbs. including everything on board or otherwise attached to the aircraft at time of takeoff and throughout the duration of each operation; **and**
      - Drone contains no exposed rotating parts that would cause lacerations; **and**
      - The operation is compliant with [Remote ID](#) for sustained flight over open-air assemblies (see definition above).
    - (b) Categories 2-4: For these Categories, please review [subpart D, 14 CFR Part 107](#) and obtain approval from the Vice President and General Counsel or the Office of Environmental Health and Safety & Risk Management.

In addition, the College also requires UAS operators to:



- a. Comply with ALL FAA rules and regulations.
- b. Think “safety first.”
- c. Perform a pre-flight inspection to be sure that the UAS is safe for operation.
- d. Not fly the UAS outside the approved designated areas, as set forth above.
- e. Not fly the UAS after sunset.
- f. Not fly the UAS for payment or commercial purposes/uses unless the requirements set forth in this Policy are satisfied.
- g. Not fly a College-owned UAS outside the boundaries of the College as identified on the [map](#) available on the College’s website.
- h. Avoid areas where there is a reasonable expectation of privacy in accordance with both the law and accepted social norms during operation of a UAS for monitoring, recording, or transmitting visual images. These areas include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and health treatment rooms.

5. Data and Images from UASs

No data or images obtained from the use of UASs may be published or disseminated without the advanced written permission from the College. Contact the Office of the Vice President for Finance and Administration.

For more information about this policy, contact the Office of Environmental Health and Safety & Risk Management or Vice President and General Counsel.

References:

[Educational Users](#)

[49 USC 44809: Exception for limited recreational operations of unmanned aircraft](#)

[FAA FAQs](#)

[FAA Unmanned Aircraft Systems](#)

[Flying Near Airports](#)

[Getting Started](#)

[Part 107 – Small Unmanned Aircraft Systems](#)

[Unmanned Aircraft Systems \(UAS\) FAQs](#)

[Public Law 112-95, Section 331\(8\)](#)

[Public Law 116-283, Section 10002](#)

[Unmanned Aircraft Systems \(UAS\) FAQs](#)



Appendix A

Unmanned Aircraft System (UAS) Flight Application for Institutional Use (AKA Drone)

The completed UAS Flight Application must be approved by the Vice President for Finance and Administration or Vice President and General Counsel prior to any flight.

PILOT INFORMATION

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Department: \_\_\_\_\_ Email Address: \_\_\_\_\_

DRONE SPECIFICATIONS

Is the UAS and the Operator properly registered with the FAA? ☐ Yes ☐ No (Attach FAA Registration)  
UAS Make: \_\_\_\_\_ Model: \_\_\_\_\_  
UAS Weight: \_\_\_\_\_ FAA Registration Number: \_\_\_\_\_  
Wingspan: \_\_\_\_\_ Operational Range: \_\_\_\_\_

FLIGHT SPECIFIC INFORMATION

Purpose of Flight: \_\_\_\_\_  
Flight Dates: \_\_\_\_\_

Type of Use: ☐ Recreational/Educational ☐ Commercial (Attach Certificate of Insurance)

Location(s) where the UAS will be used: (check all that apply)

Practice Field South (Facilities)	Practice Field North (Track & Field Event)	Wilkes (Soccer Field)
Patterson Field	Thomas Baseball Field	E.F. Snell Field
Snell Softball Field	Other: _____	

Do you plan to fly near or over people? ☐ Yes ☐ No If yes, will the operation meet the following requirements of Category 1:

Weight of drone  $\leq$  0.55 lbs? ☐ Yes ☐ No

Drone is void of exposed rotating parts? ☐ Yes ☐ No

Operation is compliant with Remote ID for sustained flight over an open-air assembly? ☐ Yes ☐ No

For Categories 2-4, consult with the Vice President and General Counsel or the Office of Environmental Health and Safety & Risk Management.

*Per the college UAS policy, no video or other data collected during flight may be published or disseminated publicly without prior written consent of the college.*

**I acknowledge, am aware of and agree to comply fully with applicable laws and regulations pertaining to UAS flights. I acknowledge and agree to comply fully with the policies and procedures set forth in the college UAS policy which can be found on the College's website.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Forward this form** along with the FAA registration and certificate of insurance, if applicable, to:  
Ursinus College, Office of Environmental Health and Safety & Risk Management, 601 E. Main Street,  
Collegedale, PA 19426

For College Use Only

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix B

### Designated Areas for Operation of an UAS



Practice Field South (#17)

Practice Field North (#23)

Wilkes field (#24)



## Appendix C

### Steps to Follow to Obtain Permission to Operate a Drone on Campus

All operators of drones must obtain written permission from the Vice President for Finance & Administration or Vice President and General Counsel prior to operation.

Follow these steps:

1. Submit the following information at least 3 days in advance of the date of use to the Office of Environmental Health and Safety & Risk Management (cmcmillin@ursinus.edu).
  - Completed “UAS Application for Institutional Use” – Appendix A of [policy](#). A fillable form is available [here](#).
  - Copy of certificate of insurance for the drone operator that meets [college requirements](#), unless the operator is a college employee.
  - Copy of the operator’s FAA registration of drone and remote pilot’s certificate.
2. If all information received meets the college requirements, the application will be sent to the VP for Finance & Administration or VP and General Counsel for approval by the Office of Environmental Health and Safety & Risk Management.
3. Upon receipt of approval, notify Campus Safety and Facilities in writing the date(s), location (s), and time(s) of drone use .





## Appendix D

### 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.





**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.