Wake Tech Unmanned Aircraft System (UAS) Internal Authorization Form

(UAS "Drone" Flight Usage on Campus)

Individuals interested in operating an Unmanned Aircraft System (UAS), "drone" on a Wake Technical Community College campus must follow the Wake Tech Unmanned Aircraft Systems Policy and provide advanced notice by completing this form and submitting it **five (5) days** prior to the expected flight plan.

Wake Technical Community College ("Wake Tech") recognizes that the operation of Unmanned Aircraft System (UAS), also referred to as "drones," is popular for both recreational and educational usage. The policy (the "UAS Policy") establishes the minimum requirements for the safe operation of unmanned aircraft systems in and around the Wake Tech campus and shall be a reference to assist with compliance with federal law, Federal Aviation Administration ("FAA") regulations, state and local laws, and Wake Tech policies.

The policy applies to all members of the Wake Tech community, including but not limited to: employees, students, clubs, organizations, vendors and third-party contractors, and any other individuals who are operating a UAS as part of their employment or as part of any Wake Tech-related activity. The policy also applies to any person or entity not affiliated with Wake Tech who may operate a UAS on Wake Tech property or land. This includes recreational and non-recreational aircraft operations. Any person operating a UAS on or above a Wake Tech campus is personally responsible—and bears sole responsibility—for complying with: FAA regulations; federal, state, county, and municipal laws; and all Wake Tech policies, including but not limited to those set out in this UAS Policy.

The Wake Tech UAS Policy and this agreement is to ensure that any UAS operated on a Wake Tech campus complies with all legal obligations.

Campus Location of flight:	Select and contact following representative for preparation of flight & attach the completed form.		
☐	Southern Wake Campus Wes Harlow - dwharlow@waketech.edu 9101 Fayetteville Road Raleigh, NC 27603	☐	Public Safety Education Campus Barbara Thomas - bjthomas3@waketech.edu 321 Chapanoke Road Raleigh, NC 27603
☐	Scott Northern Wake Campus Julie Reichbach - jreichbach@waketech.edu 6600 Louisburg Road Raleigh, NC 27616	☐	Eastern Wake Campus Rachael Davis – rndavis1@waketech.edu 5401 Rolesville Road Wendell, NC 27591

Notice must be provided prior to the semester with the planned UAS flight(s).

Flight Plans are available for scheduling between 8 a.m. and 5 p.m., Monday – Friday.

Required Information:

Responsible Person Name

Email _____ Phone _____

UAS Requirements: ***Initial and validate each requirement, and submit a copy of the required forms with the authorization form***

_____ ☐ **Instructor -** Recreational UAS Safety Test or TRUST documentation, or Part 107

_____ ☐ **Students** - Recreational UAS Safety Test or TRUST documentation, or Part 107

_____ ☐ Drone Registration number(s) _____

_____ ☐ Registration Numbers are Visible on the drone body

_____ ☐ Flight Plan (describe on the form below in ***Flight Plan Description Area***)

I verify all requirements stated above are true and accurate.

_____ _____

Signature Date

All necessary permits must be with all persons during flight activities

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Flight Plan Description:

Date(s) and Time(s) of Planned Flight(s)

Nature of Flight:

- ☐ Educational/Recreational
- ☐ Other _____

The required notice and information requested above are necessary for UAS planning and decision purposes.

Statement of Acknowledgment:

I do hereby affirm, acknowledge, and agree that while operating a UAS on or above a Wake Tech campus that I am complying with FAA regulations; federal, state, county, and municipal laws, and Wake Tech policies, including but not limited to those set out in the UAS Policy and will adhere to them during my flight. I will adhere to the flight plan as permitted by Wake Tech. I have reviewed Wake Tech's Policy on Unmanned Aircraft Systems and agree and will adhere to it. I hereby agree to indemnify and hold harmless Wake Tech, from any liability, losses, costs, damages, claims, or causes of action of any kind or nature whatsoever, and expenses arising from conducting and participating in these activities.

Print Name	Signature	Date

Wake Tech Director Campus Services	Date

For more information, please see the College's UAS Policy at:
Campus Policy & Procedures