



DRONE (UNMANNED AIRCRAFT SYSTEMS – UAS) OPERATION PERMIT REQUEST FORM FOR INDIVIDUALS / ENTITIES NOT AFFILIATED WITH GATEWAY TECHNICAL COLLEGE

This Drone Operation Permit Request Form must be completed and submitted to Tom Cousino, Associate Vice President, Facilities and Security, at cousinot@gtc.edu for review prior to each proposed UAS operation on Gateway Technical College property or at any Gateway Technical College sponsored event. Individuals / Entities who are not affiliated with the College (or who are not conducting Gateway Technical College sponsored operations) must submit this document not less than thirty (30) business days in advance of flight operations. The Requestor will receive a response within 14 business days of request receipt. Prior to submission of this form, the Requestor must review the Unmanned Aerial Systems (UAS) aka Drones Policy and Procedures, Policy E-137 (available at https://www.gtc.edu/safety-security/campus-public-safety). Any omission of information requested in this form may result in a delay of processing.

SECTION 1: REQUESTOR INFORMATION

Applicant Full Name: First _____ M.I. _____ Last _____

Affiliation: Gateway Technical College _____ Non-Gateway Technical College _____

Department/Sponsor or Organization: _____

Mailing Address: _____

Contact Phone: _____ Email Address: _____

SECTION 2: PURPOSE OF UAS REQUEST/PROPOSED ACTIVITY

Provide full details of flight purpose (education, coursework, research, promotional, etc), including identify of UAS operator(s). Depending on your intended use and activities associated with the use of your UAS, other college approvals may be required before you can operate your UAS on college property or at a college-sponsored event. For example, any proposed videography, photography or recording must be approved through Gateway Technical College Marketing department and may be subject to a review prior to release and/or publication.

[Empty rectangular box for providing details of flight purpose]

Location of Request _____

Date(s) of UAS Activity _____ Starting Time _____ Ending Time _____

SECTION 3: UAS DESCRIPTION

Type/Model of UAS _____

Weight/Dimensions _____ Power Source/Serial # _____



DRONE (UNMANNED AIRCRAFT SYSTEMS – UAS) OPERATION PERMIT REQUEST FORM FOR INDIVIDUALS / ENTITIES NOT AFFILIATED WITH GATEWAY TECHNICAL COLLEGE

Previous Request Approved Yes ___ No ___ If Yes, date of previous approval _____
UAS Registered with FAA Yes ___ No ___ If Yes, registration number _____
UAS Registered with ODA Yes ___ No ___ If Yes, registration number _____
Photos taken during flight Yes ___ No ___ Video recorded during flight Yes ___ No ___
Equipped with Geo-fencing Yes ___ No ___ Operating under a COA Yes ___ No ___

I have attached a Certificate of Waiver or authorization (COA), FAA Section 333 Exemption, Part 107 Remote Pilot Certificate confirmation, Part 107 Waiver/Airspace Authorization, and/or other relevant documentation for this request.

SECTION 4: UAS OPERATOR RELEASE, WAIVER OF LIABILITY AND HOLD HARMLESS ACKNOWLEDGEMENT AGREEMENT

By signing below, the individual/entity submitting this request agrees to and will abide by all Gateway Technical College policies and procedures governing the use of UAS on or over Gateway Technical College property or a Gateway Technical College sponsored event. A copy of the approved Drone (UAS) Operation Permit Request form must be in possession of the operator at all times during the activity, and upon request, must be presented to any Gateway Technical College official or representative with control or jurisdiction over the activity. Gateway Technical College reserves the right to request additional documentation as a condition of approval and operation. In addition, any operator violating any portion of Gateway Technical College’s policies or procedures will be held accountable for their actions.

By signing below, the individual/entity submitting this request does hereby fully release and discharge Gateway Technical College and any of its present or former Board of Trustees/Directors, administrators, officers, employees, teachers, agents and insurers, and its and their predecessors, successors and assigns (collectively, Gateway Technical College entities) from any and all liability, claims, and causes of action for any physical or mental injury or death, illness or other damages or loss which may result from participation in the proposed UAS operation on Gateway Technical College property or at a Gateway Technical College sponsored event, including, but not limited to, that which may arise out of Gateway Technical College entities’ own negligence. This is a complete and irrevocable release and waiver of liability. This release does not apply to any intentional or reckless acts by Gateway Technical College entities.

Individual/entity submitting this request further agrees not to sue Gateway Technical College entities for any alleged liabilities, claims, or causes of action released hereunder. Signer promises to reimburse, indemnify and hold harmless Gateway Technical College entities for any and all liability that may be asserted against them for any and all loss, damage or claim whatsoever, including for claims seeking recovery based upon Gateway Technical College entities’ own actual or alleged negligence, relating to any alleged liabilities, claims or causes of action released hereunder.

This UAS Operator Release, Waiver of Liability and Hold Harmless Acknowledgement Agreement shall be governed by the laws of the State of Wisconsin, which shall be the forum for any lawsuits filed under, or incident to, this agreement.

Signature _____ Date _____



DRONE (UNMANNED AIRCRAFT SYSTEMS – UAS) OPERATION PERMIT REQUEST FORM
FOR INDIVIDUALS / ENTITIES NOT AFFILIATED WITH GATEWAY TECHNICAL COLLEGE

SECTION 5: SAFETY AND RISK SERVICES RESPONSE

Request Approved Yes ___ No ___

Facilities and Security comments or requirements for operation are listed below and must be observed. If the request is not approved, a summary of the decision is outlined below. Denial of a request to operate a UAS may be appealed in writing within 10 days of the denial to the Associate Vice President, Facilities and Security or their designee.