KU Procedures for Commercial & Personal UAV Flights Over Campus

For Hobbyists
Individuals interested in unmanned aerial flights for personal, non-commercial use must first contact the office of Marketing Communications at 785-864-3256 who will aid in next steps.

Requirements for flight
- Signed location agreement issued by the Office of General Counsel
- A flight plan outlining times and locations where flight will be taking place
- Compliance with FAA safety guidelines and regulations
- Compliance with all other University policies and safety protocol

Once the above requirements have been met, the office of Marketing Communications will coordinate with other on campus parties to let them know about the planned flight, as well as notify the airport and Lifestar through the help of Jeff Long, Director of Aviation. Flights on campus require at least 48 hours of prior notification.

For Commercial / External parties
The Office of Marketing Communications has a ready-made selection of aerial photography and video for use in University of Kansas projects as well as trained UAV pilots that can be available for your project. If you have need of external services outside the scope of what Marketing Communications is able to provide, they will assist in securing the proper paperwork and approvals.

Individuals or organizations interested in unmanned aerial flights for commercial use must first contact the office of Marketing Communications at 785-864-3256 who will aid in next steps.

Requirements for flight
- Signed location agreement issued by the Office of General Counsel
- A flight plan outlining times and locations where flight will be taking place
- Appropriate FAA approvals (333 or COA)
- Proof of liability insurance
- Compliance with FAA safety guidelines and regulations
- Compliance with all other University policies and safety protocol

Once the above requirements have been met, the office of Marketing Communications will coordinate with other on campus parties to let them know about the planned flight, as well as notify the airport and Lifestar through the help of Jeff Long, Director of Aviation. Flights on campus require at least 48 hours of prior notification.
FAA safety guidelines

- Fly below 400 feet and remain clear of surrounding obstacles
- Keep the aircraft within visual line of sight at all times
- Remain well clear of and do not interfere with manned aircraft operations
- Don't fly within 5 miles of an airport unless you contact the airport and control tower before flying
- Don't fly near people or stadiums
- Don't fly an aircraft that weighs more than 55 lbs
- Don’t be careless or reckless with your unmanned aircraft – you could be fined for endangering people or other aircraft

KU pilot requirements
- On campus UAV pilots should undergo training before making themselves available as a resource to the campus. Potential requirements could include...
  - Minimum required practice flight time – 5 flights
  - Demonstrate a baseline level of proficiency
- 333 Certificate is required
- Marketing Communications can facilitate training

Suggested flight times on campus:
- Before 9 am and after 4:30 pm
- Weekends
- Avoid any large events

No fly zones – Memorial stadium during events, within 200 feet of residence halls and other student housing

For practice and training flights, the south soccer fields are recommended, as they are outside of 5 miles from the local airport

In all instances of on/over campus flights, Marketing Communications will coordinate with the local airport and Lifestar through Jeff Long, Director of Aviation.
Marketing Communications will facilitate notices of on campus flights to select groups identified below:

KU News – kunews@ku.edu
Public Safety – Ralph Oliver 4-5900 Dispatch; kupso@ku.edu
KU Info – Curtis Marsh, 4-3200; cmarsh@ku.edu
University Events Committee – uec@ku.edu
Provosts Office – Jill Hummels - jhummels@ku.edu
Public Affairs – Joe Monaco - jmonaco@ku.edu
Emergency Operations Manager, Diane Goddard, 864 4904; dgoddard@ku.edu
Joe Heppert - jheppert@ku.edu
Lawrence Police Dept., Trent McKinley, 830-7404; tmckinley@lkpd.org
General Counsel’s Office – Kim Grunewald, kgrunewald@ku.edu
Lawrence City Hall - Megan Gilliland, 832-3406; mgilliland@lawrenceks.org