

**Exhibit A**

**Oakland University  
Authorization/Checklist for Vendor or Third Party Operation of a Drone, UAV, UAS**

This checklist, documentation requirements and approvals must be entirely completed five (5) days prior to operation of the UAS on any Oakland University grounds; University controlled property, or at any University sponsored events off-campus. The Sponsoring department is responsible for routing and maintaining the completed checklist in their files.

**Contractor/Third Party Information:**

Contractor Name: \_\_\_\_\_  
Contractor Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_

**Pilot Information:**

Name: \_\_\_\_\_  
License/Certification No.: \_\_\_\_\_  
Email: \_\_\_\_\_  
Liability Insurance Provider: \_\_\_\_\_

**UAS/Drone Information:**

Model: \_\_\_\_\_  
Make: \_\_\_\_\_  
Registration No.: \_\_\_\_\_  
Weight: \_\_\_\_\_

Flight Details:	Date(s)	Time(s)	Location
	_____	_____	_____
	_____	_____	_____

Proposed Purpose or Usage of UAS: \_\_\_\_\_  
\_\_\_\_\_

**Oakland University Information:**

Sponsoring Dept. Name: \_\_\_\_\_  
Sponsoring Dept. Contact: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

Note: It is the operator responsibility to ensure all recent FAA requirements have been adhered to in the event this checklist does not cover any FAA changes or updates.

**Exhibit A**

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Authorization/Checklist for Vendor or Third Party Operation of a Drone, UAV, UAS**

I understand that University Approval must be received prior to the operation of a UAS. I have read and understand the Oakland University Use of Unmanned Aerial Systems Policy. I certify that I am in compliance with all applicable Federal Aviation Administration regulations applicable to commercial unmanned aerial systems operation. Further, I agree to be accompanied by an Oakland University staff member at all times the UAS is in use and that the staff member reserves the right to cease operations should I as Operator fail to satisfy any of the necessary requirements or should any safety issues arise.

UAS/Drone Operator Signature \*

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

\_\_\_\_\_  
Printed Name of Operator/Pilot

**University Review and Approvals:**

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

**Sponsoring Department Signature**

(Sponsoring Department Signature indicates that the UAS Operator has been provided with a copy of the University's Unmanned Aerial UAS Policy and all required FAA and University documentation and approvals have been obtained prior to flight).

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

**Risk Management Signature**

(Risk Management Signature indicates that proof of liability insurance has been reviewed and insurance levels satisfy University Insurance requirements or insurance waiver has been granted).

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

**Oakland University Police Department Signature**

(OUPD Signature indicates that the planned date, time and location of UAS usage doesn't interfere with other known campus activities or present campus public safety issues).

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

**Research Administration Department Signature (If necessary)**

(Research Administration Signature indicates that all Export Controls, non U.S. government regulations and controls have been satisfied for any UAS operation or transport outside the United States).

*\* Operator/Contractor/Third Party shall, to the fullest extent permitted by law, defend, hold harmless and indemnify Oakland University and its affiliates, trustees, directors, officers, members, partners, principals, employees, and agents against any and all claims, demands, causes of action or damages, including attorneys' fees (collectively, "Claims"), arising out of or relating to the operation of a Drone, UAV or UAS including but not limited to (i) any breach of this Agreement; and (ii) any actual or alleged injury or death to a person and/or loss of or damage to property caused directly or indirectly, wholly or in part by a party, its officers, directors, trustees, agents, contractors, employees or representatives. This indemnity does not apply to any Claims arising from the gross negligence or intentional misconduct of the Indemnified Party.*