1. Read NU Policy

2. Minimum UNL Requirements:
   - UAS operator must be on site; UAS not remotely operated
   - UAS - Less than 55 pounds
   - UAS must have Registration and Markings
   - Flight(s) clear of people, stadium, and outdoor sporting events
   - Visual Flight Rules (VFR) Operations
   - Visual line of sight
   - Less than 400’ vertical flight
   - Insurance Certificate

3. Provide Insurance Certificate which reflects:
   - Occurrence based UAS Liability Insurance of $1 million per occurrence
   - Board of Regents named as "Additional Insured"
   - Policy includes coverage for personal injury
   - Waiver of subrogation language is included in the policy
   - Policy is primary and non-contributory
   - Insured will provide 30-days notice of cancellation

4. Provide current photo of UAS

5. Complete UNL UAS Application Form and Obtain UNL Signatures Below
   - Hobbyist
   - UNL Risk Manager
     Director, Risk Management
     32 Canfield Administration Building
     (402) 472-8044
   - UNL Police Department
     Assistant Vice Chancellor and Police Chief
     17th & R Parking Garage
     (402) 472-2222
   - Vice Chancellor, Business and Finance
     307 Canfield Administration Building
     (402) 472-4455

Questions regarding the process may be directed to: Office of the Vice Chancellor, Business and Finance
University of Nebraska-Lincoln
307 Canfield Administration Building
Lincoln, Nebraska 68588-0425
(402) 472-4455