

STANDARD PROCEDURE

Hillsborough County
Aviation Authority

Number: S341.01

Effective: 09/07/95

Revised: 06/25/03

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SUBJECT: FIRST AMENDMENT ACTIVITY:
LEAFLETING PERMITS AND
PICKETING PERMITS

PURPOSE: To establish procedures for issuing permits associated with First Amendment activities at Tampa International Airport.

GENERAL: Operations is charged with the administration of the First Amendment activities at the airport. Oversight of the activity will include, but not be restricted to, the permit process, badge issuance, scheduling, placement of podiums, notifications, and review. Requests for information concerning First Amendment Activity will be directed to Operations.

PROCEDURES: Any individual or group desiring information pertinent to conducting First Amendment activities will be provided a copy of the rules and regulations for Tampa International Airport. In addition, the individual or group may be provided a form outlining the information required to be submitted when requesting a permit.

Upon receipt of a written request for First Amendment activities, the Senior Director of Operations and Public Safety or designee will:

- A. Review the request for completeness according to the requirements as stated in the rules and regulations.
 1. Any person or organization desiring to engage in leafletting or picketing at the airport will first obtain a written permit. For the purpose of obtaining such permit, a written request must be submitted to Operations setting forth the following:
 - a. The full name, mailing address (other than a post office box number) and telephone number of the person or organization sponsoring, promoting or conducting the proposed activities.
 - b. The full name, mailing address (other than a post office box number) and telephone number of the individual person or persons who will have supervision of and responsibility for the proposed activities.
 - c. A statement that there will be no solicitation.

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- d. The dates and hours of the proposed activities and the expected duration of the proposed activities.
 - e. A physical description for identification purposes of each participant who will receive an identification badge.
 - f. A description of the activity(ies) for which the permit is requested.
 - g. A signed document by a responsible representative or participant, indicating that the rules and regulations regarding First Amendment activities have been read and are fully understood, and that the organization or participant intends to abide by the requirements contained therein.
2. Any organization or person may apply for a permit with the Authority on any Monday through Friday which is not a designated Authority holiday, between 9:00 a.m. and 3:00 p.m., by providing the information described above. The Senior Director of Operations and Public Safety, or designee will review the application for sufficiency of information and will normally issue a permit no later than three hours from the time the application is received, or notify the applicant in writing why issuance of a permit is delayed or denied.
 3. The approved locations will be indicated on the permit.
- B. Ensure that the podiums are in place at the designated leafleting areas. Maintenance will maintain the podiums.
 - C. Establish and maintain a First Amendment activity log that will contain a copy of approved permits and a planning schedule of the First Amendment activities.
 - D. Prepare and provide identification badges by:
 1. Removing blank badge(s) from the First Amendment log book.

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2. Assigning a badge group letter to the organization requesting to conduct First Amendment activity. A badge group letter will identify the organization and must be documented on the permit application. The organization name should not appear on the badge.
 3. Preparing the number of badges requested with the full description of each badge holder.
 4. Laminating badge(s).
- E. Document the organization and badge group letter in the activity log.
- F. Send the original permit application to Central Records and provide copies of it to the organization requesting the permit, the Airport Police Department and the Senior Director of Operations and Public Safety. File one last copy in the First Amendment activity log under the appropriate appendix letter that corresponds with the badge group letter assigned for that organization.
- G. Periodically monitor First Amendment activity to ensure compliance.

APPROVED: /s/ John Wheat

DATE: 06/25/03