

STANDARD PROCEDURE

Aviation Authority

Number: S1201.03

Effective: 10/10/82

Revised: 02/26/14

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Subject: PROCEDURES FOR FILMING OR
PHOTOGRAPHING
ON AUTHORITY PROPERTY

PURPOSE: To establish procedures that will govern all filming or photography on Authority property.

GENERAL: All filming or photography conducted on Authority property must be approved by the Director of Marketing or designee. Prior approval must be obtained whether the filming or photography is for commercial or non-commercial purposes.

The Director of Marketing will coordinate professional filming or photography activities for all Authority departments.

Authorization to film or photograph on Authority property will be based upon a clear understanding that activities will in no way interfere with the safe, orderly uninterrupted use of airport facilities by airport users.

Depending on the scope and location of the activity, the Authority may require use of approved barricades and signs for the protection and direction of airport users. Escorts may also be assigned to the requesting entity. Marketing will coordinate an escort to be provided by an Authority representative from either Guest Services, Marketing or Operations based upon availability and nature of the activity.

The Director of Marketing may require a digital copy of all raw material and/or final product. The Authority may require reimbursement for costs incurred as a result of filming or photography projects.

PROCEDURES:

- A. Letter of Intent - At least two weeks in advance, parties interested in photographing or filming on Authority property must submit a letter of intent to the Director of Marketing. The letter must include the following information:
1. Date and time requested
 2. Purpose
 3. Duration – How long the filming or photography session is expected to last

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4. Requested locations
5. Type of equipment used
6. Whether or not portable lights will be used
7. Whether or not electrical outlets will be needed
8. The total number of crew members involved
9. Whether or not props will be used and if so, what they are.

Upon receipt of this information, the Director of Marketing will determine whether to grant or deny the request.

- B. Commercial Purposes - Parties filming or photographing for commercial purposes will be required to submit proof of comprehensive general liability insurance in an amount to be determined by the Authority's Risk Manager depending on the scope of the project. On the certificate of insurance the Authority must be listed as an additional insured and the specific project must be referenced.

Such parties must also sign the Authority's hold harmless agreement.

Commercial purposes include not only photography and filming for advertising but also manufacturers or contractors filming or photographing their work at the airport for documentation purposes or for use in company brochures or advertising.

- C. Non-Commercial Purposes - Students filming or photographing for class projects are not considered to be engaged in commercial purposes.

Such individuals requesting authorization must sign the Authority's hold harmless agreement. Submission of insurance coverage is not a requirement.

APPROVED: Joe Lopano

DATE: 02/26/14