

<p>OPERATING DIRECTIVE</p> <p>Hillsborough County Aviation Authority</p>	<p>Number: <u>D901.01.02</u></p> <p>Effective: <u>10/10/82</u></p> <p>Revised: <u>12/05/02</u></p> <p>Page: <u>1</u> of <u>3</u></p>
<hr/> <p>Subject: Procedures for Filming or Photographing On Authority Property</p>	

**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 Public Information and Community Relations or their representative. Prior approval must be obtained whether the filming or photography is for commercial or non-commercial purposes.

The Director of Public Information and Community Relations will coordinate filming or photography activities with the following:

1. Airport Police
2. Operations
3. Communications Center
4. Public Information and Community Relations
5. Other interested parties

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 these groups, again, depending on the scope and location of activity. The escort will be an Authority representative from either Public Information and Community Relations or Operations.

This Operating Directive does not cover media activity on airport property (see directive D901.01.01) with the exception of instances when the media uses cables and lighting. In these cases, the Authority will determine if an escort is required.

The Authority may require reimbursement for costs incurred as a result of filming or photography projects.

OPERATING DIRECTIVE

Hillsborough County  
Aviation Authority

Number: D901.01.02

Effective: 10/10/82

Revised: 12/05/02

Page: 2 of 3

---

Subject: Procedures for Filming or Photographing  
On Authority Property

---

**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 Public Information and Community Relations or their representative. 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
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 Public Information and Community Relations or their representative will determine the Authority's requirements in granting or denying 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 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.

These 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.

OPERATING DIRECTIVE

Hillsborough County  
Aviation Authority

Number: D901.01.02

Effective: 10/10/82

Revised: 12/05/02

Page: 3 of 3

---

Subject: Procedures for Filming or Photographing  
On Authority Property

---

- C. Non-Commercial Purposes - Students working on class projects are not considered commercial purposes.

In cases such as these the parties requesting authorization must sign the Authority's hold harmless agreement. Submission of insurance coverage is not a requirement.

APPROVED: \_\_\_\_\_ /s/ Louis E. Miller \_\_\_\_\_ DATE: 12/05/02