

STANDARD PROCEDURE

Aviation Authority

Number: S341.01

Effective: 09/07/95

Revised: 02/06/17

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SUBJECT: FIRST AMENDMENT ACTIVITY:  
LEAFLETING PERMITS AND  
PICKETING PERMITS

**PURPOSE:** To establish procedures for issuing permits associated with leafleting and picketing (First Amendment Activities) at Tampa International Airport (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, scheduling, notifications and review. Requests for information concerning First Amendment Activities 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 the Airport. In addition, the individual or group may be provided a form outlining the information required to be submitted when requesting a permit. First Amendment Activities information and the permit application are available on the Airport's website.

Upon receipt of a written request to conduct First Amendment Activities, the Vice President of Operations and Customer Service or designee will:

- A. Review the request for completeness according to the requirements as stated in the Authority's Rules and Regulations.
  1. Any person or organization desiring to engage in First Amendment Activities 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 First Amendment 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 First Amendment Activities.

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- c. The full name, mailing address (other than a post office box number) and telephone number of the individual person or persons who will participate in the proposed First Amendment Activities.
  - d. The dates and hours of the proposed First Amendment Activities and the expected duration thereof.
  - e. A description of the First Amendment Activities for which the permit is requested.
  - f. A statement by a responsible representative or participant indicating that the Authority's Rules and Regulations regarding First Amendment Activities have been read and are fully understood, that the organization or participant requesting the permit intends to abide by the requirements contained in the Authority's Rules and Regulations, and that neither the organization nor participant will engage in solicitation.
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 Vice President of Operations and Customer Service 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. The Vice President of Operations and Customer Service or designee may approve a permit request outside regular Authority business hours on a case by case basis, as needed.
  3. A description of the approved locations for First Amendment Activities are indicated in the Authority Rules and Regulations.
  4. First Amendment Activities will be conducted strictly in conformity with the terms and conditions set forth in the permit issued and the Authority Rules and Regulations governing First Amendment Activities. All First Amendment Activities will be conducted:

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- a. In the peaceful and orderly manner contemplated by law, without physical harm, molestation, threat, harassment, obscenity, violence, breach of the peace, damage to property, or other unlawful act; and
  - b. Without obstructing the use of the Airport by others, without hindrance to or interference with the proper, safe, orderly, and efficient operation of the Airport and the activities conducted thereupon, and without interference with the constitutional rights of others.
- B. Establish and maintain a First Amendment Activity log that will contain a copy of approved permits.
- C. 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 Vice President of Operations and Customer Service. File one last copy in the First Amendment Activity log under the appropriate appendix letter.
- D. Periodically monitor First Amendment Activities to ensure compliance.

APPROVED: Joe Lopano

DATE: 02/06/17