

Metropolitan Washington Airports Authority
ORDERS & INSTRUCTIONS

SUBJECT: Commercial Photography or Video, Motion Picture, and Television Filming at Ronald Reagan Washington National Airport and Washington Dulles International Airport.

1. PURPOSE

This Order & Instruction (O&I) establishes policy, fees, and procedures for commercial photography and video, motion pictures, and television filming at Ronald Reagan Washington National Airport and Washington Dulles International Airport.

This O&I does not apply to news media photography and videography, or personal photography and videography.

Requests for permission to film documentaries and/or “reality” programming are also covered under this O&I. The procedures outlined in this O&I also apply to student projects and non-commercial projects for not-for-profit organizations; however, these types of projects will be reviewed on a case-by-case basis to determine fees and insurance requirements.

Requests for student and/or not-for-profit photography, motion picture or television filming are handled by the Airport Manager’s representative at each Airport. For Reagan National, call 703-417-8050. For Dulles International, call 703-572-2710.

2. DISTRIBUTION

This O&I is distributed to Airports Authority Department Managers and above, air carriers, tenants, concessionaires, the Transportation Security Administration, and companies doing business at the Airports. It is also posted on our website, www.mwaa.com, for production companies and others to review and download an application form.

3. CANCELLATION

O&I 7-4-1, Commercial Photography or Video, Motion Picture issued on 3/19/99 is hereby cancelled.

4. REFERENCE

Ronald Reagan Washington National and Washington Dulles International Airports are operated by the Metropolitan Washington Airports Authority (Airports Authority).

5. POLICY

The Airports Authority has established this policy for the use of Airports Authority facilities as a location or background for commercial photography and video, motion picture, and television

filming. The Airports Authority has also established fees for these activities, including a basic location fee and additional fees for staff time and other expenses. The Airports Authority's policies related to insurance, "hold harmless" agreements, and security are also outlined in this document, along with the procedures for obtaining permission for commercial filming and photography activities at our Airports.

The function of the Airports Authority is to serve the traveling public. Any other use of airport facilities must be subordinated to this primary purpose. The Airport Manager at each Airport may designate a representative to review commercial filming requests and uphold the policies set forth in this document. No filming or photography shall be undertaken without permission from the Airport Manager or his/her designated representative (Airport Manager's representative). All requests for permission to film still photography, video, or motion pictures will be reviewed in this context, except for news being filmed by members of news organizations. [See O&I 6-1-1 Metropolitan Washington Airports Authority Policy on Media Access to Airport Facilities.]

- a. All filming operations must be conducted at such time and under such conditions as may be acceptable to the Airport Manager's representative to avoid interference with traffic or inconvenience to airport patrons and tenants. In many cases, especially in public areas of the airport terminal, filming/photography must be restricted to times when activity is at a minimum.
- b. Compliance with the Airport Security Program, Federal Aviation Regulations, Transportation Security Administration (TSA) Regulations and Directives, and Airport Directives is mandatory for all cast and crew members. Details of requirements may be obtained through the Airport Manager's representative, and include the following:
 - (1) No equipment or baggage may be left unattended at any time. Unattended items are subject to search and may be removed or destroyed.
 - (2) Filming is not permitted in the area of the TSA security checkpoint unless the crew has express permission from the TSA and is escorted by a TSA representative.
 - (3) Filming is not permitted past the security checkpoints or in any secure areas of the airport terminal without prior approval from the Airport Manager's representative. All persons permitted to film beyond security checkpoints must be under an authorized escort and are subject to standard security screening measures.
- c. The production company will promptly follow all orders, requests, and directions from the Airports Authority. The Airports Authority reserves the right to halt production at any time and/or deny the use of its facilities. Certain Airport events, such as airport emergencies, will take immediate priority, and may prompt the Airports Authority to cease production immediately if public safety or other operational concerns warrant. In the event it halts production, the Airports Authority shall not be responsible for any damages or losses that may be incurred by the production company.

- d. No modifications or alterations—even if temporary in nature—may be made to Airports Authority property without prior approval, in writing, by the Airports Authority. Such approval may be granted or denied at the Airports Authority’s discretion. The production company, at its sole expense, shall restore all location areas to the original condition, including removing all trash from Airports Authority property. The production company shall promptly pay all costs of repair or replacement of any Airport property damaged by production operations and/or trash removal and cleaning if necessary. Failure to comply with these requirements may also result in additional charges.
- e. Any film or photography project which identifies or uses the equipment, premises, or personnel of any tenant, or would disrupt any tenant’s operations in any way, shall not be conducted without the express written consent of that tenant.
- f. Filming procedures must not interrupt normal operating procedures of the airport. Production companies must understand they are filming in an active airport environment and will be subject to public address announcements, aircraft operations, etc. All electrical wires, cables, etc., must be covered or taped down in a manner acceptable to the Airport Manager’s representative so they do not pose a trip hazard.
- g. All crew vehicles, equipment vehicles and personal vehicles must park in the public parking facilities subject to applicable parking fees or other designated areas, and shall not be allowed to park curbside in the terminal areas without express permission from the Airport Manager’s representative.
- h. Equipment and personnel shall not block fire exits, fire lanes, or other fixed or portable fire equipment. The Virginia Statewide Fire Prevention Code will be enforced at all times. Any explosive type charges or open flame devices require a permit from the Airports Authority Fire and Rescue Department’s Fire Code Enforcement Division. An Airports Authority Fire Code Enforcement Division representative may be required to inspect the site prior to the start of filming and may be required on site during filming.
- i. Filming or photography of certain types of fictional scenes or actions, such as gun play, breaches of security, aircraft crashes, etc., are not permitted. No weapons or ammunition of any kind, either functional or non-functional, may be brought on Airports Authority’s property.
- j. If the project requires catering services, the Airports Authority requests that the services be obtained through the current concessions management contractor so long as the charges it is able to offer are reasonable. Contact numbers for these services are:

Ronald Reagan Washington National Airport – 703-417-8783

Washington Dulles International Airport – 703-572-8469
- k. Smoking is prohibited inside Airports Authority facilities except in designated areas.

- l. The production company shall list “Metropolitan Washington Airports Authority” in the film credits.
- m. The Airports Authority reserves the right to photograph, film, or videotape production activity taking place on Airports Authority property.

6. PROCEDURES

- a. Fees: The Airports Authority has established location fees for organizations that have been granted permission for commercial filming or photography. In addition to this basic charge, the Airports Authority must be reimbursed for all expenses incurred in connection with the filming, including security and staff time. Projects requiring the assignment of Airport personnel, including but not limited to: Airport Operations, Airport Police, Airport Fire and Rescue, and/or Airport Engineering and Maintenance personnel, will be subject to fees. The Airport Manager’s representative will determine the Airport personnel needed based upon the size and scope of the filming request.

A fee schedule, subject to change without prior notice, is posted on our website at www.mwaa.com.

Additional fees include, but are not limited to, fees for parking, building modifications and cleaning. An estimate of fees due the Airports Authority shall be determined by the Airport Manager’s representative. Basic daily fees are required prior to the beginning of the project, and payment in full is required within 30 days of the last day on site. A payment bond or other security acceptable to the Airports Authority will be required prior to the start of production.

If the production company cancels or changes the production starting time within 48 hours of the scheduled production start, the company will be charged for all Airport personnel assigned for the day of production in question. When filming outdoor locations, the production company assumes all risks relating to weather. These terms will not be extended, nor will the location of the authorized premises be changed due to inclement weather except at the sole discretion and decision of the Airport Manager’s representative, which may result in additional fees being due.

- b. Insurance Requirements: The Airports Authority will also require the execution of its “hold harmless” agreement and proof of adequate insurance on the Airports Authority Insured Endorsement forms. The insurance must include commercial general liability, comprehensive automobile liability, Workers’ Compensation, and employers’ liability with coverage and limits as set forth in Attachment 2 of this O&I. The Airports Authority must be named as an additional insured on the automobile liability and general liability insurance policies.
- c. Documentation: Before approval for a production is given, an application form with required insurance documentation and description or treatment of the production must be

submitted to the Airport Manager's representative. [See Attachment 1 "Application for Commercial Filming" and Attachment 2 "Required Insurance for Filming Permits".] The Airports Authority requires a minimum of 15 working days to review all applications, treatments, scripts, and insurance documentation. For scripted productions, the script with dialogue for the scenes pertaining to the Airport also must be submitted with the application.

The Airport Manager's representative shall forward all insurance documentation to the Airports Authority's Risk Management Office for verification that the insurance certificates are in order.

The production company shall submit a complete script with the scenes to be filmed at the Airport highlighted. The Airport Manager's representative shall forward the script to the Office of General Counsel and the Office of Public Affairs for review. In the event the filming project does not require a script, such as a documentary or "reality" programming, the production company must submit a treatment for the Office of General Counsel and the Office of Public Affairs to review. The treatment must include an explanation of the scenes to be filmed at the Airport and how these scenes relate to the overall content of the program.

If the application is approved, the Airport Manager's representative will determine the appropriate fees and will work with the production company to coordinate the filming.

Once permission is granted, all events and actions related to the film production must be cleared through the Airport Manager's representative. At that time, one full day's fee for the project shall be submitted to the Airports Authority. Any changes to the agreed upon start time or to the approved script and location must be made in writing to the Airport Manager's representative at least 48 hours prior to filming.

7. GUIDELINES

Any questions should be directed to the departments listed below:

Ronald Reagan Washington National Airport
Airport Operations Manager: 703-417-8050

Washington Dulles International Airport
Airport Manager's Office: 703-572-2710

8. ATTACHMENTS

Attachment 1: Application for Commercial Filming

Attachment 2: Required Insurance for Filming Permits

Attachment 3: Permission Form for Commercial Filming

Attachment 4: Fee Schedule



Mark Treadaway
Acting Vice President, Office of Communications

July 29, 2009
Date

APPLICATION

For commercial photography, video, motion picture and television filming at Ronald Reagan Washington National Airport and Washington Dulles International Airport

Date of application:

Production Company:

Mailing Address:

Contact Person:

Work Phone: ()

Cell phone: ()

Fax: ()

E-mail:

<u>OFFICE USE ONLY</u>
<ul style="list-style-type: none"> • Script Approved:
By _____
<ul style="list-style-type: none"> • Insurance Requirements Received:
By _____
<ul style="list-style-type: none"> • Application Approved:
By _____

Circle Airport Where You Wish to Film: Reagan National Dulles International

Type of Filming

Still photography _____ Documentary _____ Television of motion picture _____

Commercial/Advertisement _____ Other (specify) _____

Production Name:

What is the general theme of the project?

Describe in detail the proposed activities to be filmed/photographed at the Airport?
(attach separate page if necessary)

Why must this be specifically filmed here?

Requested dates/times (including set-up and clean-up) and proposed locations on airport property:
[NOTE: Commercial filming/photography may be restricted to times when airport activity is at a minimum.]

Number of participants, including crew, cast and extras:

List all equipment and vehicles to be used during shoot and vehicle parking requirements:

List any special requests, including electricity, security, pyrotechnics:

Describe the arrangements that have been made with any air carrier or other tenant for use of its premises, equipment, brand name or personnel.

Name, phone number and e-mail address for the individual in each tenant company with whom the arrangements or agreements have been made:

- Submit copies of written agreements with tenants for aforementioned activities.
- Submit copies of signed insurance certificates as required in Attachment 2.
- Submit copy of complete script with airport scenes highlighted.

NOTE: The Airports Authority requires a minimum of 15 working days to review all applications, treatments, scripts and insurance documentation.

The undersigned represents and warrants that the information submitted in this application is true and correct. The undersigned agrees, if permitted to engage in the activities described in this application, to comply with and be bound by the requirements and provisions of Metropolitan Washington Airports Authority Orders and Instructions 7-4-1 CHG1 for Commercial Photography or Video, Motion Picture, and Television Filming at Ronald Reagan Washington National Airport and Washington Dulles International Airport. Misrepresentation or omission of any material fact in an application is grounds for immediate termination any photography/filming approved pursuant to this application.

COMPANY:

NAME:

TITLE:

SIGNATURE:

DATE:

Required Insurance For Filming Permits

The requestor shall provide and maintain at his/her expense during the period of filming or photographing at the airport(s) the following insurance coverage from an insurance company or companies possessing a rating of A VII or higher from the A.M. Best Company or an equivalent rating.

The Metropolitan Washington Airports Authority shall be named as an additional insured on the automobile liability and general liability insurance policies. The policy must provide for thirty (30) days written advance notice to the Airports Authority of cancellation of the coverage or any material change in the policy. The Certificate(s) of Insurance shall be provided on the industry standard form (Accord 25) to the Airport Manager's representative in advance of the performance of any work, exhibiting coverage as required for permission to film or photograph.

1. Commercial Automobile Liability

(Required whenever the requestor's activities or operations include the use of an owned, non-owned or hired motor vehicle on airport property.)

\$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per occurrence for owned, non-owned and hired vehicles; however, if any portion of the filming will occur on the Airport Operations Area (AOA/airfield), the insurance requirement shall be \$2,000,000.

2. Commercial General Liability

\$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per occurrence; however, if any portion of the Contractor's work will occur on the Airport Operations Area (AOA/airfield), the insurance requirement shall be \$5,000,000.

Coverage must include Broad Form Contractual, Broad Form Property Damage, Premises-Operations, Personal Injury, Products-Completed Operations, Independent Contractors and Subcontractors, and Fire Legal Liability.

3. Property. All Risk Coverage (For the Requestor's Property)

Whenever the requestor's property remains on site continuously over 24 hours, whether attended or not, the Personal Property must be covered for 100 percent replacement cost under an all risk policy.

4. Workers' Compensation and Employers' Liability

Virginia Statutory Limits with an All States Endorsement for Workers' Compensation and \$1,000,000 for Employer's Liability.

PERMISSION FORM

For commercial photography, or video, motion picture and television filming at
Ronald Reagan Washington National Airport and Washington Dulles International Airport

In accordance with the Metropolitan Washington Airports Authority [Orders and Instructions, 7-4-1
CHG1],

permission is hereby granted to _____
(production company name and address)

for the filming or photography of scenes concerning _____
(describe still shots or title of movie)

on _____ at _____
(dates and times) (airport and specific location)

subject to the following conditions:

1. Total charges shall be \$ _____
(Charges are itemized on next page.)

Basic daily fees are required prior to the beginning of the project, and payment in full is required within 30 days of the last day on site. A payment bond or other security acceptable to the Airports Authority will be required prior to the start of production. Make check payable to: MWAA.

2. Additional charges may be incurred in the event the Airports Authority must repair or replace any Airport property damaged by production operations, and/or if the Airports Authority deems trash removal and cleaning is necessary after production operations are complete.
3. The above-identified company shall comply with and be bound by the provisions of Metropolitan Washington Airports Authority Orders and Instructions 7-4-1 CHG1 Commercial Photography or Video, Motion Picture, and Television Filming at Ronald Reagan Washington National Airport and Washington Dulles International Airport.
4. The Metropolitan Washington Airports Authority reserves the right to revoke permission and cease filming immediately if public safety or other operational concerns warrant.

I have read and agree to the above.

(Signature) Date

Print Name and Title: _____

Phone Number: _____

After-Hours Phone Number: _____

(Signature of Airport Manager's Representative) Date

Print Name and Title: _____

Breakdown of Airport charges to _____
(production company)

for filming/photography _____
(project description)

at _____ on _____
(airport) (date/time)

BASIC LOCATION CHARGE

\$ _____ per day X _____ days = \$

VEHICLES

\$ _____ per vehicle X _____ days = \$

STAFF TIME

- _____ Airport Operations Officer(s) X _____ hours \$
- _____ Airport Police Officer(s) X _____ hours \$
- _____ Airport Fire Marshal(s) X _____ hours \$
- _____ Electrician(s) X _____ hours \$
- _____ Engineer(s) X _____ hours \$
- _____ Maintenance Worker(s) X _____ hours \$
- _____ Other Airport Personnel X _____ hours \$

PARKING \$

OTHER COSTS (Building modifications, etc.) \$
Describe:

TOTAL: \$ _____