

## Orders &amp; Instructions

## Distribution of Printed Material and Demonstrations at Airport Facilities

1. PURPOSE

This Orders and Instruction (O&I) establishes rules governing the distribution of printed material, and demonstrations by members of the public at Washington Dulles International Airport (Dulles International) and Ronald Reagan Washington National Airport (Reagan National).

The Metropolitan Washington Airports Authority (Authority) and its operations are subject to the Metropolitan Washington Airports Authority Regulations (Regulations), approved by the Board of Directors of the Authority, which govern operations at Dulles International and Reagan National. In the event of any conflict between this O&I and the Regulations, the Regulations supersede.

2. DISTRIBUTION

This O&I will be distributed to Authority employees, airlines, tenants, concessionaires, governmental agencies and others at Dulles International and Reagan National. This document will also be shared publicly on [MWAA.com](http://MWAA.com).

CANCELLATION

This O&I replaces MWAA 7-6-1, *Non-Commercial Sale and Distribution of Printed Material, Solicitation of Money and Demonstrations at Ronald Reagan Washington National and Washington Dulles International Airports*, dated October 30, 2017, which is hereby cancelled.

3. DEFINITIONS

*Airport(s)*

Dulles International and Reagan National or both airports.

*Airport Facilities*

Facilities now existing or hereafter acquired or constructed or caused to be constructed by the Authority and together with any or all buildings, improvements, additions, extensions, replacements, appurtenances, lands, rights in land, water rights, air rights, franchises, machinery, equipment, furnishings, landscaping, easements, utilities, approaches, roadways, and other facilities necessary or desirable in connection therewith or incidental thereto, including the Dulles Toll Road, Dulles Airport Access Highway and its right-of-way, acquired or constructed by the Authority.

## Orders &amp; Instructions

## Distribution of Printed Material and Demonstrations at Airport Facilities

<i>Airport Operations</i>	Either the Airport Operations department at Dulles International or Reagan National or at both.
<i>Congregating</i>	Being in a group of two or more people, sitting or standing near each other and being present in the same location at the same time.
<i>Demonstration or Demonstrating</i>	Making speeches, marching, picketing, holding vigils and other forms of like conduct by one or more individuals which involves the communication by words or behavior of ideas, opinions, beliefs or views to Individuals on the Airport, and is undertaken with the intent or is likely to have the effect of drawing a group of listeners or onlookers.
<i>Designated Area</i>	An area on Dulles International or Reagan National within which one or more Expressive Activities may take place pursuant to and in accordance with a Permit.
<i>Distribution of Printed Material</i>	The distribution of newspapers, leaflets, pamphlets and other forms of like written or printed material to Individuals on the Airport, excluding the distribution of printed material which is commercial in nature or purpose.
<i>Expressive Activity</i>	Refers to either distribution of printed material or demonstration
<i>Individuals on the Airport</i>	Anyone present in (1) the pre-security areas of the passenger terminals which are not leased to third parties or (2) on sidewalks adjacent to the passenger terminals
<i>Permit</i>	A permit applied for and issued by Airport Operations under this O&I.

## Orders &amp; Instructions

## Distribution of Printed Material and Demonstrations at Airport Facilities

4. POLICY

Part 7 of the Regulations, which are available on the Authority website, apply to the distribution of printed material, and demonstrations inside and outside of the passenger terminals at Dulles International and Reagan National. These regulations reflect the policy of the Authority to allow members of the public access to certain locations on these Airports, following receipt an Authority-issued Permit, to engage in these non-commercial Expressive Activities.

Part 7 of the Regulations, as well as this O&I, prohibit any Expressive Activities on the Airports other than the areas which the Authority has specifically designated for these activities. Nothing in Part 7 of the Regulations nor in this O&I shall be construed as governing any space occupied by an Airport lessee by virtue of its leasehold interest on the Airport premises.

Nothing in this O&I shall be construed as enabling any Expressive Activities to occur within the areas of the Airports that are secured areas; that are beyond, or airside, of the passenger security checkpoints operated by the Federal Transportation Security Administration;

The following general rules apply:

- A. The sale of Printed Material is prohibited on Airport Facilities.
- B. Distribution and/or Demonstrations may only be undertaken on an Airport pursuant to and in compliance with a Permit, and only within the Designated Areas that are inside, or outside and adjacent to, a Passenger Terminal and are designated for Demonstrations. These areas are identified below and are shown in the attachments to this O&I.
- C. Application for a Permit is made by completing a form that is available on [the Authority website](#). The completed application shall be submitted by e-mail to Airport Operations at least five business days, but no more than 30 calendar days, in advance of the Expressive Activity for which the Permit is sought.

5. PROCEDURES

- A. Jointly Applicable to the Airports
  - (1) Each completed permit application to engage in Expressive Activity must provide the following information and material:
    - (a) the name, mailing address, phone number and e-mail address of the applicant individual or organization that will conduct the Expressive Activity being proposed, and the name, cell phone number and e-mail address of the individual who is signing the application on behalf of the individual or organizational applicant;

## Orders &amp; Instructions

## Distribution of Printed Material and Demonstrations at Airport Facilities

- (b) the name, cell phone number and e-mail address of the individual who will supervise and be responsible for the conduct of the proposed Expressive Activity;
  - (c) a description of the proposed Expressive Activity and the Airport at which it will take place;
  - (d) the number of individuals who will participate in the proposed Expressive Activity;
  - (e) the requested date, as well as the period of time on such date;
  - (f) the requested Designated Area(s) at the Airport ;
  - (g) a copy of the material(s) to be distributed during Expressive Activity involving the Distribution of Printed Material.
- (2) Applications for a Permit will be processed by Airport Operations in the order they are received.
- (3) Applications for a Permit will normally be acted upon by Airport Operations within three business days of its receipt of a fully completed and executed application. Within that period, Airport Operations will either issue a Permit or provide a written response to the applicant which denies the application and states the reasons for the denial, which include the following:
- (a) If the application is incomplete, Airport Operations will inform the applicant of the nature of the application's deficiencies;
  - (b) Due to one or more earlier applications submitted by other applicants under this O&I, space is not available in the Designated Area(s) proposed for the proposed Expressive Activity on the date and time identified in the application. In this case, Airport Operations will offer a Permit for an alternative Designated Area(s) or an alternative date and time;
  - (c) The nature of the proposed Expressive Activity is such that it cannot reasonably be accommodated in the proposed Designated Area(s) at the date and time applied for, considering the safety, security and operational requirements of the Airport, potential damage to Authority facilities, pedestrian congestion, or significant impairment of the operations of Airport facilities or of Airport concessionaires or contractors. In this case, Airport Operations may offer to issue a Permit to the applicant for an alternative Designated Area(s) or for an alternative date and time; and

## Orders &amp; Instructions

## Distribution of Printed Material and Demonstrations at Airport Facilities

- (d) The applicant has committed significant violations of Part 6 or 7 of the Regulations, of this O&I or of the terms and conditions of Permits previously issued to the applicant.
- (4) Permits will be issued in the name of and to the applicant individual or organization and may not be transferred to any other individual or organization.
  - (5) The permit applicant is required to check-in and check-out with Airport Operations at the start and at the completion of expressive activities for each approved day. Evidence of an issued Permit will be provided by Airport Operations to individuals identified in the Permit application as participants in the proposed Expressive Activity, and the Permit must be presented, upon request, of such individuals throughout their participation in the Expressive Activity. This evidence will be provided to such participants following their signing an attachment to the Permit in which they agree to comply with the Permit's terms and conditions that are applicable to participants in the Expressive Activity.
  - (6) Permits for the Distribution of Printed Material and Demonstrations within a Passenger Terminal on any particular day will not be issued, in advance of that day, for more than one-half of the Designated Areas available for such Expressive Activities within the terminal.
  - (7) Permits will contain the terms and conditions, including the time the Permit is in effect, that are determined by Airport Operations to be reasonably necessary to ensure the safety and convenience of air transportation passengers and other Airport patrons and the continuity of Airport operations during the proposed Expressive Activity.
  - (8) The denial of an application, in whole or part, by Airport Operations will be conveyed to the applicant by letter or e-mail. The applicant may appeal the denial to the manager of the Airport by means of a letter or e-mail which states the reasons the applicant believes the denial to be inconsistent with this O&I or otherwise unwarranted. The applicant must deliver an appeal letter or e-mail to the Airport Manager within two business days of receiving the letter or e-mail denying the application. Within two business days of receiving the appeal, the Airport Manager will deliver by letter or e-mail to the applicant a written decision which affirms, reverses or modifies the denial decision. The Airport Manager's decision is the final decision of the Authority.

## Orders &amp; Instructions

## Distribution of Printed Material and Demonstrations at Airport Facilities

- (9) The Airport Manager or designee may revoke a Permit for failure of the applicant or the individuals participating in the Permit-approved Expressive Activity to comply with the Permit's terms and conditions, or in the event of an emergency or other change in circumstances affecting Airport operations that precludes the Permit approved Expressive Activity from taking place on the date and time stated in the Permit.

## B. Designated Areas on the Airports

The Distribution of Printed Materials, and Demonstrations are prohibited in all Airport Facilities other than the Designated Areas identified in this section, and only then in accordance with a Permit issued under this O&I.

The Airport Manager or designee, and the Vice President for the Public Safety or designee, following the issuance of a Permit approving an Expressive Activity for a particular Designated Area of an Airport, may direct that the Expressive Activity be relocated to another location on the Airport when the relocation is determined to be required for reasons of public safety or the security or operational requirements of the Airport.

The following areas have been established as Designated Areas within which the Distribution of Printed Material and/or Demonstrations involving no more at any time than the number of participants stated below for each area may take place pursuant to and in compliance with a Permit.

## (1) Dulles International

Within the Passenger Terminal.

- (a) Main Terminal – Ticketing/Departures Level: 4 areas shown in Attachment A within which the Distribution of Printed Material and Demonstrations may take place (up to 3 participants per area);
- (b) Main Terminal – Baggage Claim Level: 3 areas shown in Attachment A, within 2 of which the Distribution of Printed Material and Demonstrations may take place (up to 3 participants per area) and within 1 of which (adjacent to International Arrivals) Demonstrations only may take place (up to 12 participants);

Outside of and adjacent to Passenger Terminals

- (a) Main Terminal – Ticketing/Departures Sidewalk: 10 areas shown in Attachment A within which the Distribution of Printed Material and Demonstrations may take place (up to 11 participants per area); and

## Distribution of Printed Material and Demonstrations at Airport Facilities

- (b) Main Terminal – Baggage Claim/Commercial Curb Sidewalk: 1 area shown in Attachment A in which the Distribution of Printed Material only may take place (up to 3 participants).

(2) Reagan National

Within the Passenger Terminal

- (a) Terminal 2 - Baggage level inside Door 2 as shown in Attachment B in which the Distribution of Printed Material only may take place (for a maximum of 5 participants).

Outside of and adjacent to Passenger Terminals

- (a) Terminal 1 – Curbside Check-in Sidewalk at Door 1 and Door 3, shown in Attachment B, within which the Distribution of Printed Material may take place (1 participant only - no congregating).
- (b) Terminal 1 - Sidewalk between Doors 4 & 5, shown in Attachment B, within which Demonstrations may take place (up to 75 participants);
- (c) Terminal 2 – Ticketing Level Sidewalk outside of the vestibules: 6 areas shown in Attachment B within which the Distribution of Printed Material may take place (1 participant per area - no congregating); and
- (d) Terminal 2 – Ticketing Level North Terrace Sidewalk: 1 area shown in Attachment B within which Demonstration Activities may take place (up to 75 participants).

### 6. PROHIBITED CONDUCT DURING EXPRESSIVE ACTIVITY

Any individual who is involved or participating in the Distribution of Printed Material, Demonstrating on an Airport pursuant to a Permit must not do any of the following, when engaged in Expressive Activity:

- A. Obstruct, delay or interfere with the free movement of any Individuals on the Airport, whether through verbal communication, unwanted physical contact, threatened unwanted physical contact or otherwise;
- B. Intimidate or harass any Individuals on the Airport, including through threats of unwanted physical contact or repetitive verbal communications or solicitations;
- C. Stand in a location other than in the Designated Area identified in the Permit;
- D. Call out, hawk or shout to Individuals on the Airport regarding printed material that is being distributed;

## Orders &amp; Instructions

## Distribution of Printed Material and Demonstrations at Airport Facilities

- E. Use any form of voice or noise amplification device;
- F. Shout, chant or otherwise amplify one's own voice in a manner that interferes with the ability of passengers to hear announcements being made over the Airport's public address system, with the ability of airlines and other Airport tenants to conduct their businesses, or with the safe and orderly operation of the Airport;
- G. Obstruct, delay or interfere with the movement of motor vehicles;
- H. Place or erect in the Designated Area identified in the Permit, or any other area at the Airport, any tables, chairs, stands or other structures, unless expressly authorized by the Permit;
- I. Fail to present or properly display evidence of the Permit;
- J. Carry a banner or sign of any kind that is posted on poles or sticks or that is larger than four (4) feet in length and three (3) feet in width; and
- K. Seek, receive or accept contributions or donations of money.

7. REFERENCES

- A. Metropolitan Washington Airports Authority Regulations, February 2022, §7, Solicitation, Sale of Printed Material, Demonstrations, Distribution of Literature
- B. Metropolitan Washington Airports Authority Regulations, January 2019, §6, Commercial Activities.

8. ATTACHMENTS

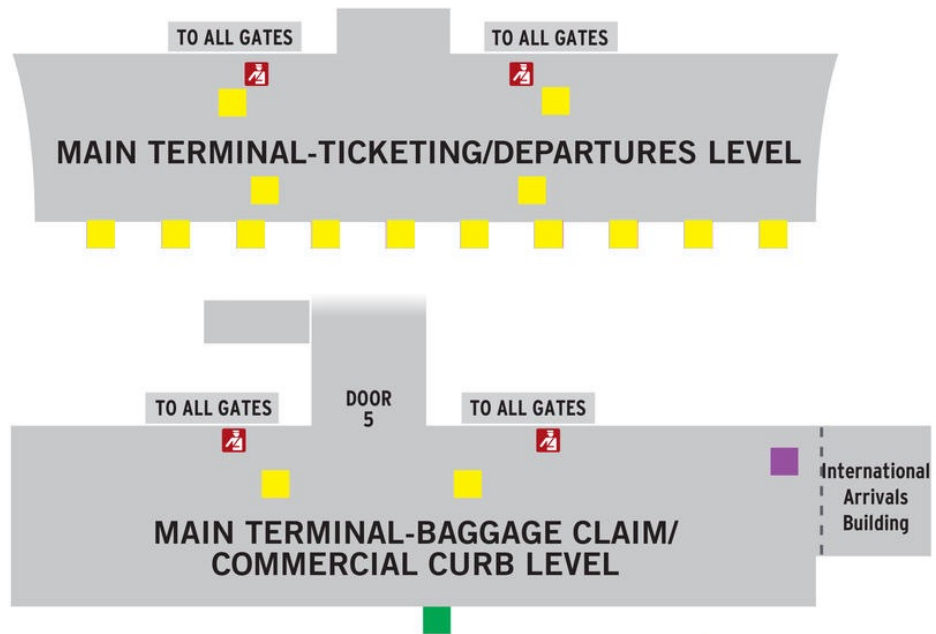
- A. Designated Areas for Expressive Activities at Dulles International Airport
- B. Designated Areas For Expressive Activities at Reagan National Airport



# Attachment A



## DESIGNATED AREAS FOR EXPRESSIVE ACTIVITIES



- Distribution of Literature and Demonstration Areas
- Demonstration Area only
- Distribution of Printed Material Area only
- To Security Checkpoint

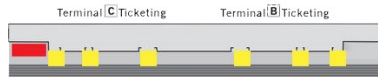
# Attachment B



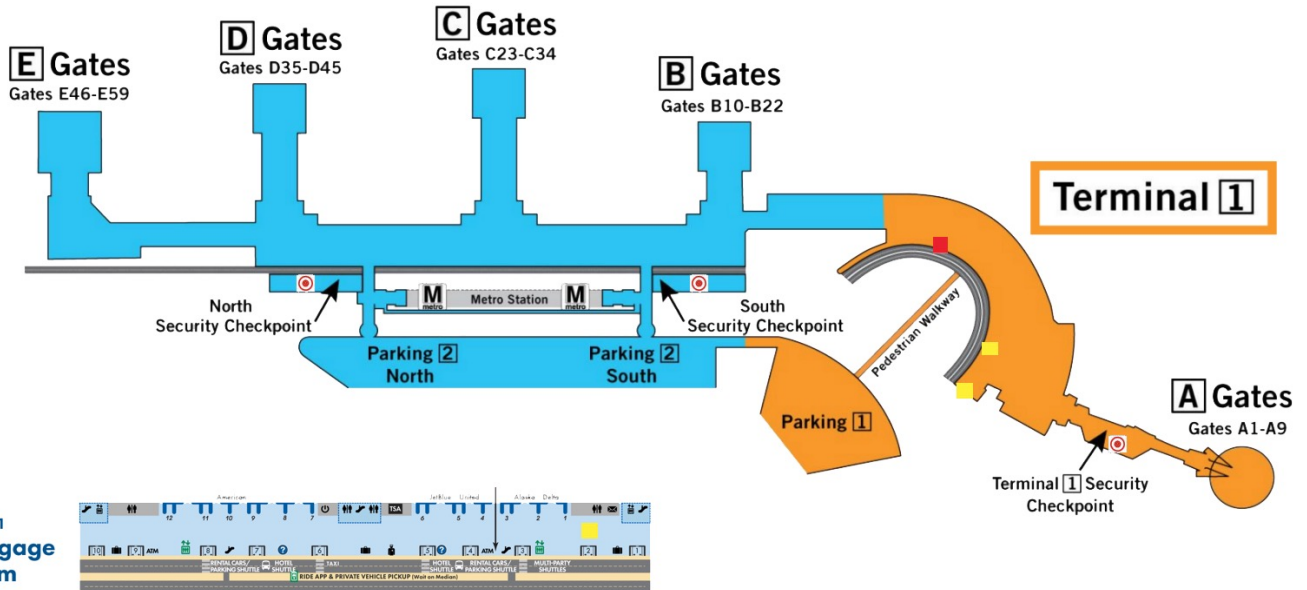
## DESIGNATED AREAS FOR EXPRESSIVE ACTIVITIES

### Terminal 2

LEVEL 3  
Ticketing/  
Check-In



- Distribution of Printed Material
- Demonstration Areas
- Security Checkpoint





Orders and Instructions

Subject: Distribution of Printed Material and Demonstrations at Airport Facilities

Effective Date: August 12, 2022

Number: MWAA 9-3-1

OPI: Airport Operations/Terminal Operations

Date: 8/8/2022

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Vice President and Airport  
Manager, Dulles International

Date: 8/8/2022

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Vice President and Airport  
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