

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.

ISSUANCE DATE: 3/19/99

-
1. **Purpose:** Orders & Instructions (O&I) establishes policy, fees and procedures for commercial photography or video, motion pictures, or television filming at Ronald Reagan Washington National Airport (DCA) and Washington Dulles International Airport (IAD). This O&I does not affect news media filming, news photography or personal videotaping and photography.
 2. **Distribution:** This O&I is distributed to Authority managers and up, air carriers, tenants, concessionaires and companies doing business at the airports.
 3. **Cancellation:** O&I IAD 7-4-0A, dated April 7, 1989, Commercial Photography, Motion Picture, and Television Filming at Washington Dulles International Airport, and O&I DCA-10-0-4, dated 4/9/90, Commercial Photography, Motion Picture, and Television Filming at Washington National Airport are canceled.
 4. **Background:** Due to increasing demand for the use of the Metropolitan Washington Airports Authority (the Authority) facilities as a location or background for commercial photography or video, motion picture, and television filming, the Authority has established fees for these activities to recover associated costs. The Authority has established policies related to insurance, "hold harmless" agreements, and security that are a prerequisite for obtaining permission for filming and photography activities.
 5. **Requirements For Obtaining Permission to Film/Photograph:** The function of the airports is to serve the traveling public. Any other use of airport facilities must be subordinated to this primary purpose. All requests for permission to film still photography, video or motion pictures (other than news being filmed by members of news organizations) will be reviewed in this context. No commercial filming or photography shall be undertaken without permission from the Airport Manager.
 - A. All filming operations must be conducted at such time and under such conditions as may be acceptable to the Airport Manager at that airport, or his/her designated 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. Production or personal vehicles involved shall not be allowed to park curbside in the terminal areas without express permission from Airport Police

Distribution: See Paragraph 2

OPI: MA-10

and Airport Operations. Equipment and personnel may not block fire exits or fire lanes and life safety codes must be enforced. If any explosive type charge or open flame is approved by the Authority a permit is required for compliance with the Virginia Statewide Fire Prevention Code and an Authority Fire Department representative may be required on site.

- B. In addition to the basic charge, an organization given permission for filming or photography must reimburse the Authority for all its expenses incurred in connection with the filming, including necessary security. These fees include, but are not limited to, a basic charge, Authority staff time, building modification, parking costs, etc. An estimate of fees due the Authority shall be determined by Airport Operations. Basic daily fees are required prior to beginning 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 Authority will be required in advance. A listing of current fees, subject to change without prior notice, is documented in Attachment 1.
 - C. The Authority will also require the execution of its "hold harmless" agreement and proof of adequate insurance on the 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. Prior to granting permission to film/photograph, the Authority's Risk Management Office shall verify that the certificates are in order.
 - D. It is longstanding Authority policy that filming or photography of certain types of scenes or actions, such as gun play, breaches of security, aircraft crashes, etc., are not permitted. Also, in this connection, any film or photography project which identifies or uses the equipment, premises, or personnel of any tenant, or would disrupt its operation in any way, shall not be conducted without the express written consent of that tenant.
 - E. Compliance with the Airport Security Program, Federal Aviation Regulations Part 107 and Part 108, and airport directives is mandatory. Details of requirements may be obtained through the appropriate Airport Operations Office. Certain projects may require the assignment of Airport Operations or Airport Police personnel, and the fees for this are described in Attachment 1.
 - F. Certain airport events, such as airport emergencies, will take immediate priority, and the airport has the right to cease production if public safety or other operational concerns warrant.
6. Procedures: Before submitting the required information, a script with dialogue and scenes must be submitted to the Airport Manager for review by the Office of General Counsel and the Public Affairs Office. Once the script is approved, all requests for permission to conduct commercial still photography or video or motion pictures (other than news or documentary footage being filmed by members of news organizations) must be submitted to the Airport Manager at either airport, at: Ronald Reagan Washington National Airport, Washington, DC 20001-4901 and/or Washington Dulles International Airport, Washington, DC 20041-0045 and shall include:

- A. A statement of the general theme of the project and an explanation of why the shots or scenes to be filmed/photographed must be done specifically at the airport.
- B. A full description of the number of personnel, all production equipment and vehicle parking spaces that will be used for the project and estimate of the time that will be required to complete the work.
- C. The approximate dates and locations the applicant will want to film the scenes.
- D. The name and phone number of the contact person for any further information or for discussion of detailed arrangements. The individual with overall responsibility for filming/photography at the airport shall provide 24-hour contact numbers.
- E. A description of the arrangements and copies of written agreements that have been made with any air carrier or other tenant for use of its premises, equipment, brand name, or personnel, and the name and phone number of the individual in each company with whom the arrangements or agreements have been made.
- F. Signed insurance certificates as required in Attachment 2.
- G. If the project will require catering services, the Authority requests that Host Marriott or the current concessions contractor be contacted for right of first refusal to provide that service at the charges deemed appropriate by the concessionaire. Contact numbers for these services are:
 - Ronald Reagan Washington National Airport - (703) 417-1000
 - Washington Dulles International Airport - (703) 572-4678

All requests will be reviewed as promptly as possible, however, the Authority requires a minimum of 10 working days to review requests.

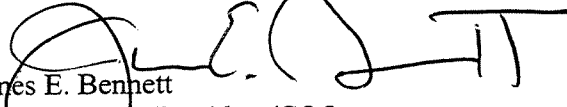
Coordination and final requirements among all appropriate airport and commercial filming/photography personnel prior to granting permission (see Attachment 3 of this O&I), shall be handled by the Airport Operations Office. Once permission is granted, an Airport Operations Officer will be assigned to work with the production and all events and actions must be cleared through that individual. At that time, one full day's fee for the project shall be submitted to the Authority.

Requests for bona fide student projects or non-commercial projects for not-for-profit organizations should be made to the appropriate Airport Manager. There is no charge for non-commercial projects; however, similar procedures apply (please refer to O&I 10-0-5).

Certain non-commercial projects such as organizational training films will be reviewed on a case-by-case basis to determine cost.

Any questions should be directed to the Airport Manager's Office at the numbers listed below:

Ronald Reagan Washington National Airport (703) 417-8003
Washington Dulles International Airport (703) 572-2710


James E. Bennett
Executive Vice President/COO
Metropolitan Washington Airports Authority

3 Attachments

Attachment 1

Fees For Film Projects at Ronald Reagan Washington National Airport and Washington Dulles International Airport

Basic Fee:

- | | | |
|----|--|---------------------------|
| 1. | Motion Picture, Television or Commercial Video | |
| | Cast and Crew up to 5 persons | \$500 per day (8 hours) |
| | Cast and Crew over 5 persons | \$1,000 per day (8 hours) |
| 2. | Commercial Still Photography | |
| | Cast and Crew up to 5 persons | \$250 per day (8 hours) |
| | Cast and Crew over 5 persons | \$500 per day (8 hours) |

Additional Fees for support of MWWA personnel (fees are per hour)

Airport Operations Officer	\$50/hour
Airport Police Officer	\$30/hour
Airport Fire Expert	\$45/hour
Airport Engineer	\$40/hour
Airport Electrician/Electronic Technician	\$35/hour
Airport Maintenance Worker	\$30/hour
Support Vehicles	
-- under 1 ton vehicle	\$20/hour
-- 1 ton or over vehicle	\$40/hour

Other Fees:

- | | |
|----------|--|
| Parking | Any production vehicles staged in parking areas must pay the standard parking rate |
| Aircraft | If aircraft are used, all applicable landing and handling fees apply. Aircraft must be obtained through air carrier. |

Changes and cancellations must be received in the Airport Operations office 24 hours prior to starting date to receive refund of the basic charge. Later cancellations will require payments for all requested airport personnel. Fees may be subject to change without prior notice.

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 B+10 or higher from the A.M. Best Company or an equivalent rating. The Metropolitan Washington Airports Authority shall be an additional named insured on all policies, except Workers' Compensation. The policy must provide for thirty (30) days written advance notice to the 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 Operations Office in advance of the performance of any work, exhibiting coverage as required for permission to film or photograph.

1. **Comprehensive 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 (aerodrome), 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 (aerodrome), 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.

Workers' Compensation coverage shall comply with the statutory requirements of the Commonwealth of Virginia with an All States Endorsement. Employers' Liability coverage shall be carried for amounts not less than the following:

- \$100,000 Each Accident -- Bodily Injury by Accident
- \$500,000 Policy Limit -- Bodily Injury by Disease
- \$100,000 Each Disease -- Bodily Injury by Disease

PERMISSION FORM

Date: _____

In accordance with the Metropolitan Washington Airports Authority, permission is hereby granted for the filming or photography of scenes concerning:

_____, on
(Describe still shots or title of movie)

_____, at Ronald Reagan Washington National Airport or Washington
(Date)

Dulles International Airport, subject to the following conditions:

1. Charges shall be \$ _____ for the use of airport facilities for ____ days.
2. Your crews shall refrain from smoking in the terminal and in restricted areas.
3. The Metropolitan Washington Airports Authority reserves the right to revoke permission for matters of public safety and security.

BY _____ DATE _____

I have read and agree to the above:

(Signature) (Print name)

Title _____

Phone _____

Date _____

Breakdown of airport charges to _____
for filming /photographing _____
at _____ on _____.

BASIC CHARGE.....\$ _____

VEHICLES.....\$ _____

AIRPORT OPERATIONS OFFICER(S) ___ Officers for ___ days \$ _____

AIRPORT POLICE OFFICER(S) ___ Officers for ___ days \$ _____

AIRPORT FIRE EXPERT(S) ___ Experts for ___ days \$ _____

ELECTRICIAN(S) ___ Electricians for ___ days \$ _____

ENGINEER(S) ___ Engineers for ___ days \$ _____

MAINTENANCE WORKER(S) ___ Workers for ___ days \$ _____

ASSESSED PROPERTY DAMAGE.....\$ _____

PARKING/OTHER COSTS _____ \$ _____

TOTAL.....\$ _____

(Make check payable to MWAA)