

PERMISSION TO FILM OR PHOTOGRAPH ON VTA PROPERTY	PROCEDURE	
	Document Number:	EA-MR-PR-1000
	Version Number:	01

1.0 Purpose:

Review requests to photograph, film or videotape on VTA's property.

2.0 Scope:

VTA allows filming, photography, and videography on VTA property, including transit stations, buses, and light rail vehicles, however, a license (Attachment 1) is required for individuals or organizations that wish to videotape, film, or shoot still photos on VTA property while engaged in commercial, educational, or non-profit activity. Non-commercial, personal use photography and news media are exempt from the license requirement.

3.0 Responsibilities:

External Affairs staff will send the interested non-media party an application requesting information on the requested filming, videotaping purpose and dates and times the photography will take place. Media Relations staff will coordinate with Operations, Construction, and Real Estate staff.

4.0 Procedure:

News outlets will contact Media Relations in advance to film for a news segment. Media Relations will communicate to other VTA divisions including Operations, Construction, and Real Estate to ensure a safe set up. For non-media filming requests, External Affairs staff will review the information received and contact the company to inform them the result of their request. The application will be sent to the Chief of External Affairs, Chief of Operations, Deputy Director of Operations, Transportation Superintendent, Service Management, Deputy Director of Maintenance, Risk Manager, Construction representative, Real Estate representative, Communications Manager, Protective Services representative and the Public Information Officer to inform them of the date and time of activity and to seek their input. A fee will be collected if applicable as referenced in VTA Permit Policy and Permit Fee Schedule. Proof of liability insurance will be required prior to approval. A filming license shall be issued to non-media requests by External Affairs to contain the information given in the application and shall impose reasonable time, place, and manner conditions such that the activity will not pose a traffic or safety hazard, or unreasonably interfere with fire or police protection services.

5.0 Records:

The Standard Operating Procedure to be included in the Community Outreach Share Drive and to be updated as needed. M:\15025_COMMUNITY OUTREACH\SOPs.

6.0 Appendices:

Policy attached.

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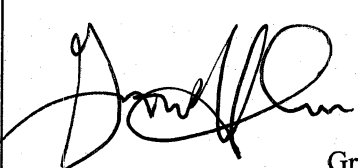
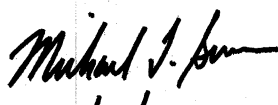
7.0 Training Requirements:

Right-of-Way Safety Training may be required for non-media requestors depending on the complexity of the photo shoot.

8.0 Summary of Changes:

Initial release of this procedure.

9.0 Approval Information:

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Jennie Loft Public Information Officer	 Greta Helm Chief of External Affairs	 07/01/10 Michael T. Burns General Manager

Original Date:	Revision Date:	Page 2 of 2
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