

Terminal Management – Expressive Activities Policy

4.5.5

PURPOSE

To establish procedures for the issuance of permits authorizing expressive activities within the airport terminals.

AUTHORITIES

City of San Jose Municipal Code Title 25.

SCOPE OF APPLICATION

The Scope of Application is confined to applications for permits to conduct expressive activities on airport property, including the airport terminals.

POLICY

Per SJMC Chapter 25.10 Part 1, protected expressive activities and communication through the physical distribution of informational media is authorized within Airport buildings on a conditional basis, as approved by the Director of Aviation. Such activities shall be normally limited to designated areas within the buildings of Terminals A and B. Expressive activity shall not interfere with or disrupt Airport operations, particularly customer access, in any way. Personnel shall not be permitted to engage the public in an intimidating manner and are to conduct themselves in a professional manner at all times. A company or group will be limited to four (4) people in each terminal at any given time. Expressive activity authorization letters shall be issue by Operations for a period not to exceed 90 days. However, the company or group may renew their authorization for activities every 90 days upon re-application.

DEFINITIONS

Expressive Activities Communication or conveyance of an idea or ideas, or message or messages, to a general audience usually via physical distribution of informational media, such as pamphlets and flyers.

RESPONSIBILITIES

Terminal Management is responsible for ensuring safe and secure operations of the airport terminal facilities.

PROCEDURES

RESPONSIBILITY	ACTION
All Divisions	1. Upon initial contact, inform applicant that a letter of intent from the individual/company/group (on company letterhead stationary) shall be sent to the Director for review. The letter shall include a clear statement of the scope of activities requested by the applicant and copies of any literature or media given out.

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Director's Office

1. Review applicant's letter and forward to Operations for action, if activities are authorized.

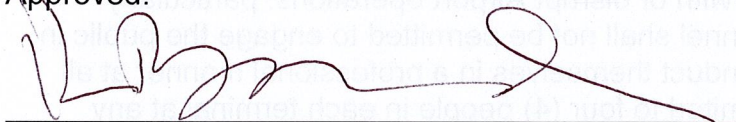
Operations

1. Establish contact with applicant and confirm information for the activity authorization letter (if necessary). Review any information to be distributed.

2. **If permit is authorized**, complete authorization letter and forward to applicant for signature. Letter may be mailed or faxed to applicant, dependent upon start date of activities. File signed letter upon return from applicant.

3. **If permit is not authorized**, contact City Attorney's office for consultation prior to notifying applicant.

Approved:



Deputy Director of Aviation, Operations Division

11/15/2023

Date