 <b>HAMPTON ROADS TRANSIT</b>  <b>POLICY AND PROCEDURES MANUAL</b>	<b>NUMBER</b>  <b>MC-102</b>	<b>EFF. DATE</b>  <b>8/19/2015</b>
	<b>SUPERSEDED</b> <b>N/A</b>	
<b>RESPONSIBLE DEPARTMENT</b> <b>Marketing and Communications</b>	<b>KEY SUBJECT:</b> <b>Filming and Photography</b>	
<b>TITLE</b> <b>Filming and Photography Policy &amp; Procedures</b>		
<b>APPLIES TO</b> <b>Individuals, Entities and News Media</b>	<b>APPROVAL(S)</b> <b>Harrell/Cavasos/Holden</b>	

## Marketing and Communications Filming and Photography Policy & Procedures

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## **I. PURPOSE**

The core mission of Hampton Roads Transit ("HRT") is to provide safe and efficient public transportation services within the cities of Chesapeake, Hampton, Newport News, Norfolk, Portsmouth and Virginia Beach. Various individuals and entities have, from time to time, attempted to film or photograph from or on HRT property, including but not limited to, its buses, ferry boats, light rail vehicles, bus stops, docks and light rail stations ("HRT Property"). HRT is dedicated to protecting its property and the person, property and privacy of its customers and employees.

HRT permits some film or photography activities on HRT Property. HRT reasonably restricts, however, the time, place and manner in which filming and photography activities may take place on HRT Property. HRT requires any entity or individual desiring to film or photograph on or from HRT Property to obtain a permit ("Permit") before attempting any film or photography activities ("Activity"). Permits will be issued, denied, and/or revoked in accordance with this Filming and Photography Policy & Procedures ("Policy").

## **II. SCOPE**

This Policy applies to any individual or entity that desires to conduct any non-exempt Activity, as defined below, on HRT Property.

## **III. RESPONSIBILITIES**

The Media Relations Specialist shall be responsible for the overall management and implementation of this Policy. The Media Relations Specialist's responsibilities include, but are not limited to:

- A. Approving, rejecting and/or revoking Permit Applications;
- B. Insuring that an HRT representative is present during approved Activities;
- C. Informing Operations and the Safety & Security Departments of all approved, rejected and/or revoked Permits; and
- D. Advising the HRT Legal Department of all Permit Applications.

The Manager of Rail Transportation shall include approved Permits on daily clearance reports.

All employees shall be responsible for notifying the Media Relations Specialist of any unauthorized Activity observed on HRT Property.

## **IV. PROCEDURES**

### **A. ACTIVITIES REQUIRING A PERMIT (NON-EXEMPT ACTIVITIES)**

Unless otherwise expressly exempted by this Policy, any Activity on HRT Property requires a Permit. The Permit Application can be found in Appendix A of this Policy or at [gohrt.com/hrt-public-records/](http://gohrt.com/hrt-public-records/). Any individual or entity that desires to engage in a non-exempt Activity on HRT Property must submit a completed and signed

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Permit Application to the HRT Media Relations Specialist. Unless otherwise indicated in this Policy, the Permit Application must be submitted at least ten (10) working days prior to the proposed Activity.

The Permit Application must be accompanied by a written description of: (1) the nature of the Activity; (2) the proposed location and time of the Activity; (3) the estimated duration of the Activity; and (4) the number of people involved with the Activity (cameramen, crew, actors, etc.).

If the proposed Activity will take place on or near the light rail system, a Track Access Permit may also be required. The Operations Department will advise the applicant if a Track Access Permit is required upon review of the Permit Application.

Failure to timely submit a completed and signed Permit Application will result in the automatic denial of the Permit.

#### **B. ACTIVITIES THAT DO NOT REQUIRE A PERMIT (EXEMPT ACTIVITIES)**

Still photography that does not otherwise constitute Prohibited Activity (with the exception of IV(C)(1)(i)), which is taken by one person with a hand-held camera and without the assistance of additional persons or additional equipment (e.g., tripods, boom microphones, special lighting, reflectors, cables and other external equipment, etc.) does not require a Permit.

#### **C. PROHIBITED ACTIVITIES**

A Permit Application will be denied if the proposed Activity is likely to result in the interference with the safe and efficient operation of HRT's transportation services or otherwise jeopardize the person, property and/or privacy of HRT, HRT customers and/or HRT employees ("Prohibited Activities"). Prohibited Activities include, but are not limited to, the following:

##### **1. Time:**

- i. Any Activity on a light rail platform or at a transfer station during peak service hours; i.e., from 7:00 AM to 9:00 AM and from 4:00 PM to 6:00 PM.

##### **2. Place:**

- i. Any Activity on HRT's light rail tracks;
- ii. Any Activity in the cab of a light rail train;
- iii. Any Activity on the bridge of a ferry boat; and
- iv. Any Activity on or from light rail bridges.

##### **3. Manner:**

- i. Any Activity that is likely to result in obstructed ingress or egress to or from any HRT bus, ferry, or rail car;

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- ii. Any Activity that is likely to result in interrupted or delayed passenger service;
- iii. Any Activity that results in the alteration of HRT signage, displays or readouts on or around HRT property
- iv. Any Activity that involves the covering or obstruction of windows in the passenger compartments of HRT vehicles;
- v. Any Activity that involves the camera flashes being directed at HRT operators while actively operating a bus, train or ferry;
- vi. Any Activity at HRT's Operations Control Center, Signal Houses, Traction Power Substation, Communication Cases and bungalows;
- vii. Any Activity that is likely to result in interference or contact with the light rail overhead catenary system;
- viii. Any Activity that depicts or encourages dangerous/unsafe behavior on or involving any HRT Property;
- ix. Any Activity that is likely to interfere with an Operator's safe performance of his/her duties; and
- x. Any Activity that is otherwise prohibited by any federal, state or local statute, ordinance or regulation.

#### **D. NEWS MEDIA**

Any individual or entity desiring to conduct an Activity to deliver news to the general public or a target public via print media; radio or television broadcast; or the Internet will be considered "News Media" for the purposes of this Policy.

News Media desiring to conduct an Activity on HRT Property, not otherwise exempt pursuant to Section IV(B), must submit a Permit Application to HRT's Media Relations Specialist at least twenty-four (24) hours prior to the proposed Activity. The Permit Application must be accompanied by a written description of: (1) the nature of the Activity; (2) the proposed location and time of the Activity; (3) the estimated duration of the Activity; and (4) the number of people involved with the Activity.

In the event the Permit Application indicates that the News Media intends to conduct an interview of a HRT employee, the Media Relations Specialist will advise the applicant that the News Media is prohibited from interviewing HRT employees (especially operators) while such individuals are performing their job duties for HRT. Assuming the employee consents to an interview, the News Media should be encouraged to work with the Media Relations Specialist to arrange a mutually convenient and permissible time for such interview.

#### **Contact Information:**

Media Relations Specialist  
Tom Holden  
509 E. 18<sup>th</sup> Street  
Norfolk, VA 23504  
(757) 222-6183  
[tholden@hrtransit.org](mailto:tholden@hrtransit.org)

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## **APPENDIX A**

### **Permit Application**

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**HAMPTON ROADS TRANSIT**

**Transportation District Commission of Hampton Roads  
t/a Hampton Roads Transit  
Filming and Photography Permit Application**

Date: \_\_\_\_\_

Name of Group (Print):  
\_\_\_\_\_

Applicant's \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

of \_\_\_\_\_

Applicant: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone Number: Office ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell ( ) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

*Before completing this Application, please review the Filming and Photography Policy at [gohrt.com](http://gohrt.com) to ensure you and/or your group will be able to meet all of the requirements.*

**Most Permit Applications must be accompanied by a detailed written description of filming or photography at least ten (10) days prior to the requested filming date. Permit Applications from the news media to board HRT property must be submitted at least one (1) day prior to the proposed Activity. Failure to timely submit a completed and signed Permit Application will result in the automatic denial of the Permit. Failure to provide the description will result in denial of your Permit Application.**

**Requested date(s) and time(s) of filming:**  
\_\_\_\_\_

The Individual/Group requests permission to Film or Photograph on Hampton Roads Transit property at the following location(s):

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**Indicate preferred shooting locations:**

<input type="checkbox"/> Bus in regular service	<input type="checkbox"/> Bus, stationary
<input type="checkbox"/> MAX bus in regular service	<input type="checkbox"/> MAX, stationary
<input type="checkbox"/> Bus stop/Transfer center	<input type="checkbox"/> Light Rail in regular service
<input type="checkbox"/> Light rail stationary	<input type="checkbox"/> Traffic control, flagging needed
<input type="checkbox"/> Filming in and around light rail tracks	<input type="checkbox"/> Other: Explain
<input type="checkbox"/> Filming on Ferry	<input type="checkbox"/> Filming on ferry dock

**Equipment needs** Please list in detail the equipment to be used on HRT property. Indicate size of vehicles, if applicable, by weight (5 tons, 10 tons, 35 ft, etc.).

<input type="checkbox"/> Camera Truck	<input type="checkbox"/> Effects
<input type="checkbox"/> Production van	<input type="checkbox"/> Caterer
<input type="checkbox"/> Sets/dressing/props	<input type="checkbox"/> Grip/Electric
<input type="checkbox"/> Wardrobe	<input type="checkbox"/> Maxi van
<input type="checkbox"/> Generator	<input type="checkbox"/> Motor Home

**Finished product:**

<input type="checkbox"/> Feature film	<input type="checkbox"/> Music video
<input type="checkbox"/> Documentary	<input type="checkbox"/> Still photography
<input type="checkbox"/> Short film	<input type="checkbox"/> Corporate training video
<input type="checkbox"/> Commercial	<input type="checkbox"/> Public Service Announcement
<input type="checkbox"/> Other	

Specify equipment proposed to be brought on HRT property: (ie: cranes, scaffolding, dolly track, lights, generators, etc.):

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Applicant represents that it has been provided with and fully reviewed HRT's Filming and Photography Policy & Procedure ("Policy"). Applicant agrees to fully abide by the terms of the Policy. Applicant warrants and represents that it will not engage in any Prohibited Activity, as defined by the Policy, and understands that the commission of such Prohibited Activity will result in the immediate revocation of its Permit, if granted. Applicant warrants and represents that all information contained in this Application is true and accurate and understands that providing false information on this Application may result in the immediate revocation of its Permit, if granted.

In the event of approval of this application and issuance of a Permit, Applicant agrees and understands that a HRT representative will be present during the entirety of the Activity to insure compliance with the Policy and this Application. Applicant will not prevent or otherwise interfere with HRT's representative's ability to fully observe the Activity. Applicant understands that some Activities may require proof of insurance and agrees to provide HRT with the same on demand. In the event the Applicant does not have sufficient insurance, such sufficiency to be determined in the sole discretion of HRT, this Application may be denied until proof of sufficient insurance is provided.

Further and in exchange for the authorization to perform the requested Activity, Applicant agrees to the fullest extent possible that it will indemnify and hold harmless HRT, its officers, employees, agents, successors, assigns, affiliates and subsidiaries against any and all claims for damages, losses, liabilities, or expenses, related to any and all claims alleged to have resulted from the acts, omissions, or willful misconduct of the Applicant, its agents, employees, subcontractors, suppliers, assigns, subsidiaries and/or affiliates. Applicant's indemnity obligations hereunder include: (1) all costs and attorney's fees incurred by HRT and/or its outside legal counsel, as selected by HRT in its sole discretion, in the event Applicant fails to assume the defense of the claim; (2) payment of any settlement agreed to by HRT and approved by Applicant, and (3) any award of damages against HRT and in favor of the third party regardless of whether such claims are unfounded or substantiated.

This day of \_\_\_\_\_, 20\_\_\_\_\_.

**APPLICANT:**

\_\_\_\_\_  
(SIGNATURE)

Name: \_\_\_\_\_  
(PRINT)

\_\_\_\_\_  
(TITLE)

Authorized Agent for:

\_\_\_\_\_  
(NAME OF ORGANIZATION/COMPANY/ENTITY)

**SUBMIT PERMIT APPLICATION TO:**  
**Tom Holden, Media Relations Specialist**  
**509 E. 18<sup>TH</sup> Street, Norfolk Virginia 23504**

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## Approvals

The individuals below, submitting and signing this Filming and Photography Policy and Procedures Manual, verify that it was prepared in accordance with the requirements set forth by Perry Education Association v. Perry Local Educators Association, 460 US 37; 103 S.Ct. 948 (1983); U.S. Const. amend. I; Va. Const. Art. I. sec. 12 that they are authorized representatives of the Transportation District Commission of Hampton Roads; that their signatures attest that all items and conditions contained in this manual are understood, accepted and approved; and that they are committed to following the policies and procedures contained herein.

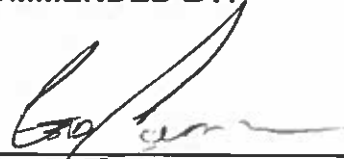
**APPROVED BY:**


8/20/15  


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 William E. Harrell, President/CEO, Hampton Roads Transit Date

**RECOMMENDED BY:**


8/19/15  


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 Gene Cavazos, Director of Marketing and Communications Date  
 Hampton Roads Transit


8/19/15  


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 Tom Holden, Media Relations Specialist, Hampton Roads Transit Date

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### Review / Revision History

REVIEW / DATE REVISION	SECTION	DESCRIPTION	AUTHORITY

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