

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

1.0 Purpose:

This policy provides guidelines for individuals, companies, and media to film, video or photograph on VTA 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, Operations, Construction, and Real Estate staff will work closely to ensure that requestor/licensee is informed of VTA's film policy and protocol.

4.0 Policy:

Non-commercial, personal use photography and news media are exempt from the requirement to obtain a license. Industries or organizations that wish to videotape, film or take pictures for any type of commercial, educational or non-profit purpose must follow the current VTA Permit Policy and Permit Fee Schedule.

Liability

For non-media persons, liability insurance may be required. The insurance amount will be based on the scope of the project.

Film License for non-media

For the Film License Schedule please refer to the current VTA Permit Policy and Permit Fee Schedule.

Safety Requirements

The Licensee will comply with all of VTA's safety requirements associated with the use of the property.

VTA Image

- VTA's image must not be presented in a negative light. Filming must not portray public transportation as an unsafe and dangerous environment and may not include:
 - Suicide



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- Attempted suicide;
- Re-creation of real life traumatic and violent events (subway crash, murders, etc.);
- Scenes which endanger others through potential copycat action or sexual activity, assault on transit property or any other behaviors or activities deeming VTA inappropriate.

Use of VTA Insignia

No VTA insignia, uniform, vehicle or personnel identified or identifiable as such may be used or filmed or photographed without the express consent of VTA.

License Revocation

VTA may revoke a license at any time if an emergency arises, information is obtained after the license is issued from which it may be concluded that the license should have been denied or the applicant fails to meet the conditions required by the license.

Filming License

Shall be issued by External Affairs to contain the information given in the application and shall impose reasonable time, place, and manner conditions so that the activity will not pose a traffic or safety hazard, or unreasonably interfere with fire or police protection services. Any person requesting to videotape, film or take pictures for any type of commercial, educational or non-profit use must first obtain a film license.

5.0 Definitions:

News Media: the means of communication, as radio and television, newspapers, and magazines that reach or influence people widely.

Non-commercial and personal use photography refers to pictures taken solely for personal use by a tourist, railroad hobbyist, student, artist, etc. These are exempt and not required to have a license.

Commercial purpose photography refers to filming of commercials, television shows, short features, student projects or feature films.

6.0 Summary of Changes:

Initial release of this policy.

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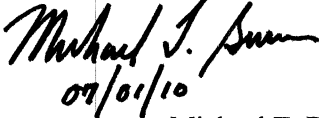
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7.0 Approval Information:

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

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