



General Information Regarding Commercial Photography, Video, Motion Picture & Television Filming at Salt Lake City Department of Airports

Salt Lake City Department of Airports (SLCDA) appreciates the opportunity you have presented to be a part of your experience here in Salt Lake City. Our primary function at the SLCDA is to serve the travelling public. Therefore, it is required that all commercial photography and video, motion picture and television filming adhere to all established rules, regulations, fee schedules and policies at the airport.

These requirements are not intended for news media photography and video or personal photography or video. Student projects, non-commercial projects or not for profit organizations will be reviewed on a case by case basis to determine fees and insurance requirements.

The Airport Operations Superintendent or a designated representative will review all filming requests. Only SLCDA forms will be executed by the City. We do not sign filming release forms as that matter is addressed in the SLCDA's contract language.

We hope your experience here at the Salt Lake City Department of Airports will be a positive one.

Documents included in this packet...

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| <ul style="list-style-type: none"> • Record of Filming Activities & Fee Schedule • SLC Department of Airports Rules & Regulations | <ul style="list-style-type: none"> • Permission Form • Application for Filming at SLC Department of Airports |
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15 Business Days Prior to Filming, the Following Must Be Returned to SLC Department of Airports

- Record of Filming Activities & Fee Schedule
- Copy of Complete Script with airport scenes highlighted, if applicable
- Non-Refundable Deposit
- Permission Form
- Insurance Certificates meeting SLCDA minimum requirements
- Airport Location Agreement & Release (3 copies, signed and notarized)
 - Mailing Address:
Salt Lake City Corporation
Attn: Properties & Contracts Department
PO Box 145550
Salt Lake City, UT 84114-5550

Contact Information

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| Questions Regarding Filming, Airport Operations, Damages, Other Charges, & Janitorial Services | Nancy Volmer, Director of Public Relations & Marketing P: 801-575-2768 E: Nancy.Volmer@slcgov.com |
| Questions Regarding Insurance & Contract Execution | Diana Simpson, Property Specialist P: 801-575-2922 E: AirportInsurance@slcgov.com |
| Questions Regarding Methods of Payment & Deposit | Rhonda Gurr, Accountant I P: 801-322-6464 E: Rhonda.Gurr@slcgov.com |