

## **SECTION 2 – GENERAL**

This section establishes certain conditions relating to the use of Airport facilities, including the conditions, limitations and restrictions on Commercial Activities and personal conduct and behavior applicable to all Persons.

### **A. EXPRESSIVE ACTIVITY**

No Person shall engage in Expressive Activity (as defined in Appendix A) at the Airport without first obtaining prior written consent from the CEO. See Appendix A.

### **B. CUSTOMER SERVICES TRAINING**

All PHL badgeholders must complete the DOA's Customer Service Training Program. Each new employee will be required to complete customer service training before the Security Department issues a PHL Security ID Badge to him or her. Customer service training may be recurrent as prescribed by the CEO and may include the viewing of informational videos.

### **C. SOLICITING/GAMBLING**

No Person shall solicit funds for any purpose at the Airport without permission from the CEO. No Person shall conduct wagering and/or gambling in any form or operate gambling devices anywhere on the Airport, provided, however, the DOA may permit the sale of Pennsylvania Lottery tickets or other activities authorized by the laws of the Commonwealth of Pennsylvania now existing or which may hereinafter be enacted relating to wagering and/or gambling activities.

### **D. WEAPONS AND EXPLOSIVES**

1. **Possession.** No Person, except duly authorized, active, police officers, federal employees authorized to carry firearms in the performance of their duties, or members of the armed forces of the United States on official duty shall possess, carry or discharge, ignite, or use any firearms, other weapons<sup>1</sup> or explosives on the Airport.
2. **Carriage of Unloaded Cased Sporting Guns as Baggage.** Air Carrier passengers may carry unloaded, cased, sporting guns as baggage when

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<sup>1</sup> Weapon shall mean gun, knife, blackjack, slingshot, metal knuckles, mace, pepper gas or any explosive device, or any other instrument or object capable of being utilized to coerce, intimidate or injure an individual. Section 1.H., Rules & Regulations for PHL.

permitted by law and/or air carrier regulations. Explosives may not be carried in baggage.

3. **Storage.** Except for firearms and explosives belonging to authorized law enforcement officers or members of the armed forces, firearms and explosives may not be stored within the Restricted Area or Sterile Area, unless a TSA and DOA approved storage and safety plan is on file with the Security Department.
4. **Discharge Prohibited.** No Person shall discharge any gun on the Airport, except in the performance of official duties requiring the discharge thereof in the lawful defense of life or property.
5. **Transfer of Weapons to Others Prohibited.** No Person shall furnish, give, sell or trade any weapon or simulated weapon on the Airport.
6. **Armed Guards and Guard Dogs**
  - a) Armed guards are not permitted on the Air Operations Area unless authorized by the CEO.
  - b) Armed guards are not permitted within the confines of an Aircraft without approval from the CEO.
  - c) Guard dogs will not be used anywhere on the Airport without approval from the CEO.
7. **Penalty for Violations.** Violators will be fined a minimum of \$100.00 and their access privileges may be suspended or permanently revoked depending on the severity of the incident.

#### **E. LOST AND FOUND ARTICLES**

Any Person finding lost articles at the Airport shall deposit them in the Airport Communication Center. Any such articles may be subject to search by the Philadelphia Police. Unclaimed articles will be maintained, stored, and disposed of in accordance with applicable law.

Items reasonably believed to pose a threat to safety of the Airport or any Persons, Aircraft, property, or Equipment on or near the Airport, including, but not limited to Weapons, Hazardous Materials, controlled substances or contraband of any kind whatsoever, shall be immediately reported to the appropriate federal, state or local law enforcement or governmental unit.

#### **F. LITTER AND REFUSE**

No Person shall place, discharge, or deposit in any manner paper, trash, rubbish, or other refuse anywhere on the Airport, except in receptacles and other places prescribed by the CEO. All litter and refuse must be covered when transported in vehicles, and all receptacles from same must have covers and ensure against leaking, dripping, shifting or otherwise escaping of said materials. Any deposit of garbage, debris, or refuse in unauthorized locations must be cleaned up immediately in an effective manner. All Tenants of the Airport are required to demonstrate to the CEO that they have, individually or jointly, made an acceptable arrangement for removal of garbage and rubbish from their leased space into approved types of containers and for removal of these containers from the Airport by contractual arrangement. See also Section 6, Paragraph F.

**G. DOGS AND OTHER ANIMALS**

1. No Person shall enter any terminal building with any animal, except a Service Animal or one properly confined or ready for shipment. Animals are permitted in exterior or public areas of the Airport provided they are leashed or restrained in such a manner as to be under control.
2. Any Person having possession, custody or control of any dog or other animal which deposits bodily waste in any area shall be required to use the Service Animal Relief Areas or immediately remove any such waste and either:
  - a) Carry same away for disposal in a toilet; or
  - b) Place same in a non-leaking container for deposit in a trash or litter receptacle.

**H. SMOKING AND USE OF ELECTRONIC SMOKING DEVICES**

1. **Prohibition of Smoking or Use of Electronic Smoking Device.**  
Smoking or the use of a vaporizer, electronic smoking, or inhalant device is prohibited in all enclosed areas of PHL and outdoors within a minimum of twenty-five (25) feet of any entrance to an enclosed area at PHL or as posted.
2. No Person shall smoke; carry a lighted cigar, cigarette, pipe, match or any naked flame; or use a vaporizer, electronic smoking, or inhalant device, in or upon:
  - a) The Secured Area and Air Operations Area at PHL including, any fuel storage area, Aircraft Movement Area, passenger or cargo Ramp and Apron Area, Aircraft parking areas or any open deck, gallery or balcony contiguous to and overlooking any such area;
  - b) Any enclosed place of employment at PHL;

- c) Any indoor Airport premises;
  - d) Public Areas of the Airport, including all enclosed areas of the PHL to which Airport customers and members of the general public have access. Such areas include terminal lobbies, baggage claim buildings, connecting bridges, ticketing areas, concourses, concession areas, hold rooms, gate areas, restaurant areas, public restrooms, stairways, walkways, moving walkways and elevators;
  - e) Outdoor areas less than twenty-five (25) feet to an entrance to an enclosed area at PHL; or
  - f) Any area where smoking and/or vaping is specifically prohibited by signs.
3. **Approved Smoking and Vaping Locations.** Smoking and vaping will only be permitted in designated outdoor smoking areas located more than twenty-five (25) feet from any building entrances. All Persons using the smoking areas are responsible for properly extinguishing and disposing of cigarettes or cigars, etc. and keeping those areas clean.
  4. **Tenant/Employer Responsibility to Ensure Compliance.** Tenants and other employers at the Airport are responsible for ensuring that their employees, subtenants, contractors etc. are aware of, and comply with, the requirements of PHL's no smoking or vaping policy.

#### **I. PHOTOGRAPHY/FILMING**

No commercial and/or student photography and/or filming is permitted at the Airport without written approval from the CEO and, if permitted, such activity must be conducted in a manner prescribed by the CEO. Any other types of filming and/or photography activities, including documentaries, are subject to approval by the CEO. See Appendix C.

#### **J. ADVERTISEMENTS**

1. No Person shall post, distribute, or display any Advertisement at the Airport without the express written consent of the CEO and in such manner as may be prescribed by the CEO.
2. The CEO will not accept or approve any of the following advertisements:
  - a) Advertisements relating to the sale or use of alcohol or tobacco products;

- b) Advertisements that contain sexually explicit representations and/or relate to sexually oriented businesses or products; and/or
  - c) Advertisements relating to political campaigns.
3. The City shall have the right to post or cause to be posted its own advertising promoting:
- a) Air Service;
  - b) The use of Airport related services;
  - c) The greater Philadelphia area and economy;
  - d) Philadelphia tourism initiatives; and
  - e) Other City initiatives or purposes.

**K. AIRPORT SIGNS OR BANNERS**

No signs or banners are permitted to be installed on the Airport without the approval of the CEO. No changes or modifications can be made to existing signage without prior approval from the CEO.

**L. PASSENGER ELEVATORS, MOVING WALKWAYS & ESCALATORS**

Elevators, moving walkways, and escalators are for passenger use only except as otherwise authorized by the CEO. All Persons must comply with any posted restrictions on the use of elevators, escalators, and moving walkways.

**M. ELECTRIC CARTS REGULATIONS**

All electric carts must be operated in accordance with established Airport Rules and Regulations. See Appendix D.

**N. TENANT/EMPLOYEE CONDUCT**

- 1. No Tenant, Tenant employee, or any other employee authorized to perform any function on the Airport, shall in any way assist any Person to engage in any activity of the Airport that is not authorized by the CEO.
- 2. All employees at the Airport shall conduct themselves in a professional and courteous manner at all times. The use of obscene, offensive, or threatening language and/or gestures is prohibited.
- 3. Employees may use Companion Care Restrooms only in a manner consistent with their intended purpose.

**O. TENANT CONSTRUCTION REQUIREMENTS**

No Person, including Tenants and lessees, shall do any construction, alteration, or renovation work in any existing building on the Airport without first securing written permission from the CEO and complying with the DOA's permitting process.

**P. AIRPORT CONSTRUCTION AND OBSTRUCTION CONTROL**

No Person shall perform any construction, repair, alteration or renovation work on the airport including, but not limited to the following:

1. Erect, construct, modify, or in any manner alter any structure, sign, post, or pole of any type.
2. Alter or in any way change color, design, or décor of existing Airport improvements.
3. Operate, park or store any equipment, vehicles, supplies, or materials.
4. Create mounds of earth or debris.
5. Cause or create any physical object on land or water that penetrates the operational airspace.
6. Conduct any other work on Airport premises without first obtaining a permit from the CEO and without strict compliance and adherence to the safety specifications and directions of the CEO.

**Q. DAMAGE TO AIRPORT PROPERTY**

No Person shall destroy, cause to be destroyed, injure, damage, deface, or disturb in any way, property of any nature located on the Airport, nor willfully abandon any personal property on the Airport. Any Person causing or responsible for such injury, destruction, damage or disturbance shall report such damage immediately to the Philadelphia Police and, upon demand by the CEO, shall reimburse the Airport for the full amount of the damage, including costs associated with additional expenses borne by the DOA because of the damage, i.e. personnel and transportation expenses. In his/her sole discretion, the CEO may permit the involved party to effect repairs to any and all portions of the damaged property provided the work can be completed within a specific time frame and that all work be completed in accordance with paragraphs O and P of this section. Any Person causing or failing to report and/or reimburse the Airport for injury, destruction, damage, or disturbance of Airport property, may be refused the use of any facility until and unless said report and/or reimbursement has been made.

**R. ENVIRONMENTAL PROTECTION REQUIREMENTS**

All airlines, Tenants and lessees are required to comply with any and all applicable environmental plans, procedures, permits, guidelines, or best management practices as required by the U.S. Environmental Protection Agency, Pennsylvania Department of Environmental Protection, DOA, or other appropriate regulatory agency.

All airlines, Tenants and lessees are required to report immediately in detail to the DOA any and all environmental contaminants or Hazardous Materials discovered within their leasehold area. Further, any contractors or subcontractors performing construction activities on Airport property are required to notify the DOA of any and all environmental contaminants or Hazardous Materials discovered. Refer to Sections 6.G. and H.

**S. RESTRICTED ACCESS TO THE TERMINAL BUILDING**

Between the hours of 12:00 a.m. and 5:00 a.m., access to the Terminal Building is restricted to Airport, airline and Tenant employees, ticketed passengers, and other Persons authorized by the Philadelphia Police and/or CEO.

**T. ALCOHOLIC BEVERAGES**

No Person shall consume alcoholic beverages or carry or possess an open container of alcoholic beverages in any area of the Airport other than within the leased premises of a Tenant authorized to sell or serve alcohol within its leased premises.

**U. VEHICLE OPERATIONS**

**1. Traffic Signs, Directions, Devices And Tow Zones**

- a) In order to maintain the safe and efficient flow of traffic at the Airport, the CEO shall establish restrictions on speed, movement, parking, and use of all Airport roadways, including, without limitation, the Commercial Roadway System, Airfield, and roadways used by the general public. The CEO shall post or install signs, signals, and/or traffic control devices on Airport property as necessary or appropriate to enforce the restrictions and tow zones.
- b) All Persons operating any vehicle on Airport property, whether commercial or private vehicles, shall obey all signs, signals, speed limitations, and/or traffic control devices that are posted or installed on the Airport unless directed otherwise by a law enforcement officer or other authorized personnel.
- c) No Person shall operate any vehicle on the Airport other than on roads

or places authorized by the CEO for use by that particular type of vehicle, and only for an Airport purpose.

- d) No Person shall use the roads or walks on the Airport in such a manner as to hinder or obstruct proper use.

## **2. Parking And Stopping Of Vehicles**

- a) No vehicle shall be parked or stopped on the Airport except in a manner and at a location authorized for stopping, standing or parking as indicated by posted traffic signs and/or painted curb markings, or in a parking facility or area designated for public or employee use.
- b) No Person shall park or stop a vehicle on the Airport in such a manner as to block any Airport roadway or otherwise impede the normal flow of vehicular traffic on any Airport roadway including those roadways to, from and within the Airport.
- c) No person shall leave a vehicle unattended at the Airport for any reason.

## **3. Reserved, Posted Or Restricted Parking**

- a) The CEO may reserve parking areas not under lease or permit for the sole use of the City of Philadelphia, its officers, employees, tenants, or for such visitors as the CEO may designate and to indicate such restrictions by appropriate markings and/or signs and to designate where and how vehicles shall be parked by means of parking space markers.
- b) No Person shall park or operate a vehicle on any Airport parking area established or authorized for the use of Persons employed at the Airport without complying with all procedures established by the CEO or his designee including, but not limited to, access procedures and procedures relating to control of vehicles and use of that parking area.

## **4. Cell Phone Waiting Lot**

The CEO has established a free, 150-space, Cell Phone Waiting Lot on the Airport Arriving Flights roadway, within a designated section of Old Highway 291, as shown in Exhibit A.

- a) The lot is only for the use of motorists coming to PHL to pick up passengers whose flights have not yet arrived.
- b) Drivers must remain in or with their vehicles while on the lot.



- c) The maximum wait time in the Cell Phone Waiting Lot is thirty (30) minutes.
- d) Neither commercial ground transportation vehicles nor Transportation Network Company vehicles may stop or park in the Cell Phone Waiting Lot.

**5. Removal Of Vehicles**

- a) The CEO may remove or cause to be removed at the owner's expense from any restricted or reserved area, any roadway or right-of-way or any other area on the Airport any vehicle which is disabled, abandoned or illegally or improperly parked, or which creates an operations problem.
- b) The CEO shall establish tow zones on Airport property.
- c) The City shall not be liable for damage to any vehicle or loss of personal property that may result from the act of removal or towing.

**6. Issuance Of Traffic Citations And Tickets**

Law Enforcement Officers or other authorized personnel designated by the CEO, as is permitted by applicable law, are authorized to issue traffic or parking tickets or PHL Notices of Violation to violators of these Rules and Regulations or local or state law governing the operation, loading or unloading or parking of vehicles.

**V. PAYMENT OF AIRPORT RATES AND CHARGES**

All Airport Tenants, licensees, and users of Airport facilities, including, but not limited to, the airfield, Terminal Building and roadways must pay all applicable rates and charges as set forth in the regulation attached hereto as Appendix "H," as those regulations may be amended from time to time. Tenants, licensees and users of Airport facilities can contact the DOA's Finance Department to ensure that they have the current version of Appendix "H."

**W. LUGGAGE CARTS**

Luggage carts offered throughout the Terminal Buildings and other locations on the Airport are to be used solely by the traveling public for transporting luggage and other personal items. Tenants and other Persons engaged in the operation of a business or performance of any construction work at the Airport shall neither use the luggage carts for business purposes nor keep a luggage cart in a leased area or work area for any reason.

**X. WHEELCHAIRS**

Airport tenants who supply wheelchairs to their customers are responsible for ensuring that they are stored in designated areas when not in use and are not left unattended around the premises. Tenants may be subject to a charge if DOA employees have to retrieve and return their unattended wheelchairs.

**Y. HOVERBOARDS**

No person shall possess, use, charge, or transport a hoverboard in any area of the Airport.

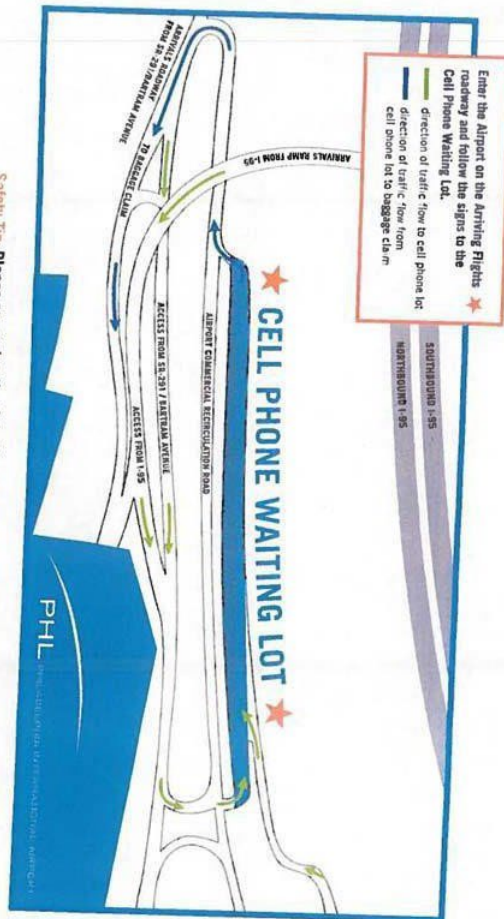
**Z. BICYCLES**

The riding of bicycles is prohibited in the Terminal Buildings. Bicycles shall not be locked or chained to sign posts in the Terminal Area and may be subject to removal, at the sole discretion of the CEO, if their presence impedes the safety or movement of the Travelling Public.

**AA. WINGMATE PASS PROGRAM**

No person shall take part in the Wingmate Pass program without following the rules and regulations set forth in Appendix I. See Appendix I.

**EXHIBIT A**  
**CELL PHONE WAITING LOT**



**Safety Tip:** Please remember that it is illegal to use a handheld cell phone while driving in Philadelphia. Motorists are permitted to use only a hands-free cellphone while driving in the city.