

Terminal Management – Overnight Lodging

Section 4.5.1

PURPOSE

To establish and limit the circumstances under which persons may sleep in or remain in the Airport terminals for the purpose of overnight lodging.

AUTHORITY

City of San Jose Municipal Code Title 25 and Section 10.20.150

SCOPE OF APPLICATION

The Scope of Application is confined to the airport terminals.

POLICY

No person shall sleep in or remain in the Airport terminals overnight for the purpose of lodging, unless: (a) the person has arrived at, is in transit through, or will be departing from the Airport as an airline passenger within twenty-four (24) hours, as evidenced by a valid travel itinerary, ticket, or boarding pass matching the person’s valid identification; or (b) the person is awaiting the arrival of a travel passenger due to arrive within two (2) hours, or within four (4) hours if the passenger’s travel has been delayed, as evidenced by verifiable travel information

DEFINITIONS

Overnight	The period each day between the hours of 11 p.m. and 4 a.m., or in the International Arrivals Facility from one hour after the last international flight using that facility to one hour before the first international flight of the day using that facility.
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RESPONSIBILITIES

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

PROCEDURES

RESPONSIBILITY	ACTION
All Employees	Contact the AOC at 277-5100 and report persons in the Airport terminals during overnight hours.
AOC	Assign Sr. Airport Operations Specialist and or Facilities staff to lock/unlock doors and/or to respond and contact persons remaining in the Airport Terminals during overnight hours. Alert SJPD to investigate any potential violations of this policy.

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Approved:

/s/ John Aitken
Director of Aviation

3/16/18
Date