

# 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 José 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.

### 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 to lock/unlock doors and/or respond and contact persons remaining in the Airport Terminals during overnight hours.  Alert SJPD to investigate any potential violations of this policy.

Approved:



Director of Aviation

4/19/23

Date