



North Vancouver Recreation & Culture Commission

POLICY MANUAL

Policy No. 100

Section:	Administration
Title	Media Device Use in Facilities

REASON FOR POLICY

To set out conditions regarding the use of media devices in North Vancouver Recreation and Culture Commission (NVRC) facilities.

POLICY

1. The use of media devices in change rooms, showers, washrooms, and first aid rooms is strictly prohibited under any circumstances.
2. To protect the privacy of NVRC clients, the use of media devices in all facilities is prohibited without a subject's expressed consent or, where the subject is a minor, the consent of his/her parent or guardian.
3. NVRC staff may request verification of the intent of anyone taking photos, videos, or audio recordings in NVRC facilities or programs and have the authority to grant or deny permission to proceed.
4. Organizations and groups that rent NVRC facilities must comply with this policy in common facility areas (lobbies, washrooms, etc.) and are responsible for the use of media devices in the rented areas.
5. In the case of photos taken by the NVRC to be used for publication in brochures, websites, leisure guides or other promotional material, NVRC staff will ensure that participants are requested to and complete a release form for themselves and/or their children.

DEFINITION

For the purposes of this policy, the following definition shall apply:

Media devices include cameras (digital, film or cell phone), video cameras (digital, film or cell phone) and audio recording equipment.

AUTHORITY TO ACT

Authority to act is delegated to the Director of Recreation & Culture.

Approval Date:	March 18, 2010	Approved by:	Commission
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