

## **OP. 39 Camera/ Video Usage in Facilities**

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### **PURPOSE**

This policy outlines the conditions under which the use of cameras/video equipment is permitted for use in the facility.

### **SCOPE**

This policy applies to all interior spaces managed by The Works.

### **POLICY STATEMENT**

- I. General use of cameras, video or picture taking equipment is prohibited in all buildings managed by The Works.
- II. During private rentals, such as parties, camera use is limited to the room that is rented by the group.
- III. Camera/video usage is permitted for marketing/promotional purposes for The Works. Under these circumstances, photos/videos will take place in a controlled environment and will be used only with approval from The Works.
- IV. This policy is in effect at all times. Exception may be made by the Director/General Manager or the Information Services Coordinator.

### **AUTHORITY**

The Information Services Coordinator can approve camera/video use in the facilities for marketing/promotional purposes.

### **RESPONSIBILITY**

All employees of The Works are responsible for enforcing this policy and reporting all violations of this policy to a Supervisor or Division Manager.

The Information Services Coordinator is responsible for ensuring appropriate signage is clearly visible that communicates this policy.