



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **Cell Phone & Other Recording Device Policy**

### **Policy:**

The use of cell phones, audio, camera, and video recording devices is strictly prohibited in all locker rooms, bathrooms, pool complex and childcare areas. Restrictions apply other areas of the facility.

### **Rationale:**

In an ongoing effort to maintain a safe environment for children, adults, and families, the Muscatine Community YMCA has established this policy to both protect the safety and privacy of all of our members and guests from the possibility of having unauthorized pictures or audio recordings taken of them and to educate members and guests that the use of cell phones during YMCA activities is a distraction and a safety concern.

### **Procedures:**

- **Talking on Cell Phones**

- Talking on cell phones is restricted to offices, conference rooms, hallways, and lobby areas. All calls should be brief, appropriate, and as quiet as possible. Talking on cell phones is not allowed in locker rooms, bathrooms, or any program space including but not limited to the pool complex, childcare areas, gymnasium, multipurpose rooms, and exercise areas.

- **Audio, Camera, and Video Recording Devices**

The use of audio, camera, and video recording devices is prohibited at the Muscatine Community YMCA unless there is implied or written authorization.

- Implied authorization is when a person is taking a picture, using an audio device or taking video of a member of their family, family friends, or others from whom prior permission has been obtained while participating in a YMCA activity or event such as swim meets, basketball games, family events, and classes, etc. YMCA staff reserve the right to ask members or guests who they are taking pictures of or recording during programs or activities to determine if there is implied authorization. During large group events, promotional pictures may be taken. To communicate with members and the general public, signage will be posted when this occurs and written authorizations will be required in special cases when a person is going to be the focus of a marketing piece.
- Written authorization is when a person has signed a photo release and provided it to Muscatine Community YMCA staff stating that they give permission for pictures of themselves and/or their dependents to be taken and/or published. YMCA staff or authorized designees of the YMCA, when given authorization, shall be allowed to use cameras or video recording devices to create promotional, education, or advertising content.
- The use of cell phones for audio content, including but not limited to; music, audio books, videos, etc... is allowed in designated areas only with the use of personal headphones. YMCA staff reserve the right to ask users to restrict volume levels or verify usage purposes as needed.

### **Enforcement measures:**

The Muscatine Community YMCA staff will enforce the above policy. A violation by a member, program participant, or guest may result in a warning, suspension, or termination of YMCA privileges.

I acknowledge that I have received a copy of the Muscatine Community YMCA Cell Phone & Other Recording Device Policy and I consent to its terms. I understand it is my responsibility to be familiar with and comply with the requirements of this policy.

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*Employee's Name Printed*

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*Employee's Signature*

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Date

Approved by Muscatine Community YMCA Board of Directors on December 18, 2015.

### **MUSCATINE COMMUNITY YMCA**

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