



## MCA PHOTO/VIDEO POLICY

The Munroe Center for the Arts (MCA) may take photographs, videos, and/or audio recordings while MCA programming occurs. These photographs, videos, and/or audio recordings may be utilized for records and/or public relations. Images/recordings from classes, camps, workshops, events, etc. help us keep our community informed on the various activities and offerings we work to provide year-round.

Registering for any of our programs/events implies consent from the participant (or their parent/guardian). Any participants (or their parent/guardian) who wishes to opt out from this must send a request in writing (described below).

### PROCESS:

- Contact the MCA Operations Coordinator, [Holly@munroecenter.org](mailto:Holly@munroecenter.org), by email with "Photo/Video Opt Out" in the subject line *before* the upcoming program/event.
  
- Please include the following information:
  - Participant name
  - Program: event, class name/day, camp week, etc.
  
- Your request will be confirmed by staff once we have received and noted it.

.....

### NOTES:

- Requests are processed during regular business hours (M - F, 9am - 5pm) and should be submitted as early as possible. We cannot guarantee immediate turnaround for requests sent after classes have begun.
  
- Participants and/or their families may reach out at any time to remove an image in the event that their likeness is utilized in MCA social media, website, etc. We ask to please specify the media used, with direct links when possible. MCA cannot guarantee removal from materials that have already been published (ex. fliers, newsletters, postcards, etc.)
  
- Our staff is understanding! If you notice an instructor, volunteer, or any office staff taking photos/videos during a program or event, please feel free to communicate to them that you'd like to not be included in any images.