**Digital Recording or Live Streaming at HRCE Facilities**

**2020-21 Regular Season**

To: [insert contact info and address of organization]

The Halifax Regional Centre for Education (“**HRCE**”) is committed to ensuring its facilities and multi-purpose rooms, are a safe and welcoming environment for everyone. One aspect of everyone’s safety and security in this type of environment is with respect to an individual’s personal privacy and security. Personal privacy and security requirements need to be balanced with the use of modern digital recording technology to record and broadcast activities that occur on, or in, HRM facilities. One means that HRCE is taking to address this balance is through the posting of notices to the general public at its facilities that digital recording technology may be used during the activities.

HRCE is hereby informing you, as a renter of HRCE facilities (meaning you have executed a Rental Contract with HRCE and have completed all other requirements associated with the Rental Contract) that it is your responsibility, and not HRCE’s, to determine if you will permit viewers of your activity to digitally record, live stream or use similar means of recording and viewing or broadcasting the event (collectively the “**Recording and Broadcasting**”).

This means that when an HRCE facility is being used for an activity for which your Rental Contract applies, you will be responsible, and liable, for the determination of whether or not to permit the Recording and Broadcasting of the activity, for informing all attendees of your determination, and any issues that arise from an attendee, participant or third party with respect to any aspect of the Recording and Broadcasting.

If a complaint or issue with respect to the Recording and Broadcasting of your activity is brought to the attention of HRCE, HRCE will direct the complaint or issue to you for resolution. HRCE does not accept responsibility or liability for any loss, damage or injury whatsoever which may arise as a result of you permitting, or not permitting, the Recording or Broadcasting of the activity at the HRCE facility.

HRCE recommends, but does not require, that you inform each attendee of the contents of this letter and you may wish to obtain specific permission or waivers from each of the attendees at the activity for the Recording and Broadcasting to occur.

Please complete the following information and return to the Halifax Regional Centre for Education, 33 Spectacle Lake Drive, Dartmouth, NS B3B 1X7 Attention: Lynn Fleming or send via email to [lfleming@hrce.ca](mailto:lfleming@hrce.ca)

Your Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing above, I confirm I have authority to bind the [Insert Name of Responsible Person, Organization or Association]

Your Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_