

Guidelines for Facility Use

Safety & Security on Campus

1. The group leader present at the event automatically becomes a member of St. Luke's Safety and Security Team (SST) and is responsible to ensure the group participants follow all safety and security action plan items. The group leader present at the event is also responsible to program security contact phone numbers into their "favorites" on mobile devices (security officer-713-416-3004 or facility administration-713-907-8568 representative).

Use & Care of Facilities

2. Users of St. Luke's facilities agree to use utmost care in the use of St. Luke's facilities and agree to leave St. Luke's facilities in good, clean condition. Lights should be turned off and doors closed.
3. Groups/organizations are asked to use only the space that has been provided and not to exceed the capacity limits of requested facility areas.
4. Groups/organizations will remain in their designated areas so as not to interfere with funerals, weddings or other events. If the outside grounds are to be used for breaks or meals this must be arranged ahead of time.
5. No paint, tape, glue or other substances may be used, nor carpentry, electrical or other construction work done, on St. Luke's premises. Damage caused by use of these materials may result in a repair charge.
6. No oil-based paint, flammable liquids, fire producing chemicals, and/or open flames in any form (exception of approved candles on the altar table) may be used.
7. No signs, posters, banners, flags, streamers or other items are to be attached or hung within or outside St. Luke's facilities.
8. All scenery or props must be freestanding. No nails, screws or stage hooks may be used. All materials used must be non-combustible or have been treated so as to be made fire-retardant.
9. The use of existing musical equipment is prohibited without the express approval of the Associate Director of Fine Arts.
10. No tables and/or chairs and/or other items may be taken from other rooms and/or areas of St. Luke's facilities. No furniture or equipment may be moved without permission of Facilities Administration.

Damages

11. In the event of damage to St. Luke's facilities, the person signing this agreement shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by St. Luke's Building & Grounds Committee, or their designee, and shall pay St. Luke's for such repair and replacement costs upon demand.

Scheduling

12. All requests for use of St. Luke's facilities are subject to approval by St. Luke's Facilities Administration.
13. In the rare event a conflict should develop in scheduled usage of St. Luke's facilities, the church reserves the right to re-assign the room/building or to cancel the reservation; however, every accommodation will be made to make space available to the requesting organization.
14. Facilities will be available 30 minutes before the event occurs; if more time is needed, it must be requested when facility is reserved. Facilities must be vacated at the designated end time.

Children/Youth Events

15. For children and youth events, the applicable group or organization must provide adequate adult supervision for all use.
 - a. 1 adult per 5 children, ages 1-10
 - b. 1 adult per 7, Middle School students
 - c. 1 adult per 10, Senior High students
16. For children and youth events, in accordance with Safe Sanctuary regulations, no one will be allowed in the space until their reserved time.

Childcare

17. St. Luke's nurseries and childcare facilities are not available for community or other outside groups.

General

18. Groups/organizations will advise their attendees NOT to park in a fire lane or other areas not designated for parking. Cars that are in violation may be towed at the owner's expense.
19. Any articles of property left on St. Luke's premises by those using St. Luke's facilities shall, after a period of seven (7) days, be deemed abandoned and shall become the property of St. Luke's. In no event shall St. Luke's be responsible or liable for any loss or theft of, or any damage to, any articles of property of any group or organization of any member thereof.
20. No group or organization may transfer, assign, or pass on its permission to use facilities to any other persons or an organization.
21. Groups/organizations may not raise funds or sell merchandise, new or used, without the express permission of St. Luke's. A request to do so must be presented in writing to the Finance Committee 90 days prior the event.
22. For purposes of this policy, any reference to facilities includes reference to any property of St. Luke's, including furniture and equipment.
23. Every group or organization is required to abide by all St. Luke's guidelines, requirements, emergency procedures and other restrictions regarding use of St. Luke's facilities, which are outlined in this policy.
24. Those using St. Luke's facilities agree to release, protect, defend, indemnify and hold harmless St. Luke's and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions,



costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any St. Luke's facilities.

25. No group or organization (whether or not a St. Luke's member is affiliated with such organization) shall use any of St. Luke's facilities in any manner or for any purpose that is in conflict with or contradicts the United Methodist Book of Discipline or the mission or principles of St. Luke's.
26. St. Luke's name shall not be used by any group or organization in any manner in advertising or other publicity or any other oral or written statements that indicates or implies that St. Luke's endorses or sanctions such group or organization or its meeting, event, mission, or principles, except for any reference to St. Luke's solely as the location of the applicable event or as may otherwise be expressly approved in writing by St. Luke's.

Hospitality

If your event will have more than 50 attendees, we ask that you have members of your organization stand at the main entrances to direct your attendees to the proper room. If you need a place to post signs, location directions, and other information about your event, St. Luke's can provide you with easels and standards to display your posters and signs, if arranged before the day of the event. All signs must be removed once event is completed. Maps of the building and driving directions can be found at [New Here? | St. Luke's United Methodist Church | Houston, TX \(stlukesmethodist.org\)](https://stlukesmethodist.org). It is suggested that a representative from the requesting organization take a tour of the facility before the event occurs.

The Main Office must be notified of deliveries (food or other items) prior to the time of the event and the delivery person must check in with Main Office. Payment arrangements should be handled by your group.

All leftover food items should be either disposed of or taken with you.

Blanton Recreation Field/Building Guidelines

All General Facility Guidelines apply to the Blanton Field, Blanton Building in addition to the following:

- Please refrain from climbing or playing on fences, gates or furniture.
- No pets allowed
- No glass items allowed
- Parents must supervise children at all times
- Absolutely no food or any type of beverages can be stored for any time in Blanton Building.

Questions may be directed to:

Susan Cole
Facilities Administration Coordinator
St. Luke's United Methodist Church
713-402-5007
scole@stlukesmethodist.org



APPENDIX TO FACILITY USE GUIDELINES

I. MEDICAL EMERGENCIES

A. Weekdays during Office Hours (M – Th 8:30 am - 4 pm; Fri 8:30 am – 3pm)

Westheimer Campus:

If the medical emergency is NOT life-threatening, one person in the group is assigned to first call the onsite Security Officer (713-416-3004) AND then the front desk (713-622-5710). The front desk receptionist receiving the call should determine if the person calling is a trained medical responder. If not, an attempt should be made to locate a medical responder and ask him or her to go to the location of the emergency.

If the medical emergency may be life threatening or serious and requires EMS, three helpers should be assigned as follows:

- Helper 1: Stays with the person experiencing the medical emergency
- Helper 2: Calls 9-1-1 (The church's physical address is 3471 Westheimer Road - but you may need to let them know what part of the building you are in. If they ask for the Key Map code it is 492-T.). Then, heads outside to wait for EMS to arrive (take your phone).
- Helper 3: Notifies the onsite Security Officer (713-416-3004); AND then the Front Desk (713-622-5710). The person receiving the call should determine if the person calling is a trained medical responder. If not, an attempt should be made to locate a medical responder and ask him or her to go to the location of the emergency.

Gethsemane Campus:

If the medical emergency is not life threatening, two staff persons should immediately be found and designated to follow through on the issue.

If the medical emergency is life threatening or serious and requires EMS, then one staff person should remain with the person experiencing the problem, and the other dial 911 (The church's physical address is 6856 Bellaire Blvd.), and then find the security officer. An AED is located in the Sanctuary, Canterbury Hall and in the children's wing.

B. Weeknights after 4 pm and Sunday Afternoons

Westheimer Campus:

If the medical emergency is not life-threatening, one person in the group is assigned to call the onsite Security Officer (713-416-3004).

If the medical emergency may be life threatening or serious and requires EMS, three helpers should be assigned as follows:

- Helper 1: Stays with the person experiencing the medical emergency
- Helper 2: Calls 9-1-1 (The church's physical address is 3471 Westheimer Road - but you may need to let them know what part of the building you are in. If they ask for the Key Map code it is 492-T.). Then, heads outside to wait for EMS to arrive (take your phone).
- Helper 3: Notifies the onsite Security Officer (713-416-3004).

Location of first aid kits: Main Office, Sanctuary (Usher Room), Main Kitchen, Blanton Building, Central Plant (north foyer), Woodshop, Gathering area in the Johnson Building, Fellowship Hall.

Location of defibrillators (AED): Main Office, Sanctuary (acolyte room), outside the Rotunda, 2nd Floor Johnson Building, branches Building, Blanton Building, Woodshop, Central Plant, the Activity Center Foyer.

Gethsemane Campus:

If the medical emergency is not life threatening, then two staff persons should immediately be found and designated to follow through on the issue.

If the medical emergency is life threatening or serious and requires EMS, then one staff person should remain with the person experiencing the problem, and the other dial 911 (The church's physical address is 6856 Bellaire Blvd.), and then find the security officer. An AED is located in the Sanctuary, Canterbury Hall and in the children's wing.

II. FIRE AND SMOKE EMERGENCIES

A. Fire Alarms

Westheimer Campus

The fire alarm signals include a voice broadcast for evacuation instructions. Westheimer occupants to evacuate with flashing strobe lights, and audio recorded message. This system in the main building may also be used for other emergency announcements (i.e. active shooter, weather alert, etc.).

B. Emergency Procedures

1. Preparing for a Fire Event

As with other types of emergencies, it is important to prepare yourself in advance to react quickly and effectively to a possible fire in or near your building, office or classroom. You might be the first to detect the smoke or burning odor and your prompt reaction may save other lives as well as your own. If the fire is in a very early stage, you or others may be able to extinguish the fire, but only if it has not passed the “incipient stage” (that which can be put out with a fire extinguisher). Under no circumstances shall an employee or congregation member attempt to fight an incipient fire without having completed training on fire extinguisher use.

It is critical to know the locations of the manual fire alarm pull stations, the portable fire extinguishers, and the two escape routes from your area should you need to evacuate. You should periodically refresh your memory about these and this information is readily available inside classrooms and meeting rooms and at various hallway postings. Periodic fire drills will also help. You should also know the location of the Fire Drill “Gathering Area” for your room. This evacuation posting should be on the wall inside the room.

2. If You Detect Smoke or See Fire

Activate the manual fire alarm. Initiate evacuation procedures for any occupants of the affected building(s). Call 911 (move to a safe area before making this call). Give your name, telephone number, and location. Describe the situation.

If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury, attempt to extinguish the fire. To operate it, take the fire extinguisher off of wall holder or out of cabinet. Stand back from fire 6-8 feet. Pull out the ring pin. Hold the fire extinguisher upright. Aim the nozzle at the base of the fire. Squeeze the handles. Spray, using a side-to-side motion, utilizing the PASS method; Pull, Aim, Squeeze, Sweep. Ensure that you remain safe, keeping yourself between the fire and the nearest exit. If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating. Unlock and close your office door.

3. If the Fire Warning Alarm Sounds

Do not use the elevator. Immediately initiate evacuation procedures (when ordered to evacuate, you must leave the building). You should walk, try to remain calm and quiet, grasp handrails on stairs, and follow all other emergency instructions given by St. Luke's Evacuation Aides.

Assist disabled persons or persons needing help in your area. If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit. Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire. Proceed to the ground level and outdoors. Move upwind of the building at least 75 feet away from the building and beyond designated fire lanes. Go to your designated assembly area (if possible).

Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles. Do not congregate near building exits, driveways, or roadways. Do not reenter the building until an "all clear" is issued by a staff member. (Note: The all clear should be initially issued by the Fire Department.). When the emergency is over, emergency personnel will instruct those who evacuated when to return to the building. Security and/or other personnel will control entrance into the building.

III. SEVERE WEATHER AND NATURAL DISASTERS

A. Tornadoes & Severe Weather

It is important to know the tornado warning terminology. A tornado *Watch* means a tornado is possible in your area. A tornado *Warning* means a tornado was sighted and may be headed for your area. Go to your facility's safety area immediately!

Tornado warnings will be issued in a number of ways in a community: weather station radio transmissions, television, radio or by other means based on a community's resources. The best way to prepare in advance is to determine the safest places to gather in each building and for the facility as a whole.

Here are some guidelines:

Best Locations

- Basement
- Inside walls on opposite side from the direction the storm is approaching.
- Interior hallway on the lowest ground floor (no windows; doors secured at either end)
- Restrooms without windows

Areas to Avoid

- Atriums
- End rooms in one-story buildings
- Hallways with windows
- Lobbies
- Any exterior facing rooms with windows
 - Second floor rooms
- Walkways

If a tornado is imminent, follow these procedures:

- Listen for weather conditions via radio, television, etc.
- Clear desks, tables and windowsills of unsecured items, if time allows.
- Move away from the perimeter of the building, exterior offices, glass and close the doors.
- Sit down in an interior corridor, stairwell, or room without windows, preferably on the lowest floor.
- For those at NFCC, consideration should be given to moving quickly to the main St. Luke's building.

In all St. Luke's facilities there are multiple options for locating to safe areas.

If a tornado warning is issued for a St. Luke's facility's area an announcement of "severe weather....please take shelter" will be made and occupants will be instructed to move to a safe location as indicated above. All Safety and Security Team (SST) members and available St. Luke's staff should assist in identifying and moving to more safe locations. In advance of any such announcement, the aforementioned SST members should familiarize themselves with which areas meet the above "best" criteria.

SST members should instruct anyone outside to move indoors to designated safe areas. Occupants should face walls with knees up under them and heads and neck covered with their arms. Occupants shall not leave the evacuation area until an "all clear" announcement is made by a member of the staff. When it is clear to leave, beware of downed power lines, debris or other hazards.

B. Floods

During a flood, areas on campus that are prone to flooding are the children's courtyard and the basement. If you notice flooding around the building contact the Director of Facilities.

We will periodically review the St. Luke's flood insurance coverage to ensure its adequacy.

C. Hurricanes

Hurricanes are a potential threat typically from June through November for our area. When the United States Hurricane Center issues a HURRICANE WARNING for the Greater Houston/Galveston area, St. Luke's will normally close all our facilities to the public and all employees will be requested to secure their offices and areas and leave the premises. We normally do not allow the buildings to be used as a shelter during a hurricane.

IV. ACTIVE SHOOTER INCIDENT-Leader will instruct the group to follow all verbal instructions given by St. Luke's SST Members, as well as below instructions:

A. Protocol & Announcements

Contact on-site security in the event of an active shooter incident.

If no officers are on duty: Call 911 immediately, with clear and accurate information. Nobody should assume that someone else has done that. Information to provide to law enforcement or dispatchers:

- Location of active shooter(s)
- Location of caller
- Number of shooters, if more than one
- If there is law enforcement on-site (if known)
- Physical description of shooter(s)
- Type and number of weapons used by shooter(s)
- Use or threat of explosives/IEDs
- If shooting is still occurring
- Number of potential victims at the scene



It is critical that if we should sustain an active shooter attack, all areas of the affected campus be immediately alerted by the most effective means available.

B. Possible Responses

1. Run

If it is safe to do so, the first course of action that should be taken is to run, especially if an individual is not in the vicinity of the shooter(s). When possible, individuals should exit the building through the safest route. Facility occupants and visitors at risk who can evacuate safely should do so.

When evacuating:

- leave personal belongings behind; run as "low" as possible and consider crawling if near an exit;
- put hands in the air to signal you are unarmed to law enforcement responders;
- visualize possible escape routes, including physically accessible routes for occupants, visitors, or staff with disabilities and others with access and functional needs;
- avoid elevators; and
- take others with you but do not stay behind because others refuse to leave.
- Call 911 when in a safe place to do so.

2. Hide

If running is not a safe option, occupants are encouraged to hide in as safe a place as possible where the walls might be thicker and have fewer windows. Likewise, for occupants that cannot run, hiding may be the only option. In the sanctuary, hiding will basically mean dropping prone to the floor. In a full pew this might require someone to lay on top of someone already there. That is also a way to protect that person below from the shooter. Since we have armed officers onsite, the odds are that one or more of them will, within a minute or so, want to engage the shooter. If everyone is below the top of the pew benches, that will facilitate the officer(s) having a clear sightline and target.

Occupants outside the sanctuary should do the following:

- Lock the doors of the room you are hiding in and/or barricade them with heavy furniture, if possible.
- Close and lock windows and close blinds or cover windows.

- Turn off lights.
- Silence all electronic devices.
- Remain silent.
- Continue to evaluate possible avenues of escape. Otherwise, remain in place until given an all clear by identifiable law enforcement.
- Identify make-shift weapons.
- When safe to do so, use strategies to silently communicate with first responders, if possible (e.g., in rooms with exterior windows, make signs to silently signal law enforcement and emergency responders to indicate the status of the room's occupants).
- Hide along the wall closest to the exit but out of view from the hallway (which would allow the best option for ambushing the shooter and for possible escape if the shooter enters or passes by the room).

3. Fight

If neither running nor hiding is a safe option, when confronted by the shooter individuals in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, chairs, hymnals, etc. Research shows there is strength in numbers. To be clear, confronting an active shooter is not required of any non-law enforcement personnel's job; how each individual chooses to respond if directly confronted by an active shooter is up to him or her.

4. Run, Hide, Fight for Occupants with Disabilities

As discussed earlier, no one should be forced to stay or leave the premises during an active shooter situation (unless otherwise directed by law enforcement or other emergency personnel). Additionally, notifications should be made in a variety of formats so that they are accessible to those with special needs. Proper planning and execution should consider how to communicate with hearing or vision impaired individuals and those with other disabilities (confined to a wheel chair).

C. Interacting with First Responders

Occupants should cooperate and not interfere with the first responders. The sooner law enforcement is able to discern the threat and react, the more lives can be saved.

When law enforcement personnel arrive at the scene, occupants should be trained as follows:

- Follow all official instructions from police;



- Remain calm, think, and resist the urge to panic;
- Immediately raise hands and spread fingers;
- Keep hands visible at all times;
- Put down any items;
- Avoid making sudden or quick movements toward officers;
- Do not point, scream, or yell;
- Do not ask for help from the officers when evacuating;
- Proceed in the direction as advised by the officers; and
- Allow St. Luke's SST Team Member to be primary communicator with police. If requested, provide all relevant information

V. SUSPICIOUS/THREATENING PERSON(S) ON CAMPUS

If a suspicious person is encountered on campus, call the church security cell phone (713-416-3004 Westheimer campus) or use the two-way radios (at Westheimer and Gethsemane) and alert the officer on duty.

If there is no officer available, and it is determined that there is no threat of violence (simply a homeless person seeking refuge or other help), then consider talking calmly with him or her to see exactly what the person is seeking. Based on this conversation direct the person as appropriate.

If the person does appear to be a threat and you have not reached on campus church security, call 911, then call a staff member. If you are in contact with the person, try to stay calm but consider leaving the area as soon as possible.

Depending on the perceived threat, the staff member may need to quickly alert the office to institute a lockdown or lockout using the best available communication method. This is especially true if it is during a time when children or on campus for weekday ministries or other function.

VI. DISRUPTIVE PERSON OR GROUP

Community Groups encountering a non-violent disruptive person will handle the disruptive person in the same manner as a potentially violent person. Call the church security cell phone (713-416-3004-Westheimer Campus) or use the two-way radios (at Westheimer and Gethsemane) and alert the officer on duty.



VII. POLICE MATTER OR OTHER EMERGENCY IN THE AREA

If it is determined that there is some disturbance or other possible emergency in the St. Luke's surrounding area, then a lockdown or lockout should be announced and implemented. Our security company, which monitors the area (including St. John's) has been instructed to immediately notify our Facilities Administration of any such incident or event. If a staff member is informed that some sort of hazardous chemical or substance has been released in our area they will immediately announce and implement a shelter-in-place situation until they are notified that the situation has ended and there is no longer any danger of exposure or injury.



I have read and accept the Facility Use Overview, Facility Use Guidelines and Appendix. I will respect the facilities of St. Luke's United Methodist Church and use them responsibly.

Name

Date

Organization

Phone Number

Billing Address

City/State/Zip