



# **Guidelines and Procedures for the use of the Church of Christ at East Side Austin Buildings**



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# Introduction

## Guidelines and Procedures for Use of the buildings on the Church of Christ East Side Campus

Matthew 10:8 But he who did not know, yet committed things deserving of stripes, shall be beaten with few. For everyone to whom much is given, from him much will be required; and to whom much has been committed, of him they will ask the more.

East Side we have been blessed with a great gift from God and with it comes a great responsibility. We must maintain and take care of these buildings. We, the Leadership have put together the protocol for the use of each building on the campus.

We encourage the congregation to use these buildings to implement activities, training, and special education classes that will meet the spiritual and physical needs of the congregation here at East Side.

This handout describes the guidelines and procedures for the use of the buildings on the East Side Church of Christ campus. We want these facilities to be available to every member and open (with approval of the Leadership and availability) to the community.

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George Williams  
Minister

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Cranston Hardeman  
Elder

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Edward Davis  
Elder

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Ethan Williams Sr.  
Elder

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Floyd Boozer  
Elder

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Marlon McGhee  
Elder

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Quinton Smith Sr.  
Elder

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Russell Clemons  
Elder

## **BUILDING USE and ETIQUETTE**

The East Side Church of Christ facility is designed as a multi-functional building. Activities typically include worship assemblies, church fellowships, Bible classes, seminars, small group meetings, weddings, receptions, banquets, funerals, counseling, etc. Because of the volume of use the building will experience, everyone is urged to use caution with the care of the facility and not abuse it.

### **Elevator Use**

Please take extra care when operating the elevators. Always check for small children before allowing the doors to close.

### **Safety Rules**

Fire extinguishers and fire alarm pull boxes are located in each of the buildings. They are to be used only in the event of a fire by qualified adults. Parents and guardians need to be sure that children do not play with the fire alarms and extinguishers. Setting off a false alarm is a criminal offense.

AED's (Automated External Defibrillators) are placed in each building– (how many?) in the Sanctuary, two in the lobby, one by the MLK exit and one by the US 183 exit. In the Learning Center there are four, two on each floor. Family Life Center there will be two, one by each main exit.

### **General Rules**

- a. Activities are to be kept within the scheduled times, and all activities will be finished and the facility vacated approximately by 9:30 p.m.
- b. The Dress Code will be strictly enforced. Shoes, shirts, and appropriate attire for the event scheduled will be required.
- c. No tobacco of any sort, (i.e. cigarettes, cigars, chewing tobacco, e-cigarettes) will be allowed on the premises.
- d. Food and beverages should be kept in the designated areas only and are not allowed in other areas of the building.
- e. Profanity/foul language will not be allowed on the premises.

- f. With the exception of weddings reception and exercise classes, activities involving dancing are not allowed. The dancing must not be lude or provocative.
- g. Contact members of the Leadership through email for lights and thermostats adjustments. (Brothers Marlon McGhee, Ethan Williams Sr., Curtis Sells, Jermaine Broom)
- h. For safety reasons, during an event/activity the building should not be left unattended at any time. Outside doors should not be propped open or left unattended.
- i. Please obtain prior approval to move furniture or decorations and please return items to their original locations.
- j. Users are responsible for setting up, teardown, and cleaning up of the event area upon completion of the event.
- k. Users will check the bathrooms for tidiness following the event.
- l. When any ministry or approved outside activity utilizes any building on campus, they will be responsible for coordinating opening and closing the building and security for that function.
- m. Church equipment will NOT be loaned out or taken off campus for personal uses. (i.e., tables, chairs, etc.).

## **Scheduling:**

1. The Church Office Administrator will use the Shelby calendar to manage scheduling events in the church calendar:
  - a. Manage schedules of rooms or building availability
  - b. Manage schedules of vehicle use
  - c. Notifying personnel of availability of calendar events
  - d. Manage schedules for conference and approved events/activities
  - e. Only those with confirmed reservations are permitted access and use of the building and/or equipment for events other than a regularly scheduled assembly. All areas that have not been reserved are off limits. Children are not allowed to roam the buildings.
  - f. Users (the person making the reservation) are responsible for the behavior of their guests, care for the facility, care for all equipment rented and confining guests to the areas reserved.
2. There will be fees charged for the use of any of the buildings on the campus. Non-church functions and non-member functions see Fee Schedule.
3. We will keep the current policy in place of no personal activities (e.g. birthday parties, graduation parties, etc.) on the campus. This is to avoid any conflicts of interest.
4. The Leadership reserves the right to deny a request to utilize any building on the campus or any function.
5. Cancellations: the person who scheduled the event is responsible for contacting those they coordinated with for building access, IT equipment, etc. a minimum of 24 hours prior to the event. The church office administrator must be notified to remove the event from the calendar.

## The Main Building

### The Sanctuary:

Main use of the Sanctuary will be:

- a. Worship Service
- b. Funerals
- c. Weddings
- d. Conferences
- e. Large Meetings

(NO food or drink allowed in the Sanctuary)

### Counselling Rooms (Behind the Baptismal pool):

- a. Used for counseling sessions (used for various times, reasons, and for privacy)
- b. May be used for the groom and groomsmen preparations.

### Bridal Room:

1. Main use is for bride's preparations.
2. May be used for briefings or counseling session area.

### Cry Room:

1. This room is available during worship services.
2. Please utilize the CRY ROOM, which is located at the back of the sanctuary, for you and your child so as not to disturb others during worship services.
3. Parents should always accompany their child(ren), this is NOT a playroom.

### The Conference Room:

Used for meetings and counseling sessions.

## **Main Foyer:**

**NO food or drink will be served in the Sanctuary foyer.**

## **Communion Room:**

1. To be used for communion preparation only.
2. Communion workers please wash your hands and wear gloves when handling or prepping the communion.
3. The refrigerator is to be used for communion purposes ONLY.
4. Please always keep this room clean.
5. Countertops must be cleaned, wiped down, and sanitized.
6. No extra items will be left on countertops or shelves.
7. Each cabinet is designated for certain items. Please do not add any additional items.
8. Remove all trash at the end of evening worship service.
10. Lock and secure the door when you leave.
11. Any items left in the communion room/refrigerator will be tossed out or given away.

## **Library:**

1. Main use, study area, reference materials.
2. May be used for meetings.
3. Used for evening worship and 5<sup>th</sup> Sundays Fellowship communion.
4. New members (photo's, introduction to ministries, Leadership meet and greet)

## **Nursery:**

1. Please DO NOT enter unless a Church Nursery Attendant is present and remains present.
2. This room is only available during Sunday morning worship (9:50 a.m. to the end of communion) FOR AGES 1 TO 3 (the child must be able to walk on their own to attend). The nursing room in the nursery is to be for NURSING MOMS.
3. If your 2- and 3-year-old child attends Bible Class at 9:00 a.m. and you plan to utilize the nursery during worship service, the child (children) will need to be brought to **Room 101** in the education building (2- and 3-year-old Bible class) before 9:50 a.m. They will be escorted to the nursey after Bible class to be signed in and for pager distribution.
4. The church nursery is only to be used on Sunday mornings during morning worship when the staffed nursery attendants are present.
5. The church nursery is a DROP OFF ONLY complimentary service.
6. If your child will not or cannot stay in the nursery without you, please utilize the CRY ROOM, which is located at the back of the sanctuary for your childcare needs.
7. Please pick up your child immediately following the conclusion of the Lord's Supper/Communion.

### **Sound/Video and I.T. Services:**

Contact Bro. Curtis Sells or Bro. Darryl Manor with all event/activity information needed to ensure personnel will be in place for all events/activities. Please notify Bro. Manor of all funerals or unscheduled events, with all information needed to ensure personnel will be in place.

### **Sound and lighting Equipment:**

Ensure that all audio and lighting equipment is ready for each event/activity held in the Sanctuary, Learning Center, and Family Life Center (i.e., worship services, special events, etc.)

## **Video Equipment:**

1. Ensure that all video equipment is functioning properly and ready for use.
2. Edit video for use on the WEB.

## **Emergency Procedures:**

Establish and communicate clear procedures for emergencies, including fire drills and medical emergencies.

1. Building Evacuation: if you are sitting down front on the MLK side use the front MLK door by the pulpit. If you are sitting down front on the U.S. 183 side use the U.S. 183 door by the pulpit.
2. If you are sitting in the middle Toward the back, then use the for your doors on the MLK side to exit the building period
3. If you are sitting in the middle toward the back use the center for your doors to exit to the patio area, then to the U.S. 183 side parking lot.
4. If you are sitting in the middle toward the back on the US 183 side use the US183 side doors to exit the building.
5. If you are sitting in the middle section Exist using the middle doors out through the patio doors.
6. Once you have existed the building meet in the parking lot behind the Learning Center, we want to make sure everyone is accounted for.

## **Medical Procedure:**

1. Seek medical staff assistance first
2. AED's (Automated External Defibrillators) are located in the Foyer by the MLK, and U.S. 183 exist doors
3. First Aid kits are located in the medical room.

## Learning Center:

**Members of the Church of Christ at East Side, this is our facility for teaching and learning, a place where we can learn about God and fellowship with one another. Please adhere to these guidelines:**

### Education Director:

All educational ministry and curriculum materials will be reviewed and approved by the Leadership and the Education Director.

### Teacher's Work Room:

1. Clean-Up Responsibility: Teachers using this area are responsible for cleaning up after use, leaving the workroom ready for all teachers to prepare their materials for their classes.
2. Report or notify lead teacher or director of any materials that are needed or that need to be replenished.

### Classrooms: (Check with Education staff to see which rooms are available)

1. Prior Reservation Required: All events or activities must be scheduled and approved by the church administration in advance.
2. Appropriate Use of Space: Ensure that the intended use of each area within the facility aligns with the church values and mission.
3. All classroom furniture and equipment must be repositioned as found.

### The Foyer:

1. **Keep this area clean:** It will be clean before and after each function(s) or event(s). This area must be clean before you leave.
2. **Clean-Up Responsibility:** Groups or individuals using the facility are responsible for cleaning up after their event, leaving the space in the same condition as they found it.
3. **Prior Reservation Required:** All events or activities must be approved in advance by Leadership and scheduled by the church administration.

## **Storage Rooms 126, 226**

1. Used to store tables, chairs, I.T. equipment (i.e.) church property.
2. Personal items will be removed or donated.

## **I.T. Equipment:**

1. Notify I.T. members if there is a need for equipment or if there is an equipment malfunction.

## **Emergency Procedures:**

Establish and communicate clear procedures for emergencies, including fire drills and medical emergencies.

1. Teachers or the event coordinator will account for all occupants: Ensure that everyone is in a safe location and accounted for.
2. Building Evacuation: if possible first floor WEST use the MLK stair well doors exit, first floor EAST exit use Door 118. Rally point MLK parking lot.
3. Second floor West use the MLK door stairs, second floor East use the grand stairs to exit the building. Rally point MLK parking lot.
4. DO NOT use the elevators during emergency situations.
5. See Emergency Procedures section for further emergency instructions.
6. AED's (Automated External Defibrillators) there are four units, one on each floor's lobby and one on each floor by the emergency double doors.
7. First Aid kits are located in each classroom, the director's office (downstairs) and the teachers' workroom (upstairs).
8. Bleed Kits are located in the director's office (downstairs), in the teachers' workroom (upstairs) and in Room 126.

## **Family Life Center**

These Guidelines facilitate safety and maintenance of the Family Life Center of the East Side Church of Christ.

### **Security Of the Family Life Center:**

Just as with all buildings on the East Side campus every Ministry Leader will be responsible for the opening, closing and security of the Family Life Center (FLC). The alarm system must be turned off before entering and set prior to leaving.

To activate or deactivate the alarm in the FLC use the main entrance alarm panel (the double doors by the kitchen across from the garage).

1. If there are no functions/activities occurring in the FLC, all doors (the Fire Door and Double doors upstairs in the Learning Center) are to remain locked and the alarm set.
2. If there are church functions/activities and the Gym floor in the FLC is used, the Ministry leader will be responsible for turning off the alarm prior to opening the Fire door or the double doors upstairs in the Learning Center and will be responsible for setting the alarm upon completion of the use of the FLC.
3. If the track and exercise room are used, the ministry leader will be responsible for turning off the alarm prior to opening the double doors upstairs and will be responsible for setting the alarm upon completion of the use of the FLC.
4. If there are other than East Side functions/activities occurring in the FLC, unless otherwise contracted the main floor will only be used. All doors (Fire Door and Double doors upstairs in the Learning Center) will remain locked, and the Elevators will be deactivated.
5. All Ministry Leaders will be responsible for monitoring the use of the elevators when there are any East Side functions/activities. Children under the age of 10 should be escorted at all times when using the elevators.

6. If sport activities are being played on the gym floor, the upstairs deck will be closed. It is not to be used as an observation deck.

7. All participants in any and all Athletic activities will be required to sign a "Waiver clause" exempting the church from the Liability of injuries.

### **Special Functions:**

Wedding Receptions

Fellowship Functions

Repast Meals

### **Sport Activities**

Phys. Ed Activities

Alternate rain venue for scheduled outside activities.

### **Rules and Procedures:**

1. **Respect decisions of Leaders and Authorities:** Respect the church leaders and authorities. We encourage your feedback or concerns.
2. **Prior Reservation Required:** All events or activities must be scheduled and approved by the church administration in advance. Reservations must be made by contacting the church office.
3. **Respect for Religious Activities:** Priority is given to religious services, ceremonies, and events, including funeral repasts. Other activities should not interfere with these.
4. **Appropriate Use of Space:** Ensure that the intended use of each area within the facility aligns with the church values and mission.
5. **Clean-Up Responsibility:** Those who use the facility are responsible for cleaning up after the event, The space must be left in the same or better condition as receive.

6. **No Alcohol or Drugs:** Maintain a substance-free environment in accordance with the church beliefs and policies.
7. **No Weapons:** Possession of weapons is strictly prohibited on the premises to ensure the safety of all attendees.
8. **Respect for Property:** Respect the property and possessions of the church and others.
9. **Supervision of Children:** All children must be supervised and guided by responsible adults to prevent accidents or disruptive behavior.
10. **Quiet and Reverent Behavior:** Maintain a quiet and reverent atmosphere during religious services and gatherings to foster an environment conducive to worship. (will the FLC be used for worship?)
11. **No Pets allowed, except Service Animals:** Only service animals will be allowed in the FLC. Specify their expected behavior.
12. **Emergency Procedures:** Follow the published procedures for emergencies, including fire drills and medical emergencies, and sheltering in place.
13. **First Aid Kit/Trauma Bleed kit:** Know the location of the first aid kit and inform church staff of any injuries
14. **Confidentiality and Privacy:** Respect the privacy and confidentiality of fellow members.
15. **Follow Legal Requirements:** Ensure compliance with all relevant local laws and regulations.
16. **Notification of Changes or Damages:** Immediately report any damage or changes to the facility to the church administration.
17. **No Personal Profits:** Use of the facility for personal financial gain without prior approval is strictly prohibited.

#### **Kitchen Area:**

**The kitchen area is to be cleaned and sanitized before and after each use.**

1. **All personnel** using the kitchen must wash their hands and wear gloves when handling or prepping any food items.

2. **The refrigerators** are to be kept clean. All unused food items from an event or function must be removed no later than one day after the event.
3. **Maintain cleanliness of kitchen area.** Properly Clean the kitchen area before and after each use.
  - a. Countertops must be cleaned, wiped down and sanitized.
  - b. Floors must be swept and mopped.
  - c. Leave no extra items on countertops or shelves.
  - d. Each cabinet is designated for specific items. Do not add other items.
  - e. Remove all trash at the end of each function or event.
  - f. Lock and secure the kitchen area after each use.
  - g. All table clothes used must be cleaned and returned to storage ready for the next use.
4. **All items** that are left in the kitchen area after 5 days will be discarded or donated.

#### **Repast/Fellowship Meals:**

1. Floor mats will be used to prevent damage to the gym floor.
2. Make sure floor mats are cleaned before storage.

#### **Gym Area:**

1. **Respectful Conduct:** Treat others with kindness and respect. No bullying, harassment, aggressive behavior, or profanity will be tolerated.
2. **Cleanliness:** Clean up after yourself. Put away equipment in the appropriate place and dispose of trash properly.
3. **Attire:** Modest apparel is required. Wear appropriate workout attire and non-marking athletic shoes. Shirts must be worn at all times.
4. **Equipment Usage:** Use equipment properly and safely. If you are unsure about proper use, ask for assistance. Do not use equipment without assistance.

5. **No Food or Drinks:** Food or open drink containers are prohibited in the gym area. Closed water bottles are permitted during planned events/activities.
6. **No Smoking or Alcohol:** Smoking, vaping, and alcohol are strictly prohibited on the premises.
7. **Music and Noise:** No inappropriate music is permitted, avoid excessive noise when multiple events/activities are occurring at the same time. Music other than when using headphones must be kept at a reasonable volume.
8. **Time Limits:** Be mindful of time limits during peak hours to allow others to use the equipment. (What are the time limits? Perhaps they should be listed here.)
9. **Guest Policy:** Guests are allowed and must adhere to all gym rules and regulations. Guests are the responsibility of inviting members.
10. **Emergency Procedures:** In case of an emergency, all gym users must be familiar with emergency exits and procedures.
11. **Personal Possessions:** Store personal possessions in designated areas. Do not leave behind any personal items when leaving the gym. All unclaimed items will be discarded. The gym is not responsible for lost or stolen property.
12. **No Horse Play in the Showers:** Practice safe conduct in the shower area. No playing allowed, No sexual activity.
13. **Compliance with Church Rules:** Adhere to any additional rules or guidelines set forth by the church regarding gym use.

### **Track Use:**

1. No one under 10 years is allowed to use the track and exercise equipment unsupervised.
2. No leaning or playing on the track railing

# Emergency Procedures

## **Fire Emergency:**

1. Alert: If a fire is detected, immediately activate the fire alarm system.
2. Evacuation: Instruct all occupants to calmly and quickly exit the building using designated evacuation routes.
3. Designate Assembly Areas: Designate specific areas outside the building where occupants should gather for accountability.
4. Do Not Use Elevators: Emphasize that elevators should not be used during a fire emergency.
5. Account for All Occupants: Ensure that everyone is out of the building and accounted for.

## **Suspicious Activity or Intruder:**

1. Report Suspicious Activity: Encourage members to report any unusual or suspicious behavior to church staff or security personnel.
2. Lockdown Procedures: Have protocols in place for securing the building and sheltering in place if necessary.
3. Evacuation if Necessary: If the situation escalates, have a plan for safely evacuating the premises.

## **Active Shooter:**

Quickly determine the most reasonable way to protect your own life.

### **1. Evacuate**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind

- Evacuate regardless of whether others agree to follow • Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

## **2. Hide out**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

### **Your hiding place should:**

- Be out of the active shooter's view
- Seek protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Do Not trap yourself or restrict your options from movement/escape

### **To prevent an active shooter from entering your hiding place:**

- Lock the door(s)
- Blockade the door with heavy furniture

### **If the active shooter is nearby:**

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions, etc.)
- Hide behind large items (i.e., cabinets, desks, etc.)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen. Remember to regularly review and practice these procedures with church staff, volunteers, and members to ensure everyone is familiar with the protocols. Additionally, conduct drills and simulations to reinforce the emergency response process.

### **3. Take action against the active shooter:**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

### **Medical Emergency:**

1. Notify the church medical staff immediately.
2. Call for Help: Dial emergency services (911) for medical assistance.
3. Administer First Aid: Provide basic first aid to the injured if qualified to do so or wait for professional help to arrive.
4. Designate a Designated First Aid Area: Have a designated area where first aid supplies are readily available.
5. Communicate with Emergency Services: Provide relevant information to the dispatcher for efficient response.

### **Severe Weather or Natural Disaster:**

1. Monitor Weather Alerts: Stay informed about severe weather warnings or natural disaster alerts through local authorities or weather services.
2. Seek Shelter: Identify and communicate designated shelter areas within the facility.
3. Account for All Occupants: Ensure that everyone is in a safe location and accounted for.

### **Power Outage:**

1. Provide Emergency Lighting: Ensure that emergency lighting is available to guide occupants to exits.
2. Communicate: Keep occupants informed about the situation and provide guidance for safe movement within the facility.

### **Recovery and Follow-Up:**

1. Provide Support: Offer support, counseling, and resources to those affected by the emergency.
2. Evaluate and Revise: After each emergency, conduct a thorough review to identify areas for improvement and update procedures accordingly.