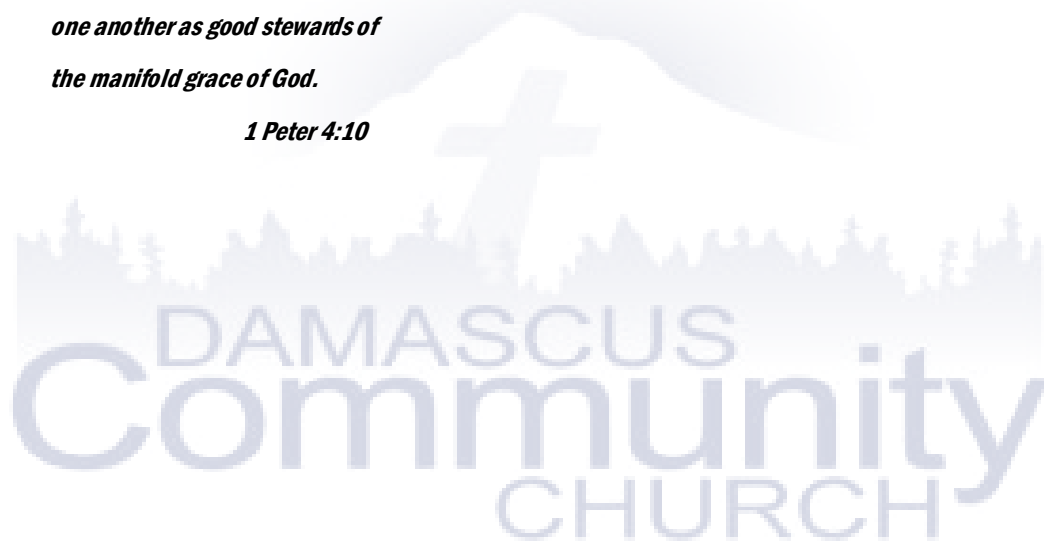


Good Stewardship begins with you.

This guide is designed to provide you with a checklist of items that require your attention when using the facilities that God has so generously provided to us at Damascus Community Church.

As each one has received a special gift, employ it in serving one another as good stewards of the manifold grace of God.

1 Peter 4:10



Damascus Community Church

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FACILITY USE CHECKLIST

Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.

2 Timothy 2:15



**Questions?
Contact our Facilities Supervisor
Ed Darnell
503.658.3179 Ext. 110**

Rooms and gym usage are reserved a minimum of **TWO** weeks in advance. See the Church Office for forms and calendar availability.

A Happy Ending...

The most important things to remember are:

- Close and lock windows that are opened
- Draw and close blinds that are opened
- Turn off all lights that you use
- Lock the doors that you open
- Set the alarm when you are the last to leave



There is precious treasure and oil in the dwelling of the wise, But a foolish man swallows it up.
Proverbs 21:20

USING THE GYM

We are counting on YOU!

When you use the Gym there are a few things that need to be done when you are finished.

- Clear all clutter and personal items
- Turn off the locker room lights, boys and girls
- Turn off the Scoreboard
- Turn off the Exhaust fans
- Check all the exterior doors, three in the main room, two in the locker rooms and one in the weight room
- Turn off the lights

USING THE MAIN BUILDING

When you have access to the main building for an activity, we need you to follow some simple steps.

- Always enter through the front door (**building is locked at 5:00 P.M.**)
- Disarm the security system properly
- Restore the room(s) you use exactly as you found them (diagrams are posted in most rooms)

USING THE KITCHEN

When your activity includes use of the kitchen, please observe the posted guidelines. Also remember that our cleaning service is off work on Saturday which means we need you to take any trash you have out to the dumpster behind the gym so that on Sunday morning there are no unpleasant fragrances to greet the congregation.



For we are God's fellow workers; you are God's field, God's building.
1 Corinthians 3:9

With your help we can assure a safe and pleasant environment for the many ministries that God has given us at DCC/DCS.

Damascus Community Church



THANK YOU!