



BEAR CREEK LAKES

CIVIC ASSOCIATION

57 Pool Drive, Jim Thorpe, Pennsylvania 18229

(570) 325-3334

www.BCLCA.org

"STEWART HALL IS NOW A SMOKE-FREE FACILITY"

The following is a list of things that need to be done when renting Stewart Hall.

1. Check with the office when renting and again when picking up the key to see if there is a rental or activity scheduled the night before.
2. There is no use of the downstairs, other than the bathrooms.
3. Keep double doors closed, especially during normal office hours.

When leaving please make sure:

All Doors are Locked
All Windows are Locked
The Kitchen is Cleaned
The Stove and Oven is Off (Cleaned if Used)
The Bathrooms are Clean
All Trash is Removed (to be disposed of by Renter)
All Lights are Off
All Fans are Off
Reset Thermostat to 60 Degree
The Heater is set to Downstairs
The Chairs and Tables Are put Away
Refrigerator is Clean and Set on 3
Floor is expected to be cleaned after all Rentals (Mop & Bucket are in Closet)
A/C is turned Off when in use
A) During use – Please keep windows & doors Closed
PLEASE PUT DOOR KEY IN SLOT OF MAILBOX LOCATED ON FRONT PORCH RAIL!!!

INFORMATION

Hall table sizes:

- 4 – 36" Round Tables
- 1 – 60" Round Table
- 9 – 36" x 90" Long Tables

Prior to the rental, it is the responsibility of the member to pick up a key for Stewart Hall during normal BCL office hours.