



# BEAR CREEK LAKES

## CIVIC ASSOCIATION

57 Pool Drive, Jim Thorpe, Pennsylvania 18229

(570) 325-3334

[www.BCLCA.org](http://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 (**Must turn switch to off position**)

All Fans are Off (**switch in kitchen**)

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 not 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

2 – 36" x 90" Long Tables

7 – 30" x 90" Long Tables

I am aware and understand it is my responsibility to obtain the key for Stewart Hall prior to my rental and during normal BCLCA office hours.