

Guidelines for the use of Stewart Hall

Stewart Hall is used for:

- Members and their guests for private social events
- BCLCA sponsored activities open to all Members

Guiding Principles

- Cost for maintaining SH is paid by Members and should only benefit Members and their guests
- Use by outside groups exposes BCLCA to additional liability
- **Renters and guests must have current badges to visit other common areas in BCL**

Member Private Events

- Must be booked through the office
- \$100.00 fee for use plus security deposit (\$100.00) paid by check by a member in good standing
- Member must sign a contract, and must be present at the event
- Such events must not charge admission or be for profit; no commercial activities permitted
- No advertising of the event is permitted

BCLCA Sponsored Activities

- Must be approved by the Board of Directors or its designee (e.g., Recreation chair)
- May charge admission
- May be advertised through BCLCA channels - website, official FB page, bulletin boards, office posting
- Primarily for BCLCA Members, but guests of Members may also attend