

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
- \$75.00 fee for use plus security deposit (\$75.00) 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

Stewart Hall

Rental Departure Checklist

General

- Schedule with the office to pick up the front door key during normal office hours. Confirm there are no rentals the prior night (for key availability).
- Do not use the downstairs (except for bathrooms)
- Keep double doors closed (especially during normal office hours)
- NO smoking. Stewart Hall is a smoke-free facility.
- Contact George Kunkel with any issues or concerns @ 570-778-6678

Departure Checklist Detail

- All doors & windows are closed and locked
- Kitchen is clean
- Stove & oven are off and clean
- Bathrooms are clean
- All trash is removed, including bathrooms (to be disposed of by renter)
- All lights are turned off in Stewart Hall, bathrooms, and hallway. Sconce and hall light switches are next to bathroom door (must turn dials to OFF position).
- All fans are off (switch in kitchen)
- All tables and chairs returned to their original location (floor plan by the refrigerator)
- Refrigerator is clean and set to 3
- Floors **MUST BE SWEPT AND MOPPED CLEAN** (mop, bucket, and broom are in the kitchen closet)
- Air conditioning is turned off (keep windows and doors closed while in use)
- **Put door key in mailbox slot located on front porch rail**

Hall table sizes:

- 3 - 36" Round Tables
- 1 - 60" Round Table
- 2 - 36" X 90" Long Tables
- 7 - 30" X 90" Long

11/2024