



PLUM CREEK MASONIC HALL ASSOCIATION
THE PRIME LOCATION FOR YOUR EVENT
9521 Saltsburg Road
Pittsburgh, PA 15239
www.pcmha.org
412-793-9853

RENTERS END OF EVENT DUTIES

- WIPE DOWN KITCHEN SINK, ALL STAINLESS TABLES AND STOVE TOP
- MAKE SURE OVEN AND BURNERS ARE TURNED OFF AND KEEP PILOT LIGHTS ON
- REMOVE ANY TAPE LEFT ON TABLES
- SET TABLES IN 2 ROWS OF 5 AND PLACE TEN BLACK CHAIRS UPSIDE DOWN ON EACH TABLE
- RETURN ALL OTHER TABLES AND CHAIRS TO HALLWAY
- TAKE INSIDE GARBAGE OUT TO DUMPSTER
- SWEEP FLOOR
- PICK UP ANY STREWN GARBAGE FROM OUTSIDE, EMPTY GARBAGE BAG FROM PAVILION AND DISPOSE OF IN DUMPSTER
- MAKE SURE BOTH AIR CONDITIONER SWITCHES ARE TURNED OFF
- TAKE ANY SIGNS OR BALLOONS DOWN FROM FRONT OF BLDG BY ROAD
- BRING IN CIGARETTE SAND ASH TRAY
- MAKE SURE ALL LIGHT SWITCHES ARE TURNED OFF
- MAKE SURE ENTRY DOOR IS LOCKED AND HANG KEY ON BULLETIN BOARD BY KITCHEN

Please Remember:

- NO DECORATIONS TO BE HUNG ON WALLS OR CEILINGS
- NO NAILS OR STAPLES ARE TO BE USE ON PICNIC TABLES OR PAVILION-MASKING TAPE ONLY
- NO CHALK WRITING ON PROPERTY AT ALL

NOTE...YOUR DEPOSIT WILL NOT BE REFUNDED IF ANY OF THE ABOVE HAS NOT BEEN COMPLETED

HAVE A SAFE TRIP HOME!

Renter's Signature: _____