



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

## **RENTERS EVENT RESPONSIBILITIES-DO'S & DONT'S**

- 1. Do Not** hang or attach anything to the walls or ceiling, this means tape, nails, tacks, glue, putty....anything!!!
- 2. Do Not** use any Non Insulated Tubs for drinks, these are banned outright. They damage our floor because of condensation and sweating. We have 4 Drink Coolers that are insulated and on wheels available for rent for your party.
- 3. Do Not** use our track off mats for any reason other than track off mats, they are at the doors to stop dirt from being tracked into the hall.
- 4. Do Keep** the outside doors closed unless loading or unloading. We run heat in the cool months and air conditioning in the hot months, so please help us to not heat or cool all of Plum Boro. Your Hall Representative will show you how to unlock the doors and re-lock them at the end of your event.
- 5. Do Not** leave glitter on the floors, it is very hard to sweep up, but if you put it there, you clean it up.
- 6. Do Not** extinguish the pilot lights on the stove, they are required to remain lit.
- 7. Do** clean up after any spills, we have provided a mop bucket and mop to handle any spills or heavy tracked in dirt and mud.
- 8. Do** treat our Hall like you would your own home. We take great pride in keeping our facility clean, updated and well maintained; we expect that you will respect our Hall.
- 9. Do know** that you are being recorded for security purposes. Your security deposit and any resulting damages will be charged against the person responsible for the rental date.

**Thank you for Acknowledging these requests and Respecting our facility.**

**Renter's Signature:** \_\_\_\_\_