

Buffalo Soldier Pavilion Facility Rental Contract

TODAY'S DATE: _____

NAME: _____ PHONE (h) _____ (w) _____

Email Address: _____

Request Date : _____ Start Time: _____ End Time: _____ Total number of hours: _____

***** (Remember to allot for set-up and clean-up of your event, you are not allowed in facility outside of start/end times) *****

Type of Function: _____ # of Expected Guests: _____

Will there be adult supervision? _____

Association to West Point: _____

Are you an enlisted soldier: _____

Fees for usage:

\$100 security deposit (separate cash or check; returned the following business day after rental and inspection)

Jr. Enlisted personnel (SSG and below) & Cadets

\$150 for 4 consecutive hours

\$30 for each additional hour

All Others

\$250 for 4 consecutive hours

\$40 for each additional hour

Must be 21 years of age or older to rent the Buffalo Soldier Pavilion. New York State Law and USMA require an individual be 21 years of age to consume alcoholic beverages.

Buffalo Soldier Pavilion capacity is 171 people. Do not block fire exits with furniture or decorations.

I am responsible for the following:

- The building and property therein and any costs for loss/damage to the same. (Do not hang up signage or decorations with tape; it pulls the paint off the walls.)
- **To clean up after my event (take garbage out to dumpster across the street from the BSP at the Auto Shop, sweep/mop floors, chairs and tables back in proper place, surfaces wiped down); failure to do so will result in a \$100 fine.**
- To check availability for catering with the Bowling Center or West Point Club before going to outside caterers.

I have read and understand that I take responsibility of the Buffalo Soldier Pavilion while it is in my use:

Lessee _____
Printed name Signature Date

BSP Rep _____
Printed name Signature Date

Amount paid: _____ Date paid: _____ (please pay w/ the exact cash amount or a check)

Checks can be made payable to: **IMWRF**

Return contract to Building Commandant (phone: 845-938-6497, BLDG 628 Buffalo Soldier Pavilion; eric.t.hamilton7.naf@army.mil), or to Chief of MWR Recreation Admin. Assistant at MWR Headquarters, BLDG 681 (681 Rogers Place)

BSP Rental Checklist

Please read and initial each item, this page must be completed and returned with the rental contract.

- _____ 1. Do not use tape to put decorations up since it takes off the paint.
- _____ 2. Put furniture back where you found it.
- _____ 3. Remove all trash and place in the dumpsters either across the street in the Auto Shop front parking area or in front of the Vet Clinic and replace bags in trash cans.
- _____ 4. Place all recyclable items in the large recycle container outside the backdoor on the loading dock and replace bags in recycling cans.
- _____ 5. Clean any items used in the kitchen (stove, microwave, sink).
- _____ 6. Sweep and mop floors.
- _____ 7. Wipe down all surfaces, tables used and frequent contact surfaces (ex. door knobs/handles, sink handles, game handles and accessories, etc.)
- _____ 8. Lock facility and return key in the "Key Return" Box.

Failure to do any of these will result in a \$100 fine.

Any damage to the facility or its contents (ie furniture, game tables or entertainment accessories) will result in a minimum fine of \$100, the forfeiture of the security deposit, or a fee based upon the cost of repairs if damage exceeds \$100.