

**Buffalo Soldier Pavilion**  
**Facility Rental Contract Graduation**

TODAY'S DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE (h) \_\_\_\_\_ (w) \_\_\_\_\_

Email Address: \_\_\_\_\_

Request Date : \_\_\_\_\_ (Note: For USMA Graduation, rental fee covers the full day. Ex Graduation 2020, all day Saturday May 23)

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)**

Fee for Graduation Rental

\$600

*\*Facility can be booked up to one year in advance for USMA Graduation. All other rentals must use the standard contract and can book no further than 90 days in advance.*

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;

[Wesley.t.judd.naf@mail.mil](mailto:Wesley.t.judd.naf@mail.mil), or to Chief of MWR Recreation Admin. Assistant at MWR Headquarters, Building 681 (681 Hardee 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.
- \_\_\_\_\_ 4. Place all recyclable items in the large recycle container outside the backdoor on the loading dock.
- \_\_\_\_\_ 5. Clean any items used in the kitchen (stove, microwave, sink).
- \_\_\_\_\_ 6. Sweep and mop floors.
- \_\_\_\_\_ 7. Wipe down all surfaces and tables used.
- \_\_\_\_\_ 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.**