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
>> $60 for 4 consecutive hours
>> $15 for each additional hour
> All Others
>> $125 for 4 consecutive hours
>> $25 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;
Wesley.judd@usma.edu), 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. Clean any items used in the kitchen (stove, microwave, sink).

_____ 5. Sweep and mop floors.

_____ 6. Wipe down all surfaces and tables used.

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