



Main Room



Main Room & Bar



TV Room



PROCESS FOR RENTING THE BSP

- 1.) **Check availability of the facility.** Contact the MWR representative to ensure your requested date is available. The representative can be contacted via email at wesley.t.judd.naf@mail.mil or by calling (845) 938-6497.
- 2.) **Acquire and complete a Facility Rental Contract and Checklist.** The rental contract can be found at the BSP webpage (on westpoint.armymwr.com) or by contacting the MWR Representative.
- 3.) **Return the completed contract and payment to MWR.** Return the completed contract and two payments to the MWR Representative at the BSP. The first payment is a \$100 security deposit and the second is the total fee for the rental time. Payment can be made either via exact cash or via two separate checks. Once these items are received by the representative, your rental will officially be added to the calendar.
- 4.) **Sign out a key for the facility.** 3-4 days before your rental, contact the MWR Representative to set up a time to sign out a key for the Buffalo Soldier Pavilion.
- 5.) **Event Completion.** Upon completion of your event, complete the cleaning tasks on the Rental Checklist and return your key to the facility key return box. Upon inspection of the facility by MWR, coordination for corrections or the return of the security deposit will be made by the MWR Representative.

628 Hodges Pl, West Point, NY 10996
(845) 938-6497 | westpoint.armymwr.com



BUFFALO SOLDIER PAVILION

CUSTOMER RENTAL GUIDE



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BSP FEES & RENTER RESPONSIBILITIES

RENTAL FEES FOR GENERAL USAGE

\$100 security deposit (cash or check; will be returned the business day after rental and inspection).

For Jr. Enlisted personnel (SSG or below) and Cadets:
\$150 for 4 hours, plus an extra \$40 for each additional hour

For all others:
\$250 for 4 hours, plus an extra \$40 for each additional hour

RENTAL FEES FOR USMA GRADUATION

\$100 security deposit (cash or check; will be returned the business day after rental and inspection), and **\$600 for full day.**

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 to rent the BSP. NY State Law and USMA require renters to be of legal age to consume alcohol.

Checks are made payable to IMWRF. Return your contract to the Building Commandant (wesley.t.judd.naf@mail.mil or 845-938-6497), or to the Chief of MWR Recreation Administrative Assistant at the MWR Headquarters (681 Hardee Place).

YOU ARE RESPONSIBLE FOR THE FOLLOWING:

- Costs of any damage to the building and the property therein. (Do not hang up signs or decorations with tape; it pulls the paint off the walls.)
- To clean up after your event (take garbage out to dumpster across the street at the Auto Shop; clean floors, replace chairs and tables, wipe down surfaces, etc.). Failure to do so will result in a \$100 fine.
- To check availability for catering with West Point MWR Catering Services before going to outside caterers.

Rental Contract available at westpoint.armymwr.com

FREQUENTLY ASKED QUESTIONS

What is the maximum person capacity? Capacity is 171 people. Do not block fire exits with furniture or decorations.

How far in advance can I rent the facility? Private events can be booked no more than 90 days in advance. Exceptions to this policy are for West Point Graduation and Army Home Football Games ONLY, which can be booked 1 year in advance.

How do I cater my event? If you need catering for your event, please contact West Point MWR Catering Services.

Is there recycling? Yes. There are 2 recycling bins in the BSP (cans and bottles only). These containers need to be emptied into the trashcan on the back loading dock after your event. Cardboard can be broken down and placed directly in the containers on the back loading dock.

Do I have to bring my own garbage cans? No. We have garbage cans, so if you bring XL garbage bags you'll be all set. There are dumpsters in the Auto Shop parking lot and near the vet clinic.

Do you have extra tables and chairs? Yes. There are nine 60" round tables that seat 8, and nine rectangular 72"x18" tables. There are approximately 84 plastic folding chairs.

Will you be unlocking the building? No. You'll need to sign out a key from building 628 (BSP) the day before or day of your event (available T-F, 8-4:30PM, Sat 8:30-5pm). You will need to return the key to the "Key Return" drop box in the facility.

When can I be in the facility? You are only permitted to be in the facility during the times established on your Rental Contract. These times must include event setup and cleanup.

Is there projector equipment? There is a proctor screen, but you must provide your own projector.

Is there a radio or speakers we can use? Yes. The facility is equipped with a sound system and has Sirius Satellite Radio.

Other Entertainment: There are 5 cable TV's and a game room with a pool table, two air hockey tables, ping pong, and foosball.

Are there cleaning supplies? Yes. There are brooms and mops in the janitor's closet between the restrooms, as well as cleaning solutions, paper towels, toilet paper, and trash bags.

Is there a kitchen? There is a kitchen equipped with 2 ovens, a microwave, ice machine, 3 compartment sink, and a refrigerator.

Is there Wifi? Yes; it's open & named "West Point MWR Guest".

FREQUENTLY ASKED QUESTIONS

Keys to the building: Prior to the rental, a key will be signed out for the facility from MWR. Upon completion of the rental, all exterior doors must be locked and the key must be returned to the box located inside the facility.

Other features: A bar with barstools, a gas fireplace, under the counter beverage refrigerators (behind the bar), two patios, and plenty of parking. Michie Stadium is also within walking distance.

Refunds: Refund for cancellations and/or changes may be requested through and approved by the Chief RD only and are not guaranteed. Cancellations made within 20 days of rental will not be refunded. Refunds take 2-3 weeks for processing thru NAF financial services (subject to a \$5.00 processing fee).



Game Room



Kitchen Area