

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 eric.t.hamilton7.naf@army.mil or by calling 520-717-9734.
- 2.) Acquire and complete a Facility Rental Contract and checklist: The rental contract can be found at the Buffalo Soldier pavilion (BSP) webpage 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: Three or four days before your rental, you will contact the MWR Representative to set up a time to sign out a key for your rental. The key will give you access to the facility.
- 5.) Event Completion: Upon completion of your event, complete the cleaning tasks on the Rental Checklist and return your key in 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