

## Frequently Asked Questions Continued

**Will you be unlocking the building?** No. You will need to sign out a key from building 628 (the BSP) the day before or the 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 located in the facility.

**When can I be in the facility?** You are only permitted to be in the facility during the times you submitted and established on your Rental Contract. These times must include your time for setup of your event as well as 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 is cable that is connected to 5 TV's throughout the facility. There is also a game room with a pool table, two air hockey tables, a ping pong table and a foosball table.

**Are there cleaning supplies?** Yes. There are brooms and mops located in the janitor's closet (between the men's and women's rest rooms), as well as cleaning solutions, extra paper towels and toilet paper and some 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 in the building?** Yes. There is an open network called "West Point MWR Guest". There is no password required.

**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 will be locked and the key will be returned to the key return box located inside the facility.

**Other features:** There is a bar with barstools and a gas fireplace in the facility. There are under the counter beverage refrigerators located behind the bar. There are two patios and plenty of parking around the facility. The BSP is in walking distance of Michie Stadium for football games and graduation.

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

## 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 Buffalo Soldier Pavilion (BSP) webpage ([westpoint.armymwr.com](http://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:

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.



*Kitchen Area.*

# Buffalo Soldier Pavilion

## Customer Rental Guide



628 Hodges Place  
West Point, NY 10996  
(845) 938-6497  
[westpoint.armymwr.com](http://westpoint.armymwr.com)

## BSP Fees & Renter Responsibilities

Contract available online at [westpoint.armymwr.com](http://westpoint.armymwr.com).

### Fees for general usage:

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

### Jr. Enlisted personnel (SSG and below) & Cadets

\$125 for 4 consecutive hours

\$30 for each additional hour

### All others

\$175 for 4 consecutive hours.

\$40 for each additional hour

### Fees for USMA graduation usage:

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

\$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 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.

Checks can be made payable IMWRF.

Return contract to Building Commandant.

Phone: 845-938-6497, Bldg 628 Buffalo Soldier Pavilion; (Wesley.T.Judd.naf@mail.mil), or to Chief of MWR Recreation Admin. Assistant at MWR Headquarters, 681 Hardee Place.

### 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.

## 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?** For a private event, the facility can be booked no more than 90 days in advance. The only exceptions to this policy are for West Point Graduation and Army Home Football Games which can be booked 1 year in advance of the date.

**Food, what do I do for food for my event?** If you wish to cater your event, please contact the West Point Club (845-938-5120), West Point Bowling Center (845-938-2140), or the Ski/Golf Clubhouse Snack Bar (845-938-2067). If you are doing a potluck or preparing the food yourself, you do not have to check with these services.

**Is there recycling?** Yes. There are 2 recycling receptacles in the BSP (cans and bottles only). These containers need to be emptied in the large trashcan on the back loading dock following 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 & liners?** No. We have garbage cans so if you bring extra large liners you'll be all set. There is a garbage dumpster right across the street in the Auto Shop parking lot and up the street near the vet clinic.

**Do you have tables and chairs I can use?** Yes. There are nine 60 inch round tables that seat 8 comfortably and nine rectangular tables that measure 72 inches x 18 inches. There are approximately 84 plastic folding chairs.

*Continued on back.*



TV Room view 1.



TV Room view 2.



Game Room view 1.



Game Room view 2.