## **Buffalo Soldier Pavilion Facility Rental Contract**

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 tin  Type of Function: # of Expected Guests:	TODAY'S DATE:				
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 inspect  Jr. Enlisted personnel (SSG and below) & Cadets  \$150 for 4 consecutive hours  \$30 for each additional hour  All Others  \$250 for 4 consecutive hours  \$40 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 a 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 signa 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 Auto Shop, sweep/mop floors, chairs and tables back in proper place, surfaces wiped dow 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 of I have read and understand that I take responsibility of the Buffalo Soldier Pavilion while it is in Lessee  Printed name  Signature  Date  BSP Rep  Printed name  Signature  Date	NAME:		PHONE (h)	(w	<i>ı</i> )
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Amount paid: Date paid: (please pay w/ the exact cash amount or a check	Amount paid:	Date paid:	(please pay w	the exact cash	n amount or a check)
Checks can be made payable to: IMWRF	Checks can be made pava	ble to: IMWRF			

Return contract to Building Commandant (phone: 845-938-6497, BLDG 628 Buffalo Soldier Pavilion; Wesley.T.Judd.naf@army.mil), or to Chief of MWR Recreation Admin. Assistant at MWR Headquarters, BLDG 681 (681 Hardee Place)

## **BSP** Rental Checklist

Please read and initial each item, this page must be completed and returned with the rentecontract.	al
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 Aut Shop front parking area or in front of the Vet Clinic and replace bags in trash can be street in the Automotive Clinic and replace bags in trash can be street in the Automotive Clinic and replace bags in trash can be street in the Automotive Clinic and replace bags in trash can be street in the Automotive Clinic and replace bags in trash can be street in the Automotive Clinic and replace bags in trash can be street in the Automotive Clinic and replace bags in trash can be street in the Automotive Clinic and replace bags in trash can be street in the Automotive Clinic and replace bags in trash can be street in the Automotive Clinic and replace bags in trash can be street in the Automotive Clinic and replace bags in trash can be street in the Automotive Clinic and replace bags in trash can be street in the Automotive Clinic and replace bags in trash can be street in the Automotive Clinic and replace bags in trash can be street in the Automotive Clinic and replace bags in trash can be street in the Automotive Clinic and replace bags in trash can be street in the Automotive Clinic and replace bags in trash can be street in the Automotive Clinic and the Automotive Clini	
4. Place all recyclable items in the large recycle container outside the backdoor of the loading dock and replace bags in recycling cans.	on
5. Clean any items used in the kitchen (stove, microwave, sink).	
6. Sweep and mop floors.	
7. Wipe down all surfaces, tables used and frequent contact surfaces (ex. door knobs/handles, sink handles, game handles and accessories, etc.)	
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.