

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)****

Type of Function: _____ # of Expected Guests: _____

Will there be adult supervision? _____

Association to West Point _____

Are you an enlisted soldier: _____

Fees for usage:

Jr. Enlisted personnel (SSG and below) & Cadets

\$25 for 4 consecutive hours

\$5 for each additional hour

All Others

\$75 for 4 consecutive hours

\$20 for each additional hour

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 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, sweep/mop floors, chairs and tables back in proper place)
- 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 Time

BSP Rep _____
Printed name Signature Date Time

Amount paid: _____ Date paid: _____ (please pay w/ the exact cash amount or a check)

Checks can be made payable to: IMWRF

Return contract to Sheryle Miller (phone: 845-938-6497; fax: 845-446-5503; sheryle.miller@usma.edu)