

**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 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, sweep/mop floors, chairs and tables back in proper place, surfaces wiped down); failure to do so will result in a \$50 fine.
- 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 Building Commandant (phone: 845-938-6497; fax: 845-938-8160; Bldg 681 Hardee Pl, 2<sup>nd</sup> Floor; Courtney.chidgey@usma.edu).