

Class Of '48 Lodge

Victor Constant Ski Area

Standing Operating Procedure

1. GENERAL

- a. The Class of '48 Lodge is operated by the Morale, Welfare and Recreation, Recreation Division IAW the established SOP. The Victor Constant Ski Area Manager is delegated direct responsibility for maintenance, scheduling and supervision of the '48 Lodge, to include all aspects of this SOP.
- b. The Class of '48 Lodge is available annually, for official functions and social gatherings, throughout the ski season.
- c. The Class of '48 Lodge consists of two large rooms with snack bar area. Facility has a carpeted floor on the main floor and rubber tiles on the lower floor; cathedral ceilings, solid oak tables and chairs, wrap around deck, and 110 V electric outlets. Both of the fireplaces are off limits as well as the grill and refrigerators.

2. ELIGIBILITY

All renters must be authorized IAW Army Regulation AR 215-1. Eligible personnel may sponsor usage but *must be present and on site at all times*. Proof of eligibility will be required upon making a reservation.

3. RESERVATIONS

- a. Reservations for the Ski Lodge are accepted thru the West Point Club, Catering Office for dates 15 Apr – 31 Oct and thru the Ski Area Manager for dates 1 Jan- 14 Mar. The Ski Lodge is not available during the month of Nov, Dec, last two weeks in Mar or first two weeks in Apr.
- b. Reservations made thru the Ski Area are accepted by lottery from 24 -October to 5- December-2011. Reservations after this date are first come first serve based on availability and cancellations. Reservation lottery forms may be obtained by emailing a request to westpointski@usma.edu or by visiting our website at <http://www.usma.edu/mwr> and visit ski area page. Reservations for the entire lodge are available for Sundays only from 1800-2100. Dates will be chosen based on availability and order of date preference. Winning reservations will be notified within a week of end of lottery.
- c. All reservations require a 50% deposit to be paid at the time of the reservation with the balance due within two (2) weeks prior to reserved date, based on established/approved fees. Payment is accepted by check, cash, Visa and Master Card.

4. CANCELLATIONS

Cancellations received two (2) weeks in advance of the starting time of the reservation, will qualify for a full refund, minus a \$5.00 processing fee. Cancellations received less than two (2) weeks will be subject to forfeiture of entire rental fee. Exceptions will be considered on a case-by-case basis by the Ski Area Manager.

5. CHECK-IN/CHECK-OUT

Check-in/out will be IAW contract agreement.

6. SPONSOR RESPONSIBILITY

Sponsor will:

- a. Check-in at the Rental Office to confirm arrival, review/sign contract, for facility entry and staff escort.
- b. Ensure that premises is cleared by time on contract (2100 unless otherwise noted). Failure to do so may result in a \$100 extension fee.
- c. Notify Office of any changes in the Class of '48 Lodge contract
- d. Control of all guests attending the function.
- e. Observe the laws established by the State of New York for consumption of alcoholic beverages, as stated in the Class of '48 Lodge contract. (Must be 21 years of age)
- f. Observe hours in which the facility is reserved/rented and established Victor Constant Ski Area policies.
- g. Account for and restore all furniture and equipment to original location upon departure.

- h. Police of building interior and exterior grounds, removal of all food, decorations and trash upon departure.

7. SERVICES

- a. Beverage bars may be contracted through the Business Operations Division (BOD), Club System or Package Beverage Store (if applicable).
- b. Private caterers of alcoholic beverages or paid bartenders is PROHIBITED without approval from the Chief, BOD.
- c. Catering may ONLY be contracted through the BOD Club System or the Victor Constant Ski Area Primo's Express.
- d. Package programs are available through Primo's Express or Rental Office for amenities or equipment that may be needed, i.e. food, skis, snowboards.
- e. Skiing usage is available for an additional fee IAW established policies set forth by Victor Constant Ski Area Management.



Thane R. Kelley
Chief, Recreation Division
Directorate of Morale, Welfare and
Recreation

VICTOR CONSTANT SKI AREA
United States Military Academy
West Point, New York 10996

IMNE-MIL-MWR

Date: _____

SUBJECT: Lodge Rental Contract

TO:

1. This contract is binding for reservation and use of the Class of '48 Lodge on _____ from _____ to _____.
Date Time Time
2. Request this signed contract and payment in the amount of \$_____ for the number of hours shown above, be remitted to the Victor Constant Ski Area Office, no later than _____. Make check payable to IMWRF. Failure to sign this contract and/or make payment by this date will result in cancellation. In the event this contract is canceled by the Lessee, notification received by the Victor Constant Ski Area Office two (2) weeks in advance of the starting time of the reservation, will qualify for a full refund, minus a \$5.00 administrative fee. Notification received less than two (2) weeks will result in forfeiture of the entire reservation payment.
3. Lessee is responsible for the following:
 - a. The building and property therein and any cost incurred for damage and/or loss.
 - b. Removal of all supplies, equipment and decorations brought into the facility. The building must be cleared and ready for closing by the time stated above. Payment for use of the facility shall be \$_____ for three (3) hours.
 - c. New York State Law and USMA require individuals be 21 years of age to consume alcoholic beverages. As the Lessee, you are responsible for the conduct of all guests and to ensure participants under 21 DO NOT consume alcoholic beverages within the confines of this facility.
4. Promptly notify the Victor Constant Ski Area Office at 938-4637 of any change in the status of this contract. No party may be extended without prior approval from the Victor Constant Ski Area Office.

LESSEE (Printed Name)

Ski Area Manager

LESSEE'S SIGNATURE

Date

FOR OFFICE USE ONLY

AMOUNT PAID: \$ _____

DATE PAID _____

Victor Constant Ski Area, West Point, New York
Ski Area Rental Policy

Rental Date _____ Time Open: _____ Time Closed: _____

1. Lessee may set up designated area in the lodge no earlier than 1730.
2. All tables and chairs are to be left in the same manner as found upon entering the facility.
3. Confetti, glitter and the throwing of rice or birdseed is **strictly prohibited** in or around the Ski Lodge.
4. All trash cans must be emptied in the dumpster located in the parking lot.
5. Beer kegs are not permitted inside the facility. They can be left either on the patio or between the two sets of front doors.
6. USMA FIRE REGULATIONS STRICTLY PROHIBITS the use of candles and smoking in the facility.
7. NO grills are allowed on the patio of the lodge.
8. Parking is only permitted in the US Mint parking lot. No vehicles are permitted past the Ski Lodge gates or left unattended on the service road in front of the Rental Office.
9. Scotch tape, masking tape, duck tape, staples nails or any other adhesives are not permitted to be affixed to the walls or carpeting in the facility.
10. All countertops, tables and refrigerators must be wiped down and clear of debris. Floors must be free of debris and be vacuumed.
11. Bathrooms must be left in a neat and clean manner.
12. All other buildings surrounding the ski lodge are off limits.
13. Skiing is prohibited on the bunny slope if tubing is in progress. All skiers should use area in front of the lodge.
14. Sledding and tubing is prohibited on the ski slope any time except during a tubing party.
15. Glass is strictly prohibited on the ski slope. Please pick up any garbage left on the ski slope.
16. Please use caution and discretion while using the Victor Constant Ski Area.

“I, the undersigned, certify that I have read and understand the rental agreement above.”

LESSEE _____ FACILITY MANAGER _____