

**West Point Directorate of Cadet Activities – DCA**  
**Cullum Hall Contract**  
**Policies for Private Use of Cullum Hall**

The following are the policies for the private use of Cullum Hall and its adjacent grounds and facility.

- The DCA Cadet Hostess Office or her/his on-site DCA representative will be responsible for the enforcement of these policies. The client/host is responsible for the conduct of guests and vendors and for the injuries or damages that may result from their conduct at the event.

- The Cullum Hall facility may be reserved for private functions on a limited basis by West Point (mission and garrison) staff and faculty, alumni and cadets wishing to hold a private event. Only authorized patrons can host an event and must be on-site during said event. Authorized patrons of Cullum Hall are: members of the USCC and their guests, members of USMA staff and faculty and their guests and USMA graduates and their guests. Host(s) may not “sponsor” events for other persons or groups not otherwise authorized to use the facility.

- Any and all catering will be arranged through DCA Cadet Restaurant. The Cadet Restaurant has first right of refusal for catering operations within Cullum Hall. Based on catering operational demand or upon request, DCA may refer catering to the West Point FMWR only. No outside food or beverages are permitted in Cullum Hall.

- Capacity for events in Cullum Hall is as follows: seated dinners, 384 at 48 round tables with no dance floor, 208 at 26 round tables with a small dance floor. The ballroom can seat 600 in a lecture or at a standing reception. Main floor standing room is 150. Cullum Hall capacity cannot be exceeded; capacity is in accordance with Fire Marshall Regulations. A guest count must be provided to the Hostess Office or the no later than five (5) days prior to the event.

-No food or drinks are allowed in the Cullum Hall Memorial Room.

- DCA will not impose a rental charge for the use of Cullum Hall. However, there is a user fee of **\$75.00 per hour**, for cleaning and miscellaneous non-appropriated fund personnel services associated with private party events.

- All table, chair and furniture setup must be coordinated through and performed by either of the responsible catering venues. No tables, chairs or furniture can be handled or moved by host or representatives of said host. Tents, drapery, and china options are available through DCA for additional fee.

- The facility will be open three (3) hours prior to the event’s scheduled start. If additional time is needed for set-up, the ~~rental~~ **user** fee will increase by \$50.00 (fifty dollars) per extra hour for the services of DCA Manager on duty. Decorations are limited and must be preapproved. Contact information for each vendor must be provided.

- Total ~~use~~ **user** fee must be paid no later than two days prior to the event. Checks should be made payable to: Cadet Activities Fund.

- Furniture, furnishings, pictures and artwork WILL NOT be moved and MAY NOT be abused in any way. Smoking is NOT permitted anywhere inside Cullum Hall. Throwing rice, birdseed, confetti, soap bubbles or fireworks of any kind are NOT permitted. Barbeque grills are NOT permitted. Balloons are NOT permitted.

- Any and all items lost, left or stolen are not the responsibility of DCA or its employees.
- Please be advised that parking is extremely limited. Cullum Hall is not air conditioned and has limited rest room capacity; no restrooms on the Ballroom level; **no elevator or handicap access to the Ballroom.**
- If any changes to the original contract are required (times, counts, caterers, etc.) please notify DCA as soon as possible.

I have read and understand the “**Policies for Private Use of Cullum Hall.**” I will comply with these rules and regulations. My signature below indicates my acceptance of all above terms.

\_\_\_\_\_ **Client/Host**  
\_\_\_\_\_ **Date**

\_\_\_\_\_ **DCA Representative**  
\_\_\_\_\_ **Date**