

Cullum Memorial Hall  
Reservation Request Form

**Today's Date:**

DCA Concur\_\_\_\_Non-Concur\_\_\_\_

**Name:** \_\_\_\_\_

**Dept:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Date requested:** \_\_\_\_\_

**Time** (include set up and clean up): \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Number of people:** \_\_\_\_\_

**Room(s) Requested:** Ballroom\_\_\_\_Memorial Room\_\_\_\_Foyer\_\_\_\_Terrace\_\_\_\_

**Will food or beverages be served?** \_\_\_\_\_

(Caterers are limited to DCA or West Point Club; see **Policies for Private Use of Cullum Hall**)

**Name of Caterer:** \_\_\_\_\_

**Caterer POC/phone:** \_\_\_\_\_

**Special Requirements if applicable:** \_\_\_\_\_

**Ballroom Capacity;** 160 guests w/seating and chairs, 300 guests w/chairs and standing room

**Mem. Rm, Foyer Capacity;** 200 guests as is

To submit request to reserve Cullum Hall, fill in the above and submit to: Mr. Ted Marsden at [theodore.marsden@westpoint.edu](mailto:theodore.marsden@westpoint.edu)

Mr. Marsden is the Scheduling Manager for all DCA facilities and can be reached at 845-938-2442.

Please check that you have read and concur with each item:

- I have read the **Policies for Private Use of Cullum Hall** and understand my responsibilities. \_\_\_\_\_
- Users are responsible for all aspects of their function. This includes overseeing the set-up, clean-up, and conduct of the event. The Cadet Hostess Office is not responsible for the set-up/clean-up of your event. \_\_\_\_\_
- There is no on-site custodian. When employing the services of a caterer, please include contract hours for set-up and complete clean-up. \_\_\_\_\_
- Clean up includes: empty all trash into dumpster; place recyclable items into proper bins; sweep and mop floors (broom, mop provided); return all furniture to its original location. \_\_\_\_\_
- There is no food or drink permitted in the Memorial Room. As the requester of the facility, it is your responsibility to keep food out of the room. \_\_\_\_\_
- Tables used for food and beverages need to be covered. Be sure to contract with your caterer to provide linens, or bring your own table coverings. \_\_\_\_\_
- There are no folding chairs and we discourage their use as we discourage the moving of furniture in the Memorial Room. If your change of command, retirement, or promotion ceremony will last so long that additional seating is required, you may need to consider holding it at another venue. \_\_\_\_\_
- An on-site briefing with the Cadet Hostess Staff is required prior to use. Please call to coordinate the briefing within 48 hours prior to your event. 938-4681 (Cynthia Hunter) or 938-3104 (Kathy Keirsey).
- If you are using Cullum Hall during non-regular business hours or weekends, you are responsible for the security of the building. You will be briefed on lock up procedures. \_\_\_\_\_
- The DCA Facilities Manager reserves the right to non-concur with any reservation requests that he feels are not in the best interest of historic Cullum Hall. \_\_\_\_\_

## Cullum Memorial Hall – Briefing

Please list:

**Who is designated to be on site to oversee?**

---Set-up, ---Clean-up/Remove Trash (If Necessary) ---Return chairs to storage and reconfigure room

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Who is designated to secure the building?** (If after hours)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Check List for: Lock up Procedures

**Three sets of doors need securing:** Two glass doors in the Memorial Room – insure closed properly

Large double doors leading to terrace – insure closed properly

**Two Light Panels: Memorial Room:** Located in the Ladies Bathroom – Turn all lights off except for the - bottom two switches on the RIGHT

**Foyer:** Located in main hall adjacent to “Charles Francis Roe” plaque –turn both off

**One Main Entrance:** Glass doors leading into the main foyer – chain and padlock

Please sign and date at Cullum Hall --*after* you receive the briefing

Name/Signature of person receiving brief: \_\_\_\_\_

Briefing Date: \_\_\_\_\_