

West Point Association of Graduates Policy Library

ASIE – Great Hall Rental Policy

POLICY STATEMENT

The West Point Association of Graduates (WPAOG) established the Great Hall Rental Program in 1993 as a service to Graduates, the United States Military Academy (USMA), and friends of West Point. The James K. Herbert Alumni Center Great Hall (“Great Hall” or “Hall”) is now available for rental by the general public under the terms outlined herein.

PURPOSE OF POLICY

This policy establishes the rules, procedures, and responsibilities governing the rental and use of the James K. Herbert Alumni Center Great Hall, Rotunda, restrooms, kitchen areas, and rear Patio to ensure safety, security, and the preservation of WPAOG property.

SCOPE

This policy applies to:

- All Clients renting the Great Hall
 - WPAOG Departments and Affiliations
 - Approved Caterers
 - Approved Vendors
 - Guests attending events at Herbert Hall
 - USMA Departments
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DEFINITIONS

- **Client:** The individual or organization signing the rental contract and assuming responsibility for the event.
 - **WPAOG Representative / Host:** The authorized WPAOG staff member responsible for policy enforcement during the event.
 - **Building Crew:** WPAOG facilities staff responsible for building access, furniture setup, equipment operation, and building security.
 - **Vendor:** Any third party contracted by the Client, including Approved Caterers, rental companies, entertainers, or decorators.
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BOOKING & AVAILABILITY

1. Eligibility

- The Great Hall, Rotunda, and Patio may be reserved for business or social functions by the public.
- Conference rooms are excluded and must be reserved through the WPAOG President's Office.

2. Booking Requirements

- A signed contract and any required *non-refundable* deposits are required to reserve the space.
- Tentative holds are not considered bookings.
- Events are confirmed on a first-come, first-served basis upon receipt of a signed contract and *non-refundable* deposits.
- Bookings must be completed **at least six (6) weeks prior** to the event date. Requests inside this window may be considered but are not guaranteed, and may incur a fee.

3. Blackout Dates

The Great Hall is unavailable during:

- Federal holidays and three-day weekends (unless approved by exception at increased rates)
- Brick and paver installations
- Advisory Council events
- Home football games
- Graduation
- Leaders Conference
- Grad March Back

ACCESS & SECURITY REQUIREMENTS

Herbert Hall is located on an active U.S. military installation. All access policies are strictly enforced.

1. Post Security & Code Reds

- WPAOG is not responsible for Guests or Vendors denied access due to failure to meet USMA security requirements.
- Events scheduled during an official USMA **Code Red** will be canceled, and rental fees refunded.
- The Client is responsible for informing all Guests and Vendors of access requirements.
- Current visitor policies are available at: <https://www.westpoint.edu/gateway-for-visitors>

2. Manifesting

- Events requiring escort or pre-clearance must submit a complete attendee [manifest](#) no later than **14 business days prior** to the event to Great-Hall@wpaog.org.

3. Foreign Nationals

- Individual foreign nationals must be escorted by a valid CAC holder.
- Foreign national groups must be formally invited and escorted by the Academy or DoD for the **entire duration** of the event.
- WPAOG must submit the SAT Form to DPTMS and DAA when notified of foreign national event requests.
- Exception: Royal Military Academy of Canada Alumni Association staff may be invited and escorted by WPAOG.

4. Public Areas & Conduct

- Guests are restricted to public areas only.
- WPAOG staff offices and conference rooms are off-limits unless pre-approved.
- Children under 18 must be accompanied by an adult at all times.
- The fountain and fireplace can be used for a fee at certain times of the year determined by the Great Hall office.
- Climbing, sliding, or rappelling from railings or balconies is prohibited.

5. Parking

- Limited public parking is available in the lower lot on a first-come basis.
- During major events, alternative parking may be required.
- Bus parking may be restricted.
- Graduation and Gameday parking requires passes.

6. Smoking & Animals

- Smoking is prohibited inside Herbert Hall and within 25 feet of entrances.
- Service animals are permitted per [ADA requirement](#).
- Non-service animals are prohibited indoors.
- Military, police, and security animals are permitted.

RENTAL FEES & INCLUDED SERVICES

- Rental includes use of the Great Hall, Rotunda, restrooms, Patio, audiovisual equipment, WPAOG tables and chairs, and limited parking.
- Kitchens may be used only when an approved Caterer is hired.
- WPAOG does not provide linens, dishes, flatware, tents, or glassware.
- Any external rentals must be approved in advance.
- Changes less than 3 days (including layout or time overages) will result in additional charges.
- All damage caused by Guests or Vendors are the Client's responsibility.

- A security deposit is required for all events 7 days prior.
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FURNITURE & FLOOR PLANS

- Only WPAOG staff may move furniture.
 - Furniture may not be removed, covered, or repurposed.
 - WPAOG furniture is for indoor use only (exceptions apply for WPAOG events).
 - A pre-approved floor plan must be followed 7 days prior.
 - Unauthorized changes will incur fees.
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TENTS, COOKING & OUTDOOR USE

- Tents must be weighted—no spikes permitted.
 - All outdoor cooking must avoid engraved brick and paver areas and include ground protection.
 - Tents must be removed within 24 hours unless otherwise approved.
 - Tent companies must be approved by the Great Hall.
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PAYMENT TERMS

- Accepted methods: cash, check, ACH, or major credit cards (3% processing fee).
- Final payment deadlines are outlined in the contract.
- Staff may not accept tips; donations may be made to the Building Fund.

Cancellation Policy/Termination

- The deposit is **non-refundable**.
 - Cancellations made within 90 days of the event may incur additional fees as outlined in Venue policy.
 - In the event that your event is cancelled by the WPAOG to unforeseen circumstances, such as an act of God or a pandemic, this MOA will be terminated between both parties, and a refund will be issued by WPAOG. If your group chooses to cancel their event for reasons not related to the previous statement, no refunds will be issued.
 - The Facility reserves the right to terminate the event or deny access to the premises if the client violates facility rules, engages in unsafe conduct, or poses a risk to persons or property. Refunds will not be issued in such cases.
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EVENT TYPES & SPECIAL PROGRAMS

Private Events & Weddings

- Non-refundable booking deposit required within 7 business days.
- Balance is due 30 days prior to the event.
- Damage or overage charges will be deducted from the security deposit.
- Weddings are reserved 1 day prior and 1 day after for set-up and clean-up.

Prohibited Uses

- Political events
- Religious services or preaching

WPAOG & USMA Events

- Subject to all policies.
- Deposits and cancellation fees may be waived depending on the event circumstance and at the discretion of the Great Hall department.
- Departments assume responsibility for damages.

Military Ceremonies

- Reduced-rate program available during business hours.
- Additional services are billed separately.
- Available only to current military or government personnel.

Funerals & Memorials

- No rental fee during business hours.
- Memorial Support is the primary POC and responsible for staffing.

CAPACITY LIMITS

- Seated dinner (no dancing): 160 guests
- Dinner with dancing: 120 guests
- Standing reception: 200 guests
- Final guest count due 14 business days prior to event

CATERING REQUIREMENTS

- Only WPAOG-approved Caterers may serve food or alcohol.
 - Caterers must submit annual documentation and sign policies.
 - Private food or alcohol is not permitted.
 - Caterers must remain onsite until full cleanup is complete.
 - Bars must close 30 minutes before event ends.
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DECORATIONS & CLEANUP

- All décor requires prior approval.
 - Prohibited items include glitter, confetti, bubbles, fireworks, sparklers, helium balloons, and smoke machines.
 - Candles must be attended and include drip protection.
 - Decorations and rental items must be removed immediately after the event.
 - Failure to return the space to original condition will incur cleaning fees.
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STAFFING ROLES

- **WPAOG Representative:** Enforces policy; acts as liaison.
 - **Building Crew:** Opens/closes building; manages furniture, AV, fireplace, and security.
 - **Caterer:** Food service, alcohol service, full cleanup.
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LOST ITEMS

WPAOG is not responsible for lost or stolen items. Items *found* will be held for 30 days.

COMPLIANCE

All events must comply with applicable federal, state, local, and USMA regulations, including fire codes, occupancy limits, and security requirements.

POLICY LOCATION

This policy is maintained on the WPAOG SharePoint site and is incorporated by reference into all rental agreements.
