

Cullum Memorial Hall
Reservation Request Form

Today's Date:

DCA Concur_____ NonConcur_____

Name:

Dept:

Phone:

Date requested:

Time (include set up and clean up):

Purpose:

Number of people:

Will food or beverages be served?

Name of Caterer:

Caterer POC/phone:

Special Requirements if applicable:

To submit request to reserve Cullum Hall, fill in the above and submit to: Mr. Ted Marsden at Theodore.Marsden@usma.army.mil . 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:

- 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 Pershing 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 Pershing 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 (Sharyn Amoroso) 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._____