

Space Renewal Request

Name of Non-Federal Entity: _____ Date: _____

MEMORANDUM FOR Garrison Commander, U.S. Army Garrison Bavaria, Attn: DFMWR,
Non-Federal Entity Administrator, Unit 28130, APO AE 09114

SUBJECT: Request for Renewal of Assigned Space

1. The NFE: _____, Tier _____, is requesting approval to maintain the space
currently assigned at _____, Bldg _____, Rm _____, to use as follows:

Purpose (incl. Storage Requirements): _____

Average # of people: _____, Frequency of Use: _____,

2. We understand that continued use of this space must be approved in writing by the Garrison
Commander, can be revoked at any time due to mission requirements and is subject to
inspection at any time. If the space is revoked, the NFE will be given 14 days from notification to
clear occupied space. Any items found in the space after 14 days will be removed and disposed
of IAW DoD and Army guidelines on unclaimed property.

3. The NFE agrees to assume responsibility for all equipment located in the space utilized during
occupancy, assume responsibility for reimbursing the Army and assume the cost of repair for any
damage caused by the NFE.

4. Justification for continued use of space (Limitation of 3 lines):

5. Name of Representative/Phone Number: _____

☐ Concur ☐ Non-concur

Justification:

GARY A. TAYLOR
A/Chief Master Planning Division

☐ Approved ☐ Disapproved

DEREK G. DROUIN
COL, AR
Commanding