

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. _____ is requesting approval to keep the current space assigned within the garrison to use for the exclusive purpose of storing equipment for our Non-Federal Entity. 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 when requested. If the space is revoked, the NFE has 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.
2. The NFE agrees to assume responsibility for all equipment located in the space utilized during occupancy and assume the cost of repair for any damage.
3. The NFE _____ currently has approved space in the following areas:

Installation Name:	Bldg#:	Room# (if app.):	Space is used for:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Name of NFE Representative: _____

NFE Representative Phone Number: _____

Approval:

RICHARD M. GREEN
Acting, DPW
USAG Bavaria

STEPHEN C. FLANAGAN
COL, SF
Commanding