

REQUESTING USE OF A FACILITY FOR AN EVENT

Non-Federal Entity/Informal Fund/Unit Letterhead

Date: _____

MEMORANDUM FOR Commander, U.S. Army Garrison Bavaria, Attn: DFMWR, Non-Federal Entity
Coordinator, Unit 28130, APO AE 09114-8130

SUBJECT: Request for Use of Facility

1. Request the use of following facility/building/room/area _____ during the period (date and times) _____. The facility will be used to conduct the following event: _____.
2. This organization understands that coordination with the facility manager does not constitute approval of the organization's event. Coordination assures the Garrison Commander that the facility manager can support your request. Further, this organization will not start advertising this event until we received approval from the Director of Family and MWR.
3. This organization agrees to assume responsibility for all equipment located in the space utilized during occupancy by the organization or for which a direct cause of its loss is attributable to an act of commission or omission by the organization. The organization agrees to assume the cost of repair and/or replacement of damaged, lost, or stolen equipment within 10 working days following initiation of the report of survey. Funding for such repair or replacement shall be borne by the organization.
4. Organization's name: _____
5. POC is (_____) at (_____).

ORGANIZATION Officer's Name, Title and Signature

Facility Manager's Name (Print)

Facility Manager's Signature

Date