

# Space Requirement Request

Name of Non-Federal Entity: \_\_\_\_\_ Date: \_\_\_\_\_

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

SUBJECT: Request for Required Space

1. The NFE, \_\_\_\_\_, Tier \_\_\_\_, is requesting temporary assignment of space within the garrison for the exclusive purpose, details are as follows:

Military Installation: \_\_\_\_\_ Space Size (sft): \_\_\_\_\_  
Anticipated Frequency of Use: \_\_\_\_\_  
Purpose (incl. Storage Requirements): \_\_\_\_\_

Average # of users: \_\_\_\_\_

2. We understand that 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 Non-Federal Entity (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.

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 the space requirement (Limitation of 3 lines):

5. Name of Representative/Phone Number:

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Following space is available on a temporary basis:

Military Installation:	Bldg.#:	Room# (if app.):	Purpose:
_____	_____	_____	_____

Concur

Non-concur

Justification:

CRAIG A. BOOTH  
Acting Director, Public Works

Approve

Disapprove

STEPHEN C. FLANAGAN  
COL, SF  
Commanding