

# 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. \_\_\_\_\_ is requesting approval of space within the garrison for the exclusive purpose (as justified in paragraph 3). 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.

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. Justification for the space requirement:

Frequency of Use: \_\_\_\_\_.

Storage Requirements: \_\_\_\_\_

Space (sft) requirement: \_\_\_\_\_

Purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Name of NFE President: \_\_\_\_\_

Email/Tel: \_\_\_\_\_

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Approval:

The NFE will be assigned space in the following area:

Installation Name: Bldg#: Room# (if app.): Space will be used for:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
RICHARD M. GREEN  
Acting, DPW  
USAG Bavaria

\_\_\_\_\_  
STEPHEN C. FLANAGAN  
COL, SF  
Commanding