

USAG-RP Non Federal Entity Fundraiser or Event Application. Is fundraiser/event open to public? Y N

If open to public, please see Section 2 on page 2 and attach DD2977, Deliberate Risk Assessment Worksheet to prevent processing delay, then submit to usarmy.rheinland-pfalz.id-europe.mbx.private-orgs@army.mil

REQUESTING UNIT / NON FEDERAL ENTITY (NFE)	POINT OF CONTACT FOR REQUEST (NAME & EMAIL)	DATE REQUEST SUBMITTED
--	---	------------------------

EVENT DETAILS:

TYPE (AER 210-22): What will this fundraiser/event consist of? What are you selling/how will you be selling these items? How many people will attend this event ?(Be very specific to prevent delays, use second page if needed)

PURPOSE (AER 210-22): What will any funds raised be used for?

ADDITIONAL MEMBERS INVOLVED IN EVENT SUPERVISION

Main Supervisor:

Secondary Supervisor:

Funds Supervisor:

LOCATION, DATE & TIME (AER 210-22): When & where will this event take place?

STATEMENTS OF UNDERSTANDING:

Upon approval of the above mentioned fundraiser our Unit / NFE declares,

- All participants will be volunteers, not in military or civilian uniform or participating during duty hours. (AER 210-22)
- The location of this event is not considered a work place, and is located on a U.S. forces controlled installation. (AER 210-22)
- This Organization's liability insurance is valid and the Unit / Organization is in good standing. (AR 210-22 & SOP NSD #30-21)
- This event will not occur during the Combined Federal Campaign drives. (AR 600-29)
- The Organization agrees to reimburse the Army for utility expenses unless use is incidental. (AR 210-22)
- This fundraiser will not consist of the distribution or sale of alcohol. (AR 210-22)
- Money will not be solicited or accepted from HN citizens or other individuals not authorized SOFA status. (AER 210-22)
- The Organization will ensure that this event does not appear to be sanctioned by the DoD, in advertisement or other related event details. Nor will anything or anyone at this event disparage the DoD. (AR 210-22)
- This Organization will obtain approval for and comply with all fire and safety regulations, environmental laws, tax codes, force protection and other Host Nation and US statues and regulations. (AR 210-22)
- If this event consist of the sale of food items, a valid food handlers card will be included in this request for at least one of the event supervisors. (Tri-Service Food Code/TB MED 530th, 2-403.11)
- The requesting Organization is primarily made up of Army/DoD personnel. (AR 210-22)

FACILITY / AREA USE COORDINATION

The above named Unit / NFE requests to participate at your event/use your facility in order to raise funds for the purpose listed above. This Unit / Organization understands that coordination with the Event Coordinator / Facility Manager does not constitute approval of the event. This coordination assures the Garrison Commander that the Event Coordinator/Facility Manager can support this request. No advertising shall take place until this event is approved by GC or authorized designee.

By **signing below** you are **authorizing** this Unit / NFE to participate in your event / use your facility for the date(s) and time(s) listed above.

The Unit / NFE will also **sign below** to **assume responsibility for all equipment utilized during the event**. Any cause of damages or loss is attributable to an act of commission or omission by the Unit / Organization. This Unit / Organization agrees to assume the cost of repair and or replacement of damaged, lost, or stolen equipment.

TITLE	A. FACILITY/SITE MANAGER	B. UNIT / NFE
PRINTED NAME		
SIGNATURE & DATE		

USAG-RP Fundraiser/Event Application (Continued)

ADDITIONAL EVENT DETAILS: *This space can be used to list additional dates, event set-up requirements, and etc. (Attach additional documentation if needed)*

SECTION 2:

IMPORTANT INFORMATION FOR FUNDRAISER/EVENTS OPEN TO THE PUBLIC!

Concurrences will be obtained from below offices prior to request for legal review, so please be specific with your request, for example number of event participants, event date, etc.

Concur Non
Concur Concur

Directorate of Plans, Training, Mobilization and Security

Comments:

Directorate of Public Works

Comments:

Directorate of Emergency Services

Comments:

Garrison Safety Office

Comments:

Pulaski Park Site Approval (as needed)

Comments:

- Any advertising needs to identify authorized ID cardholders (individuals that already have access to the installation). In accordance with AR 210-22, advertising also needs to identify "THIS IS A NON - FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS".
- Other NFEs that plan on participating, will need to seek their own approval to ensure they are registered and approved to operate. Since they are not hosting the event, the process will be much simpler for them to obtain approval.
- In the event DoD entities are participating at the event, they are subject to a separate legal review, which they will need to initiate/complete on their own, in order to validate that they are authorized to participate in a Private Organization event.
- MWR has vendors and contractors under agreement for event purposes. Please submit request for food truck, stating expected attendance, confirm hours of set-up and services requested.
- Once the event has been coordinated with above listed agencies and any necessary adjustments have been made to address restrictions or requirements identified have been made, we will proceed with final legal review.