

(SAMPLE FOR GROUP/ORGANIZATION REQUEST FOR REAL ESTATE AGREEMENT)

(Date)

COMMANDER
I CORPS & FORT LEWIS, MS 17
BOX 339500
ATTN: Real Property Branch, Public Works
FORT LEWIS WA 98433-9500

Dear Sir,

On behalf of (ORGANIZATION NAME), I would like to request a Fort Lewis Land Use Agreement to use Fort Lewis for the following types of events (complete one full set of information for each type of event you plan to do during this time period agreement is effective):

TYPE OF EVENT(i.e., Hunt, horseback ride, Dog Field Trial, etc.)_____

DATE(S) OF EVENT(if know or approximate month if annual events)_____

START/ END TIME OF EACH DAY_____

AREAS REQUESTED_____ALTERNATE AREAS_____

WE WILL CONTACT DPCA TO USE THE FOLLOWING RECREATION FACILITIES _____

DESCRIPTION OF ACTIVITY/EVENT: (Explain what type of activities/actions will be taking place, when

and where). Be as specific as possible.

FUND RAISING INFO: OPEN TO PUBLIC____ MEMBERS ONLY ____ OTHER CLUBS____

PARTICIPATION FEE CHARGED _____ REGISTRATION FEE _____

SERVICES/PRODUCTS SOLD AT
EVENT _____

SERVICES CONTRACTED TO OUTSIDE VENDORS _____

FUNDS COLLECTED FOR (state what this funds will be used
for) _____

INSURANCE POLICY IN THE AMOUNT OF _____ ATTACHED COVERING
_____ EVENT/PARTICIPANTS _____ ORGANIZATION MEMBERS ONLY _____ OTHER

ENVIRONMENTAL CONSIDERATIONS:

NUMBER OF _____ PEOPLE _____ DOGS _____ HORSES _____ OTHER ANIMALS

_____ ANIMAL TRAILERS _____ VEHICLES _____ OVER NIGHT SECURITY VEHICLES. Please

note that overnight camping on Fort Lewis is not allowed. Overnight security
is limited to two vehicles

and does not include horse trailers or dogs.

METHOD OF COLLECTION AND DISPOSAL OF TRASH, FECES, HAY, ETC.

METHOD OF REPAIR OF GROUND DAMAGE BY VEHICLES/ANIMALS:

_____ MAP ATTACHED SHOWING AREA WE PLAN TO USE.

WEAPONS: Purpose of
Weapons _____

Type of Weapons to be used: _____ Type/Size of
Ammo _____

Location where weapons will be
used _____

We understand that use of weapons must be controlled and all safety procedures taken to ensure no participants, non-participants, animals, wildlife not covered under State Wildlife permit, or others are injured. We understand weapons brought onto the installation are subject to inspection by Military Police.

Requests received without required documents and/or less than 180 days prior to event cannot be processed, per Fort Lewis Regulation 350-33. Fund Raisers require State Permit to verify Non-Profit Status and IRS Form 872-C, Tax Exemption Status.

We understand that:

a. Military training will take priority and that we will receive an answer to our request after the appropriate Range Scheduling Conference, held approximately 6-8 weeks prior to the period of the event.

b. Standard restrictions concerning no open fires, no camping, no consumption of alcoholic beverages and cleanliness of the area apply to our event, and will comply with these requirements.

c. Approval for use of Fort Lewis Training areas does not include Recreational Facilities/Sites managed by the Directorate of Personnel and Community Affairs (DPCA), and we must obtain approval for use of these facilities from DPCA. No weapons may be brought into or used in any manner in these facilities without written approval by the DPCA.

Please find at Enclosure 2 a copy of our current \$1 million Insurance Policy that names the US Army and Fort Lewis as beneficiary for liability purposes for this event. Copy of Wildlife permits will be provided to you as soon as possible, but no later than the last working day prior to event. List of participants will be brought to the Fort Lewis Area Access Office, Bldg 4074, Stryker & Kaufmann Ave., no later than the morning of the event according to Fort Lewis regulations and with the understanding that only those persons with our group and covered by our insurance will be allowed in the area. [This paragraph in its entirety must be included and understood by the letter writer and the parent organization.]

Point of contact for this organization is (FULL NAME, MAILING ADDRESS,
TELEPHONE

NUMBER, FAX NUMBER/EMAIL ADDRESS, if available.)

Sincerely,

JOHN Q. PRESIDENT
Organization Representative Title

Enclosures:

- 1 - Map
- 2 - Insurance Policy
- 3 - List of Attendees (if known in advance)
- 4 - State Permit for Non-Profit Status/ IRS Form 872-C (only for Fund Raisers)
- 5 - Wild Life Permit (if applicable)