

## REQUEST TO USE BASE FACILITIES/TRANSPORTATION

<b>TO:</b> 30 MSG/CD VANDENBERG AFB CA 93437	<b>FROM:</b>
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I request to use the following facilities on Vandenberg Air Force Base for the purpose listed. If approved, I further expressly agree to indemnify and hold the United States of America harmless from and against any and all claims, loss, damage, injury, and liability, however caused, arising out of, or in anyway connected with the use of the facilities of which the use is granted pursuant to this agreement, whether or not caused or contributed to by any negligence or alleged negligence on the part of any employee of the United States or member of the United States Armed Services.

NAME OF RESPONSIBLE INDIVIDUAL	DATE
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SIGNATURE	DAYTIME PHONE NO.
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ORGANIZATION REPRESENTED <i>(Give name and full address)</i>	NO. OF PARTICIPANTS	
	ADULTS	UNDER 6

FACILITIES, TRANSPORTATION REQUESTED AND PURPOSE OF REQUEST <i>(Give full details on use of facilities, transportation, or other).</i> <b>PLEASE READ INSTRUCTIONS ON REVERSE.</b>	FROM		TO	
	DATE	TIME	DATE	TIME

FOR FURTHER INFORMATION CONTACT	PHONE
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**COORDINATION** *(See reverse for instructions)*

OFFICE	30 SW/SEGB	30 SVS/SVF	30 CES/CECB	30 SFS/SFO	30 SW/JA			
INIT/DATE								

<b>FROM:</b> 30 MSG/CD VANDENBERG AFB CA 93437	<b>TO:</b>
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YOU REQUEST TO USE THE ABOVE FACILITY AT THE TIMES AND DATES INDICATED IS:

APPROVED
  DISAPPROVED *(See remarks)*

REMARKS

NAME, GRADE, AND DUTY TITLE	SIGNATURE
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## INSTRUCTIONS

1. Final approval by 30 MSG/CD is **MANDATORY** before you advertise any event or make any final arrangements to use facilities or transportation.
  
2. **BEFORE** you forward this form to the 30 MSG/CD for final approval, coordinate with personnel responsible for the facility or transportation you wish to use to determine if the resources requested will be available for use when you need them. **The 30 SW/JA requires 5 duty days to process its review and recommendation and the 30 MSG/CD coordination must be complete a minimum of 12 days prior to event.**
  
3. **All 30 SW Form 400s must have 30 SW/SEGB and 30 SW/JA coordination.**
  - Services Manager (30SVS/SV) if you will be selling any goods, services or if you are an official Private Organization (PO) making the request.
  - Vehicle Operations Superintendent (30 LRS/LGRVO) if you are requesting government transportation.
  - Housing Office (30 CES/CEH) if the event involves base housing or private business.
  - Visitor Control (30 SFS/SFO) if non-military affiliated personnel will be participating, this would include all civilian guests of a military sponsor.
  - Fish and Wildlife (30 SFS/SFOW) if the activity deals with VAFB wildlife or habitat.
  - Environmental (30 CES/CEV) if the activity could impact the air, water or land.
  - Fire Chief (30 CES/CEF) if you plan to have any type of fire (bonfire, barbecue, etc.) or home business.  
-- If activity could create a fire hazard or affect dept ability to respond to an emergency.
  - Public Health (30 AMDS) if you will be preparing or selling food.
  - Lodging (30 SVS/SVML) if any on-base lodging is requested for guests.
  - Private Organizations (30 SVS/SVF) for all organizations' fundraisers.
  - Protocol (30 SW/CCP) if any General Officers and/or Distinguished Visitors will be attending.
  - Facility Office of Primary Responsibility (OPR). The facility manager (FM), as shown, will coordinate on the 30 SW Form 400 making sure the facility is available on the requested date and time. The FM will ensure the proposed use of the facility is consistent with the operations and policies established and tentatively reserve the facility pending approval for its use by the 30 MSG. If access to property/facility will require escorts, the responsible organization must specify it will provide such personnel during the event.
  
4. If a speech, presentation, meeting or briefing is being made in a base facility, make sure you provide the name of the speaker/briefer, what company or organization with which they are affiliated, the subject of the speech/brief, and names of key personnel attending.

Any individual desiring to establish and on-base private business or to solicit on Vandenberg Air Force Base must submit a 30 SW Form 400. All completed forms from the solicitation package must be attached to the 30 SW Form. The 30 SW Form 400 must be coordinated with 30 SW/PA (for hosting unofficial unit functions, special events or activities), 30 CES/CEH, 30 SFS, 30 SVS, 30 SW/SEGB and 30 MSG. The duration to conduct an on-base business or solicitation on Vandenberg Air Force Base will not exceed one year.