

Below is sample letter – Request has to go through 2 FSS/CC – Do Not take to 2d Mission Support Group – Bring your tailored letter together with the dram shop theory form to Community Services Flight (2FSS/FSC), Building T4561 (870 Douhet Drive), Room 17. If you have questions, call 456-0450.

Squadron Letterhead

**Commander's/First Sergeant's or Sponsor's name
Title, organization
address**

Colonel Robert B. Huber
Commander, 2d Mission Support Group
870 Douhet Drive
Barksdale AFB LA 71110

SUBJECT: Use of Picnic Area at Cullen Park or Clear Lake Park

I request the use of **Cullen Park or Clear Lake Park** on _____ for a **squadron or family** event. Signed hold harmless agreements will be obtained and made available to the FamCamp Office on the day of the picnic. Alcohol will be available for those of age wishing to participate. The Dram Shop Theory Training for Events memo has been read, understood, signed, and designated drivers are listed.

Approximately _____ guests are expected. We plan to set up at _____ and the event should be finished at about _____. Six copies of the letter for base access will be provided to 2d Security Forces Squadron no later than 72 hours prior to the **event**.

Your approval would be very much appreciated. If you have questions, I can be reached at _____ phone work, _____ home phone.

Sincerely,

**Commander's Signature Block or
Sponsor's signature**

Approved/Disapproved.

ROBERT B. HUBER, Colonel, USAF
Commander, 2d Mission Support Group