

FACILITY RENTALS INCIDENT REPORT

CARETAKERS: COMPLETE AND SUBMIT THIS FORM TO YOUR ZONE SUPERVISOR IMMEDIATELY FOLLOWING THE INCIDENT OR ANY ISSUE ARISING.

ZONE SUPERVISORS TO FORWARD COMPLETED FORM TO THE FACILITY RENTALS DEPARTMENT AT COURIER #668, FAX: (604)-595-6083 OR EMAIL: rentals@surreyschools.ca

Attention Site Caretakers:

Please complete this form in the event of any issues, concerns or problems arising with Community renters at your site. The completed paperwork is required in order to implement any changes with rental groups and to document incidents that might lead to a cancellation or suspension. Please DO NOT contact rental groups directly. The Facility Rentals Department is responsible for all communication with community renters and will endeavour to resolve all conflicts or mistreatments expeditiously.

Today's Date: _____ Time/Date of Incident: _____
 School: _____
 Rental Group: _____ Contract #: _____

I am reporting an incident that involved:

<input type="checkbox"/>	Inappropriate footwear in gym		
	_____ Coloured-soled runners	_____	Street shoes
	_____ Dirty footwear	_____	Other

<input type="checkbox"/>	Smoking	
<input type="checkbox"/>	Verbal abuse	
<input type="checkbox"/>	Physical abuse	
<input type="checkbox"/>	Equipment not put away	
<input type="checkbox"/>	Alcohol on site	
<input type="checkbox"/>	Food/Drink on site	
<input type="checkbox"/>	Broken item(s): _____	
<input type="checkbox"/>	Lack of supervision _____	
<input type="checkbox"/>	Area left messy: _____	
<input type="checkbox"/>	Abuse of gym floors/walls (i.e. Scratches, dents, marks, etc.)	
<input type="checkbox"/>	Failure to leave premises on time	
<input type="checkbox"/>	Other Comments or Explanation: _____	

 Signature of Caretaker

 Signature of Head Caretaker
 (if applicable)