



Facility Rentals Incident Report Form

Please complete this form in the event of any issues, concerns, or problems arising with Community renters at your site and provide this to your zone manager immediately following the incident.

The completed paperwork is required in order to implement any changes with rental groups and to document incidents that may lead to a cancellation or suspension of a rental. 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 promptly.

Complete and submit this for to your zone manager immediately following the incident or any issue arising.

School: _____

Date of Incident: _____ **Time of Incident:** _____

Name of Rental Group: _____ **Permit #:** _____

If damage to the facility occurs, please take photos of the damage and provide this to your zone manager in addition to the Incident Report

- | | | |
|--|--|--|
| <input type="checkbox"/> Abuse of gym floors/walls (scratches, dents, marks) | <input type="checkbox"/> Entering the equipment room | <input type="checkbox"/> Lack of supervision |
| <input type="checkbox"/> Accessing unauthorized equipment | <input type="checkbox"/> Equipment not put away | <input type="checkbox"/> Music too loud |
| <input type="checkbox"/> Alcohol on site | <input type="checkbox"/> Failure to leave premises on time | <input type="checkbox"/> Physical abuse |
| <input type="checkbox"/> Area left messy | <input type="checkbox"/> Food/Drink on site | <input type="checkbox"/> Smoking cannabis |
| <input type="checkbox"/> Benches not put away | <input type="checkbox"/> Inappropriate footwear in gym | <input type="checkbox"/> Smoking tobacco |
| <input type="checkbox"/> Damage to Facility | | <input type="checkbox"/> Vaping |
| | | <input type="checkbox"/> Verbal abuse |

Other/Additional Comments:

Form Completed By (Print Name)

Signature: