

# VSB Rentals Incident Reporting Form

**Rental Group Information** (*Information on the Rental group involved*)

School Name: \_\_\_\_\_

Facility used (e.g. gym, library, multi-purpose room): \_\_\_\_\_

Reference (Group Name/Contract #): \_\_\_\_\_

**Incident Information:**

Date of the Incident: \_\_\_\_\_ Time of the Incident: \_\_\_\_\_

Reported by: \_\_\_\_\_

**Incident Details** (*Please choose the type of incident being reported*)☐ Property/ Equipment Damage ☐ Disrespectful Behaviour ☐ Violation of Rental Contract ☐ OtherPlease provide specific details of the incident below (*additional written report may be required at the discretion of the Rentals Department and/or Operations Team*):

---

---

---

---

---

**To be completed by Rentals Staff:****FA Booking #** (related to the incident) \_\_\_\_\_**Please indicate:** ☐ First Incident ☐ Second Incident ☐ Third Incident**Action Taken:**

---

---

---

Document uploaded into Perfect Mind (*upload under Account > documents*): ☐ Yes ☐ NoPlease email this form to [rentals@vsb.bc.ca](mailto:rentals@vsb.bc.ca).

Rentals will be responsible for contacting the rental group about the reported incident.

Revised: September 2021