

VSBC 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 Other

Please 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 No

Please email this form to rentals@vsb.bc.ca.

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