

Fairfax County Neighborhood and Community Services
Athletic Services Division
12011 Government Center Parkway, Suite 1050
Fairfax, Virginia 22035-1115
Fax – 703-324-5649
athleticservices@fairfaxcounty.gov

Facility Property Damage Report

Community groups are responsible for damages that occur during their recreation use of facilities. This form must be completed for each incident. Damages during use by other groups not associated with NCS are not your group's responsibility, but if you are aware of any such damage, please complete as much of this form as possible so the information may be made available to the proper officials. Please be specific and thorough with your information. Mail, email, or fax this form to NCS.

Name of School: _____

Date of Damage: _____ Time of Damage _____

NCS responsible: Yes ___ No ___

Individual responsible for damage:

Name: _____ Phone: _____

Address: _____

Witness to Damage:

Name: _____ Phone: _____

Address: _____

Description of Damage: _____

Location of damage:

Explain how damage occurred: _____

If necessary, use reverse side for additional information.

Signature of Facility Director/NCS Staff Date

Signature of Custodian on Duty (*Gym use only*) Date