

Facilities Inspection Report I – Standard Use – Provided on first permitted use, and used for every use after if no issue/damage identified (please use Report II in case of damages or concerns). Keep on file at the school for entire permit duration, + 60 days after expiration.

Permit Number	Name of Organization	School/Site	Date

Space Condition – First Use Inspection

We, the undersigned, have inspected the permitted space(s) and agree upon the pre-use condition. Please note in the space below any pre-existing conditions/concerns.

To be used at completion of use when no damage/issue is apparent – date and initial. Keep for 60 days after permit expiration.

DATE	Caretaking Initials	Permit holder Initials



Facilities Inspection Report II – Damages or Concerns – to be used to report damage or concerns.

Form to be submitted no later than the next business day (Fax or email completed form to Rentals).

Permit Number	Name of Organization	School/Site	Date

- Board Rental Rules and Regulations not followed
- Times of entry/exit not matching permitted times
- Use of spaces not listed
- Permit Supervisor not present for entire use
- Purpose/Attendance/Participant Profile not matching permit
- No shows/non-use of listed spaces
- Doors being propped
- School equipment being used or organization equipment being stored
- Space(s) not in Pre-Use Condition (please detail concern or damage in the space below)

Details:

Name of Caretaker (print)	Signature of Caretaker	Name of Event Supervisor (print)	Signature of Event Supervisor
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