

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