

Fairfax County Neighborhood and Community Services
 Athletic Services Division
 12011 Government Center Parkway, 10th Floor
 Fairfax, Virginia 22035-1115
 Fax – 703-324-5546
athleticservices@fairfaxcounty.gov

Field Director Bi-weekly Form

Facility: _____ Organization: _____ Report for the period: _____ through: _____ 20_____

In order to comply with NCS policies, the Field Director, must check the facility for hazardous conditions and damage before and after use by community groups. Groups are not responsible for damage that occurs other than during NCS assigned hours. If damage occurs during recreation hours, the damage report must be sent to this office. The Field Director is also required to record attendance information on this form.
INSTRUCTIONS: *Fill out form daily! Please print. For field use only.* Use reverse side of this form for additional information if necessary. Mail, email, or fax this form to NCS.

Day/Date	Begin Inspection Time	Brief description of damage to facility during NCS assigned hours	Final Inspection Time	Facility Director's Signature	# of Participants & Spectators in Attendance	Beginning/Ending Time of Use

Field Director's Name: _____ Field Director's Signature: _____ Date: _____