

Fairfax County Neighborhood and Community Services
 Athletic Services Division
 12011 Government Center Parkway, Suite 1050
 Fairfax, Virginia 22035-1115
 Fax – 703-324-5546
 athleticervices@fairfaxcounty.gov

Facility Director Biweekly Form

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

In order to comply with NCS policies, the Facility 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 Facility Director is also required to record attendance information on this form. INSTRUCTIONS: *Fill out form daily! Please print. For gym use only, be sure the custodian signs the form.* Use reverse side of this form for additional information if necessary. Mail, email, or fax this form to NCS.

Day/Date	Begin Insp. Time	Brief description of damage to facility during recreation hours (if do damage, indicate so)	Final Insp. Time	Facility Director's Signature	Custodian's Signature (gym use only)	Attendance	Time of Usage Beginning/Ending

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