

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

Facility Rental Office

90 Mulberry St., Hamilton, On. L8N 3R9

TEL: (905)525-2930, EXT 1776

EMAIL: palangok@hwcdsb.ca

AFTER HOURS USE OF FACILITY – INCIDENT REPORT

NAME OF SCHOOL: _____

DATE(S) SCHOOL USED: _____

ORGANIZATION: _____

NAME OF SITE SUPERVISORS: _____

FACILITIES/EQUIPMENT USED: _____

NATURE OF INCIDENT: _____

ACTION TAKEN BY SCHOOL: _____

DATE OF REPORT:

SIGNATURE OF PRINCIPAL: _____

SEND COPY TO: COMMUNITY USE OF SCHOOLS

PLANT OPERATIONS

SCHOOL COPY

.....
FOR BOARD/CUS. USE ONLY:

ACTION TAKEN UPON RECEIVING ABOVE COMPLAINT: _____

FIRST OFFENCE

SECOND OFFENCE

FUTURE USE DENIED

SIGNATURE OF BOARD PERSONNEL: _____