



Municipality of Monroeville
Recreation, Parks and Human Services

DATE: _____

TIME: _____

DAMAGE REPORT

This report should be used for reporting all damage – deliberate or accidental. Please fill out and turned into Monroeville Recreation & Parks Department. Recreation & Parks staff should be informed immediately of serious damage.

Damage:

- a. To the facility property or equipment by persons known or unknown during program hours.
- b. To facility property or equipment by persons known or unknown during non-program hours.
- c. To property belonging to and surrounding the facility.
- d. To equipment belonging to the Recreation and Parks Department.
(turn in broken equipment)

The following damage occurred/was discovered at (facility/park):

Discovered by whom:

Describe Damage:

What was damaged?

How did it occur, if known?

Who was responsible, if known?

Name _____ Address _____ Phone _____

If during program, where were the leader or counselor?

In reporter's opinion, was the damage deliberate or accidental?

Employee preparing report

Signature

Date

**PLEASE RETURN TO MONROEVILLE RECREATION & PARKS DEPARTMENT
WITHIN 24 HOURS OF DISCOVERY**

TO BE FILLED OUT BY PERSON HANDLING THE COMPLAINT

Complaint Received By:

Date: _____ Time: _____

Complaint Referred To (Person or Department):

Police Report Yes () No () Complaint Number:

TO BE FILLED OUT BY RECREATION & PARKS DEPARTMENT

Action Taken:

(If Applicable) Cost of Repair: _____