



# Facility User Group Insurance Reporting Form

F 3-24-B

**School Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**1<sup>st</sup> Report:** September – December ( ) – Due January 31st

**2<sup>nd</sup> Report:** January-August ( ) – Due September 30th

Date or Recurring Dates	User Group & Activity Description	Contact Person & Contact Information	Number of Participants	Frequency	Rental Rate	Area Utilized	Signed Facility User Agreement Y/N	Own Insurance Policy (Y or N)