

**Peoples Congregational United Church of Christ
Facility Damage/Incident Report**

Date of Report:

Name of Person Submitting Report:

Date Damage/Incident Occurred:

Was Church Office Notified? Yes No

Indicate the Rental Space and/or contents damaged and the extent of the damage:

Did damage/incident cause interruption of the event? Yes No

Describe how damage/incident occurred:

Name(s) and address(es) of anyone sustaining bodily injuries as a result of the damage/incident and the extent of such injuries:

Was the damage caused by fire? Yes No

Time fire discovered:

Was Fire Department called? Yes No

Name of person who called Fire Department:

Was the building evacuated? Yes No

Was the fire alarm activated? Yes No

Was the fire extinguished? Yes No if yes by whom

Signature of Person Submitting Report