

[Click here to complete the 2111 Program Center Use Report](#)

The adult reserving the site is ultimately responsible for the condition of the site and equipment used and should be the last one to leave the site, making sure that everything is clean and secure and that nothing is left behind.

Make sure to lock the gate on your way out of the program center if you are the last group leaving. Return keys as per instructions in your confirmation letter.

FORM INSTRUCTIONS:

- 1) Must complete form in one sitting; may not save and return**
- 2) Upon your submission, information is sent to Council automatically and creates a case with Customer Care**
- 3) PLEASE DO NOT PRINT AND MAIL FORM TO COUNCIL**