



Parks and Recreation - FACILITY SCHEDULING

COURT CLOSURE REPORTING FORM

All sections must be completed in order to obtain a credit.
Incomplete forms will not be processed.

MONTH: _____

CONTRACT #	COURT NAME	DATE/TIME

Please indicate the date and time (start and finish) of all court time not used due to rain outs. Forms are to be submitted to the Facility Scheduling Office monthly... by the 2nd Friday of the following month. **Absolutely no credits for will be issued after the 2nd Friday in November.**

Forms may be dropped off, mailed or faxed **to the attention of your Scheduler:**

- + Customer Service Center – 1st Floor, 40 Alderney Drive – Alderney Gate
- + PO Box 1749, Halifax, NS B3J 3A5
- + Fax # is 902.490.4588

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NAME OF LEAGUE: _____
(Print)

NAME OF LEAGUE CONTACT: _____
(Signature)

AUTHORIZED BY: _____
(Facility Scheduling Office Staff)