



## Henderson-Vance Recreation and Parks Department Patron Complaint Form

**Site Information:**

1. Location: \_\_\_\_\_ Address \_\_\_\_\_
2. Where was incident take place: \_\_\_\_\_ Whom the incident happen: \_\_\_\_\_
3. Site Condition: \_\_\_\_\_ Date of Incident: \_\_\_\_\_ Hour: \_\_\_\_\_ AM PM

**Patron Information:**

4. Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: M F
5. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
6. Phone: ( ) \_\_\_\_\_ (h) ( ) \_\_\_\_\_ (c)email address: \_\_\_\_\_
7. If minor, Parent or Guardian Name: \_\_\_\_\_

**Complaint Information: (If need addition space, please write on back on this page)**

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**Witnesses:**

- Name: \_\_\_\_\_ Address: \_\_\_\_\_ # \_\_\_\_\_
- Name: \_\_\_\_\_ Address: \_\_\_\_\_ # \_\_\_\_\_

**Departmental Signatures:**

- Report by: \_\_\_\_\_ Date: \_\_\_\_\_
- Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_
- Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

**Action Taken:**

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