



THE ALASKA CLUB

Property Loss Incident Report

Check and/or circle one per section. Complete relevant blanks.

CIRCLE LOCATION

North / South / East / West
for Women / Downtown / Midtown
Express / Eagle River / Valley
Express-Palmer

AFFECTED PERSON Member / Guest / Instructor / Other: _____

Name: _____ Age: _____ Sex: (M) (F)

Member # _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: () _____

Property loss: _____

Describe damage or lost property: _____

Date of loss: _____ Time: _____ am/pm

Machine & manufacturer, or specific activity involved:

OCCASION

- ☐ Arriving at site
- ☐ Pre-activity
- ☐ During activity
(Early) (Mid) (Late)
- ☐ Between activities
- ☐ Post-activity
- ☐ Departing site

SPECIAL CIRCUMSTANCES

- ☐ None
- ☐ Unauthorized activity
- ☐ Unauthorized presence
- ☐ Equipment related problem
- ☐ Intoxication
(This Person) (Another)
- ☐ Other: _____

LOCATION

- ☐ Parking lot
- ☐ Entry area
- ☐ Massage
- ☐ Locker room
- ☐ Dance room
- ☐ Free weights
- ☐ Weight machine
- ☐ Sauna
- ☐ Tanning
- ☐ Gymnasium
- ☐ Track
- ☐ Pool
- ☐ Exercise machine
- ☐ Racquet court (Tennis) (Squash) (Racquetball)

Where specifically in the area noted above (Please be very specific.): _____

Describe how property damage or loss occurred: (Continue on back if needed.)

Please be very specific. (Print)

If from a locker - rental or day use, type of locking device used if any: _____

Witness name: _____ Phone: _____

Witness name: _____ Phone: _____

Completed by: _____ Phone: _____ Manager Review _____ Date _____