



GENERAL LIABILITY – PROPERTY EVENT FORM

DATE & TIME OF EVENT:

LOCATION:

TYPE OF CLAIM:

GENERAL LIABILITY

PROPERTY

BRIEF DESCRIPTION OF EVENT:

NAME OF INJURED PARTIES:

Name:

Address:

Phone:

Cell #:

Why were the injured parties on school property?

If more than one injured person, use separate sheet.

CAUSE OF EVENT:

WITNESSES CONTACT INFORMATION:

TYPE OF PROPERTY DAMAGE:

CONTACT INFORMATION OF BOE PERSON:

IF POLICE/FIRE DEPARTMENT WAS CALLED, ATTACH COPY OF REPORT

ADDITIONAL INFORMATION AND/OR COMMENTS: