

**USER GROUP PROGRAM
INCIDENT/LOSS REPORT FORM**
Special Risk Insurance Policy No. SR008859
(This form is for reporting incidents of Bodily Injury or Property Damage to a Third Party)

GENERAL INFORMATION	
Permit Number:	Name of School Board:
Permit Holder Name (Insured):	
Contact Name:	E-mail:
Telephone Number: ()	
Name of School Rented:	Type of Function/Activity:

DETAILS OF CLAIM
Date of Loss (mm/dd/yy)
Circumstances
Type of Injury or Third Party Damage
Ambulance at Scene?
<input type="checkbox"/> Yes? <input type="checkbox"/> No?

WITNESS		
Name:	Address:	Telephone ()

THIRD PARTY INFORMATION (If Applicable)			
Other Party Name			
Street Address			
City	Province	Postal Code	Telephone ()

SIGNATURE	
Name (please print)	Signature
Title	
Date (mm/dd/yy)	

Consent: Personal information is collected on this form in accordance with Arthur J. Gallagher Canada Limited Privacy Policy and in compliance with applicable Privacy legislation. I hereby consent and/or have obtained the consent of the other individuals whose personal information appears on this form to the collection, use and disclosure of this information for the purposes of reporting, investigating and settling claims.

Incident/Loss Report Contact: User Group Incident/Loss Report form should be emailed to jolenep@osbie.on.ca or supplementarylines@osbie.on.ca with reference to User Group Board Policy# &/or Board Name in the subject line, and include a copy of permit issued.