## Attachment 6

*Asset Usage Report*

|  |  |  |  |
| --- | --- | --- | --- |
| Community Asset Committee | **Committee Name** | **Period** covered **by this report** | **Date from – Date to** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| User Group Name | Group Type | Estimated Attendance | Type of Use  (regular or casual) | Frequency | Total Attendance |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Issues arising from Bookings Officer for this period:

## Actions taken in response to issues arising:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Booking Officer Name |  | Signature |  | Date |  |

Please return completed form to the Recreation Planning Team via email to [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au)