



Tamalpais Union High School District Adult and Community Education

Facility Use Complaint Form

TUHSD welcomes constructive criticism and valid complaints about our facility use process as well as issues with any of our user groups. A thorough and impartial investigation will be conducted for all reasonable complaints by the Facility Coordinator. All complaints must be done in writing and be submitted via mail or fax within one week of the incident. Please print clearly or type your responses.

Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____

(Check One) Respond via regular mail Response via email—List email: _____

Nature of Complaint (i.e. dogs, excessive noise, unruly behavior): _____

Location of the Incident: _____

Person/Group Subject to Complaint: _____

Specific Details of the Incident: _____

Details Cont: _____

Signed: _____ Date: _____

Responses to all complaints will be done in writing within one week and will be sent to the originator of the complaint. If the matter is not resolved by the Facility Coordinator it will be sent to the Director of Adult & Community Ed., then to the Superintendent, and finally the school Board.

Statement of Resolution: _____

Additional Notes: _____

Signed: _____ Date: _____