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| **Program Resource Usage Report** | |
| **Program Name:** | **Location:** |
| **Reporting Period:** | **Prepared By**: |
| **1. Report Summary** | |
| **2. Resource Details** | |
| **3. Usage Data**  ***Frequency of Use:***  ***Duration of Use***:  ***Time and Date:*** | |
| **4. User Information**  ***Participants:***  ***Age range:***  ***Gender:***  ***Special Considerations:*** | |
| **5. Purpose of Use**  ***Activity Type:***  ***Objectives:*** | |
| **6. Condition of Resources**  ***Before and After Use:***  ***Maintenance Actions:*** | |
| **7. Resource Availability**  ***Availability vs. Demand:*** | |
| **8. Trends and Patterns**  ***Usage Trends:***  ***Seasonal Variations:*** | |
| **9. Feedback and Issues**  ***User Feedback:***  ***Problems Encountered:*** | |
| **10. Recommendations**  ***Resource Management Recommendations:***  ***Future Planning:*** | |
| **11. Supporting Data and Documentation** | |
| **Signature:** | |

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