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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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