

# Social Quarters Incident Report Log Book

All lodges operating a Social Quarters should have, and be using a Social Quarters Incident Report Log Book. The Social Quarters Incident Report Log Book is intended only for the reporting of incidents occurring in the Social Quarters that could give rise to an insurance claim. The Social Quarters Incident Report Log Book is intended for the recording of incidents only.

An “incident” includes, but is not limited to:

1. Injury to a guest or member
2. Injury to an employee or volunteer
3. Property damage
4. A physical altercation
5. Theft from/by a guest or member
6. Theft from/by an employee or volunteer
7. A slip, trip or fall
8. Inappropriate conduct, speech or actions that could give rise to a claim of harassment
9. The denial of service to a person or persons

If you have any questions about the use of the Social Quarters Incident Report Log Book or if you need one for your lodge, please contact Mike Leuer at [mleuer@mooseintl.org](mailto:mleuer@mooseintl.org)

**\*If your state or province requires you to make entry each day, you should do so. Always know and follow your state’s or provinces’ law.**