Appendix 5: Sample Use Report

Coronado National Forest
Recreation Site Use Record

District: _____ Month: _____
Site Name _____ Site Type: _____
Total # Units: _____ Turnaway Days: _____
Accessible Units: _____ Year: _____

DAY	OVERNIGHT CAMPING				# PEOPLE	COMMENTS
	TENT	TRAILER	AUTO	TOTAL		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Total						

Signature:_____ Date:_____

Site Use Record Instructions

One form will be used for each facility per month.

Daily log in the following:

Total # of site occupied = # trailer + # tent + # auto
Total number of people (for all sites)
Comments (open, closed, water on/off, charging fee, un-rentable sites, etc.).
At the end of each month total your columns and add up your turnaway days (full days)

Example Monthly Site Use Summary

Facility:_____ Month:_____

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Site 1															
Site 2															
Site 3															
Site 4															
Site 5															
Site 6															
Site 7															
Site 8															
Site 9															
Site 10															
Site 11															
Site 12															
Site 13															
Site 14															
Site 15															
Site 16															
Site 17															
Site 18															
Site 19															
Site 20															
Site 21															
Site 22															
Site 23															
Site 24															
Site 25															
Site 26															
Site 27															
Site 28															
Site 29															
Site 30															
Site 31															
Site 32															
Site 33															
Site 34															
Site 35															
Site 36															
TENT															
TRAILER															
AUTO															
TOTAL VEHICLES															
TOTAL PEOPLE															

Use and Revenue Data for Campgrounds and Related Concessions

Week:_____ Campground_____ Space #_____

	Date	State	License #	Extra Vehicle	ZIP Code	Equipment	# in Group	Passport	Amt Paid
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Total									$

Week:_____ Campground_____ Space #_____

	Date	State	License #	Extra Vehicle	ZIP Code	Equipment	# in Group	Passport	Amt Paid
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Total									$

Week:_____ Campground_____ Space #_____

	Date	State	License #	Extra Vehicle	ZIP Code	Equipment	# in Group	Passport	Amt Paid
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Total									$

Week:_____ Campground_____ Space #_____

	Date	State	License #	Extra Vehicle	ZIP Code	Equipment	# in Group	Passport	Amt Paid
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Total									$