

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Building Services			NO. 4.2		
ISSUED January, 1989	REV. January, 2003	REV. March 11, 2008	REV.	REV.	REV.
POLICY Damaged or Lost and Found Items			PAGE OF 1 1		

PURPOSE: To define responsibility for lost and damaged items and to provide a clearinghouse for found items.

SOURCE: Skutt Student Center Advisory Board

POLICY: The Skutt Student Center is not responsible for lost or damaged articles of individuals and/or organizations using the building. However, the Skutt Student Center will temporarily store lost and found items as a service to its clients. The Skutt Student Center will hold these items for no more than 60 days. In instances where identification is available, attempts will be made to locate the owner of the found property. Identification is needed when picking up a found item.

Lost and found items that have not been claimed within 60 days will be stored until the first of the calendar year at which time the administrative staff will conduct a silent auction to sell usable items. Unusable items will be destroyed. The funds raised through the sale and any non-sold items will be donated to the ILAC office for the Dominican Republic program.

Lost and found items are located at the Information Desk on ground level.

Signature/Date
 Skutt Student Center Advisory Board Member

Signature/Date
 Vice President for Student Services or
 Designated Representative