

UNIVERSITY CENTRE POLICIES

UC-9 | LOSS OF PERSONAL PROPERTY | EFFECTIVE: MARCH 1, 2019

Authorization: University Centre Board

Date: February 5, 2019

GENERAL: The University Centre Board recognizes the loss of personal property lies with the individual to safeguard their own possessions. The purpose of this policy is to ensure that any article(s) of personal property lost or found in the University Centre will be responsibly handled in order to facilitate the item's return to its rightful owner.

SCOPE: All organizations, groups, individuals and University departments with space located in the University Centre and all public community members including external guests.

- 1.0 FOUND ITEMS PICK-UP:** All items with the exception of significant value items found in the building will be held at the University Centre Services Office for a period of ten (10) business days. After ten (10) business days, the item will be considered abandoned by its owner and discarded appropriately.
- 2.0 SIGNIFICANT VALUE ITEMS:** All lost property deemed to have significant personal or monetary value, including, but not limited to wallets, keys, cell phones, computers, and jewelry items will be forwarded to Campus Community Police. University Student ID and Staff ID Cards will be forwarded to the Office of Registrarial Services (Level 3, UC) as per University policy.