

## City of Merriam Parks and Recreation Lost and Found Policy

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The City of Merriam Parks and Recreation Department prides itself in providing first class recreational opportunities to the citizens of Merriam. In an effort to protect our patrons and staff from theft, day lockers with integrating locks are provided for use at no charge. In the event personal items are forgotten or lost, the Merriam Community Center will adhere to the following protocol:

Merriam Community Center is not responsible for any belongings left behind, lost or stolen.

All patrons are encouraged to lock their vehicles upon entering the facility, not to bring valuables into the center and utilize the day lockers with integrating locks while attending the center to safeguard all personal belongings.

Items that are deemed lost will be kept at the Welcome Desk or in the Aquatics Office.

Personal hygiene items such as shampoo, soap, deodorant, etc. will be disposed.

Lost items will be displayed in the lobby of the facility at staff's discretion. When staff determine it is time to display items, they will be displayed for 10 days, beginning on a Friday and ending on a Monday. At the end of this time, it will be the discretion of staff to determine if the item is discarded or donated.

Staff members are not permitted to watch or hold valuables or bags for patrons while attending the center.