

DEPARTMENT OF RECREATIONAL SPORTS
LOST AND FOUND POLICY
Revised September 2, 2009

1. Clothing items of value and valuables (watches, rings, iPods, wallets, purses, etc.) turned in to Lost and Found are logged.
 - a. Lost and Found from the Aquatic Center is turned in at the Welcome Center in the RPAC.
 - b. Lost and Found from the Outdoor Adventure Center is logged in at the OAC, retained and processed according to the policy.
 - c. Lost and Found from the Adventure Recreation Center is logged in at the ARC guest services desk, retained and processed according to the policy.
 - d. Lost and Found from the Jesse Owens Recreation Centers are logged, retained and processed at each Jesse Owens Recreation Center.
 - e. Lost and Found from Lincoln Tower Park is logged, retained and processed at the Women's Field House.
 - f. Lost and Found from Fred Beekman Park is logged, retained and processed at the shelter adjacent to the sand volleyball courts at Fred Beekman Park.
2. Items of a personal nature (undergarments, water bottles and toiletries such as lotion, shampoo, makeup, etc.) and torn clothing will be discarded immediately.
3. Clothing is kept a minimum of two weeks then donated to a 501(c)(3) charity. Typically this is a donation on Tuesdays to Buckeye Bargains.
4. Valuables are kept for a minimum of two weeks with attempts by recreation staff to contact the person who lost the item (BuckID, wallet with identifying cards) to return and pick it up. Unclaimed university keys are returned to Key Control, unclaimed BuckIDs are taken to the ID Center in Lincoln Tower; unclaimed hospital IDs are returned to hospital security; other unclaimed valuables are taken to Buckeye Bargains for resale. Unclaimed Driver's licenses, social security cards, and other unclaimed cards such as credit cards, etc. are shredded.
5. Valuables are kept in as secure a location as is available in each facility. While the Department of Recreational Sports does not assume liability or responsibility for items turned in to Lost and Found, we will make every reasonable effort to ensure the items are returned to their rightful owners. The department donates unclaimed money turned in to Lost and Found to one of the department's student scholarship funds.
6. Anyone wishing to claim an item must appear in person and be able to identify it (color, description, brand name, where the item was lost, names of songs on the iPod, etc.) as their property.

Important Contact Information

- Campus Lost and Found, Key/Card Control
Central Service Building, Room 035
2003 Millikin Road
Columbus, OH 43210
292-1415

- Hospital Security ID Processing
S137 Rhodes Hall
450 W. 10th Ave
Columbus, OH 43210
293-4452
- Buck ID Card Services
Lincoln Tower, Room 219
1800 Cannon Drive
Columbus, OH 43210
292-0400