



Lost & Found Policy and Procedure

Policy:

All lost and found items are stored for 30 days and then donated to charity.

Procedure:

Found items in the gymnasiums should be turned in to uniformed Coquille staff or the administrative staff and kept in the lobby storage room.

Found items on the fields should be turned in to the closest concession stand or uniformed Coquille staff and kept in each storage room.

- Fields 1, 2, 3 go in the Baseball Storage Room.
- Fields 4, 5, 6 go in the Softball Storage Room.
- Fields 7, 8, 9, and 10 go in to the Gym Storage Room.
- Fields 11, 12, 13, and the Splash Pad go to the Green Barn Lost and Found.

All lost and found items will be collected from each concession stand and storage room each Friday and brought in to the Gym Lobby Storage room by a member of the Facilities Management staff. Items will be packaged in a clear plastic bag and marked with the date by the Concessions Manager.

Coquille administrative staff fielding Lost and Found calls during normal business hours, will check the bags for the lost item. It is recommended that callers check with their respective coach first. If the item was lost within the past two days, callers will be encouraged to check at the respective concession stand and/or in the field storage room during their next park visit.

Items left in Lost and Found over 30 days will be donated to charity.