



Lost/ Found Property Policy

The Rufus Centre accepts no responsibility for private property whilst on the premises, including accepting any liability should the property be lost or returned for any reason to someone who is not its owner- e.g., if someone makes a false representation to the management or staff.

Property that is left on the premises will be kept for a period 4 weeks, after which it will be disposed of. Any found passports or driving licences will not be returned to any member of the public but will be handed to the Police or returned to the issuing authority.

Valuable property will be kept securely in a locked safe.

All property will be logged in a lost/found property register and in order for it to be reclaimed; a detailed description of the item and proof of identity will be required. All returned items must be signed for by the individual making collection.