



A Service of Tulare Local Healthcare District

Policy Name:	Lost & Found Policy
Policy Number:	
Version Number:	001
Approved by Board on:	
Scheduled review date:	

Purpose

The purpose of this policy is to establish a consistent process for receiving, storing, safeguarding, and returning lost property while maintaining an organized and sanitary Lost & Found area.

Policy

Evolutions Fitness & Wellness Center will make reasonable efforts to safekeep lost personal belongings found within the fitness facility or turned over to staff, and return the same to the appropriate members or guests. Lost items discovered or turned in to staff will be stored in the designated Lost & Found area located at the Member Services Desk.

Reporting a Lost Item

Members who believe they have lost an item should visit the Member Services Desk and provide a description of the missing property, including:

- Type of item
- Brand
- Color
- Size (if applicable)
- Distinguishing features
- Approximate date and location where it was lost

Claiming an Item

To protect members' belongings, staff may ask questions to verify ownership before releasing an item. A photo ID may be requested when appropriate.

Verification may include:

- Brand
- Color
- Size
- Contents of bags or wallets
- Distinguishing marks
- Approximate date the item was lost

Holding Period

Lost property will be retained for 30 calendar days from the date it is received. After 30 days, unclaimed items may be donated, recycled, or discarded.

Immediate Disposal Items

For health and safety reasons, the following items may be discarded immediately without being held:

- Open food or beverages
- Used water bottles
- Personal hygiene products
- Wet or moldy clothing
- Undergarments
- Perishable items
- Any item presenting a sanitation or safety concern

Valuable Property

Valuable items will be secured in a locked location accessible only to authorized staff. Valuable items include, but are not limited to:

- Wallets
- Items containing personal information
- Keys
- Cell phones
- Smart watches
- Jewelry
- Prescription glasses
- Personal electronics

Prohibited or Illegal Items

Weapons, hazardous materials, illegal substances, or suspected stolen property may be turned over to local law enforcement, at the sole discretion of staff.

Liability

Evolutions Fitness & Wellness Center is not responsible for lost, stolen, or damaged personal property. Members are encouraged to secure valuables in lockers or keep them in their possession while using the facility.