



## Lost and Found Policy

*(Applies to Center City Park and LeBauer Park)*

*Updated: January 2026*

### General Procedure

- Any item found within either park must be turned in to park staff as soon as possible. Employees must log the item and store it in the designated Lost and Found area.
- Items will be retained for a specific period based on item type.
- Valid identification may be required to claim items.
- An Employee and Owner must sign for an item when it is claimed

### Item Retention Periods

Retention periods begin on the date the item is found.

**Perishables such as food and drink will be discarded immediately. Soiled clothing, toiletries, or items that appear to be trash will be disposed of immediately. Illegal items will be reported and turned over to proper authorities immediately.**

#### **Items held for one (1) week:**

- Clothing
- Umbrellas
- Water bottles
- General accessories
- Sensitive data, such as identification cards, social security cards, or credit cards, which will subsequently be destroyed

#### **Items held for six (6) weeks:**

- Electronics
- Backpacks
- Keys
- Wallets



## **Claiming Lost Items**

- Guests may call (336) 807-9992 to inquire about lost items. Owners may inquire about lost items in person during park operating hours.
- Items will only be released to individuals who can reasonably verify ownership. Here are some examples:
  - **Electronics:** Must be able to unlock the device with a passcode or describe unique identifying marks (stickers, case type).
  - **Keys:** Must be able to describe the keychain or identify which vehicle/lock they belong to.
  - **Wallets:** Must be able to name the contents or provide a matching ID.
- Greensboro Downtown Parks, Inc. is not responsible for lost, stolen, or damaged items.

## **Unclaimed Items**

- Items not claimed within the designated retention period will be donated, recycled, or discarded. Unclaimed cash will be treated as a donation to Greensboro Downtown Parks, Inc.
- Employees are **not permitted** to keep, claim, or take possession of unclaimed items under any circumstances.

## **Employee Responsibilities**

- Employees must follow this policy consistently and without exception.
- Failure to comply with lost and found procedures may result in disciplinary action.