



## LOST AND FOUND GUIDELINES

### Overview

Visitors often leave their property at Four Mile Historic Park (FMHP), then return to attempt to recover it. While FMHP is not responsible for personal items left on the premises, a reasonable attempt will be made to return the lost item to its owner and to hold the particular item for a specified period of time before disposal. This policy provides guidelines for addressing this issue.

### Guidelines

The Reception Desk within Four Mile Historic Park's Grant Family Education Center serves as a repository of lost and found items on FMHP premises. Reasonable efforts should be made to determine and notify the owner (including phone calls, email, or a letter to the person's last known address, if possible).

Depending on the type of item, the property may be held up to 30 days before disposal. While the retention period and manner of disposal depends on the item, most fall into the following table:

- "High Value" identity items such as wallets, checkbooks, payroll checks, credit/debit cards, drivers licenses, ID cards, etc. – held up to 30 days, then returned to issuing agency or destroyed.
- Other "High Value" items such as cell phones, cameras, portable music players, electronics, jewelry, umbrellas, watches, keys, and medications – also held for 30 days, then donated to a local charity (or, as in the case of medications and keys, destroyed).
- Clothing, eyeglasses, book bags, backpacks, books, and calculators, – held up to 14 days, and then donated to charity.
- Large items, such as bicycles, may be provided to the local police department for further disposition after being held for 10 days.
- Hazardous and perishable items may be discarded immediately.
- All unclaimed money will be provided to FMHP's general operating support fund after 30 days.

Ownership may be proven by any means which would convince a reasonable person that the claimant is the owner of the property (e.g., recency of claim, detailed description, other personal identification, etc.).

Policies are subject to change without notice. Please contact Four Mile Historic Park with any questions or concerns.

Four Mile Historic Park, 715 S. Forest Street, Denver, Colorado 80246

[www.FourMileHistoricPark.org](http://www.FourMileHistoricPark.org) | 720-865-0800 | [info@fourmilepark.org](mailto:info@fourmilepark.org)

Operated in Cooperation with the City & County of Denver.

Support provided by the Scientific & Cultural Facilities District.