



Lost and Found Policy

Collection and Handling of Items

- All Lost and Found property will be stored in an office backstage at the Morrison Center.
- All Lost and Found items will be bagged individually, tagged with an item description and handled with gloves, including when an item is picked up by the owner.
 - If a member of the backstage team is not present when staff drops off an item, then that staff is responsible for individually bagging and tagging each item. Bags and tags will be made available at the front desk. Each tag should include a description of the item and where it was found.
- All valuable items (i.e. cash, credit cards, wallets, keys, phones, tablets, electronics, jewelry) will be stored in a locked cabinet.
- Backstage personnel/staff will record all items in the [Lost and Found log](#). The log will include the following information, if applicable: a **description** of the item, the **event** it was lost at, the **location** it was lost and the **date** it was turned in.
- Our staff will make every effort to contact the individual as soon as possible if the item contains identification, such as an email, phone number or an address.
 - If student items (i.e. ID, phone, computer) were left after a class in the Morrison Center, a member of the staff will proactively reach out to the student via email or phone. If the Morrison Center knows which class the item was left after, they will work in conjunction with the instructor to identify the student to help expedite the return.
- Items will be held at the Morrison Center for two weeks and then transferred to the Central Lost and Found at the Student Union Information Desk. Every other Friday, the Morrison Center staff will place all individually bagged items into a larger bag or box and bring it to the Central Lost and Found.
 - Central Lost and Found – Student Union Information Desk
1700 W. University Drive
208-426-4636 / infodesk@boisestate.edu

Requesting Lost and Found Property

- While working remotely, the Morrison Center Administrative Office can be reached at 208-426-1110 or mccservice@boisestate.edu. Individuals can contact the MC Customer Service account to inquire about their belongings; staff can access/refer to Lost and Found log to assist.
- An individual making a request for Lost and Found property must present identification, such as a driver's license or student ID, and provide a description of the item before the item will be returned.



Lost and Found Policy

Requesting Lost and Found Property (continued)

- If the individual does not have identification, but the individual can describe the item in sufficient detail to reasonably establish ownership or open it with a password (e.g., phone, tablet), the item will be returned once the Lost and Found records are updated with the owner's information.
- An individual may claim their item via phone by providing sufficient detail to reasonably establish ownership. A member of the administrative team will verify the information with the Lost and Found Log and the owner must present ID when they come to pick up their item.

Hold time and Disposition

- All items will be held and disposed of per the University's Lost and Found [policy](#).

Disclaimer

The Velma V. Morrison Center for the Performing Arts assumes no responsibility for the care and/or protection of any personal item(s) left unattended on venue or University property and for loss, under any circumstances, including theft, vandalism, or malicious mischief of such item(s).