



LBCC Lost and Found Property Policy

This policy outlines how Long Buckby Community Centre manages items left behind by visitors and hirers.

Procedure

1. Any lost property found on the premises will be placed on the designated lost property shelves located in the rear Stables entrance reception.
2. All items will be held for a period of **two weeks**.
3. After the two-week period has elapsed, any unclaimed items will be disposed of or donated to a local charity.

Disclaimer

It is the responsibility of the owner to contact us or visit the centre (you can do this by calling us or sending us an email to support@longbuckbycc.org.uk) to retrieve their lost belongings.

Long Buckby Community Centre will not send out individual communications prior to the disposal of items. We recommend contacting the Centre and checking the lost property shelves as soon as possible if you believe you have left something at the centre.