



LastAct Studios: Lost Property Policy

1. Introduction

This policy outlines the procedures for handling lost property, including recovery, storage, and eventual disposal. The aim is to ensure fairness, accountability, and responsible redistribution of unclaimed items.

2. Reporting and Recording Lost Property

- Any found items should be reported to reception and/or management and logged with a description, date, and location where found.
- Perishable or hazardous items may be disposed of immediately at the discretion of reception and/or management.
- Fluids inside water bottles will be disposed of immediately.
- LastAct Admin will contact the appropriate parties should a reported item have a name on.

3. Storage and Claiming Process

- Lost property will be securely stored for a minimum period of 4 months (also known as a full LastAct Academy term) from the date of registration.
- The owner may reclaim the item by providing a valid description or proof of ownership.
- Identification may be required for valuable items such as electronic devices, jewellery, or important documents.

4. Unclaimed Property

- If an item remains unclaimed after 4 months, it will be considered for redistribution or disposal.
- Items with names on that haven't been collected after 4 months will also be considered for redistribution or disposal.
- Items in good condition may be donated to charity or repurposed for community use.

- Items of significant value may be auctioned or sold, with proceeds directed to the running and upkeep of LastAct Studios.
- Unusable or damaged items will be responsibly disposed of in line with environmental guidelines.

5. Exceptions

- Official documents (e.g., passports, bank cards) will be returned to the issuing authority immediately if the owner cannot be identified.
- High-value items may be retained for a longer period if deemed necessary by LastAct Senior Management.

6. Policy Review

This policy will be reviewed annually to ensure its effectiveness and compliance with legal and ethical considerations.

Created and Reviewed: JANUARY 2025

Next Review: JANUARY 2026