

**TOWN OF FORT NELSON
FORT NELSON-LIARD REGIONAL DISTRICT
POLICY & PROCEDURE MANUAL**

3735-01 - DISCLAIMER REGARDING LOST/STOLEN ITEMS

Background

The Recreation Department is responsible for providing a number of programs for the community, especially for children. Children have a recurring habit of losing their personal items such as clothing and jewellery. Sometimes these items are lost outside the time frame of the program itself but the child reports it to his/her parents as lost at the program. The Recreation Department staff cannot itemize every participant's personal objects and the Department cannot afford to replace jewellery and clothing for every person who participates in a program.

Policy/Objective

The Recreation Department will post signs at all facilities informing the public that Town/Regional District is not responsible for lost or stolen items. The Department will also incorporate a disclaimer notice on all receipts issued for payment of participation in the various programs sponsored by the Department.

Implementation

All participants and their legal guardians will be informed of the Recreation Departments disclaimer concerning lost or stolen items when registering.

If any items are turned into staff of a sponsored program, it will be placed in the lost and found and inquiries of lost items will be referred to this area. Requests for replacement of lost or stolen items will be refused and the requester will be referred to the disclaimer notices that are posted and written on the receipts.

<i>Policy Section: 37</i>	<i>Recreation & Culture</i>
<i>Subject: 3735-01</i>	<i>Recreation Facilities Disclaimer</i>
<i>Prepared By: Debbie Walker</i>	<i>Approved by Mgmt Team: 04/24/97</i>
<i>By Administrator:</i>	<i>By Council/Board: Oct 27, 1997</i>
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