

### **Lost and Found Information:**

Lost and Found for the Williams Center is located within the Equipment Room (room 102). All items that come in are documented and stored in bins and cabinets behind the front desk window of the Equipment Room. Items can be claimed during normal business hours. Please be sure to bring an ID when claiming lost items.

Items of value (i.e. phones, wallets, jewelry, glasses, etc.), can be claimed at the Rec Sports Office, room 100 of the Williams Center.

The Equipment Room and Rec Sports hold no responsibility for items that have been lost within the Williams Center.

Please note that all water bottles are disposed of after seven days of being held in the lost and found area of the Equipment Room.

All items not claimed by the end of each semester (and Spring Break during spring semester) will be donated to local charities.