

## **Lost Property Process**

### **If You've Lost an Item**

- Go to the Lost Property Room 'The Den' in the Coach House.
- Look through the items to see if yours is there.
- **If you find it:**
  - Sign it out on the sheet provided.
- **If it isn't there:**
  - Write a short description of the item.
  - Add your name and where you're camping or sleeping.
  - If the item is handed in later, we'll match it to your details and get it back to you.

### **2. If You've Found an Item**

- Take the item to the Lost Property Room 'The Den' in the Coach House.
- Write a brief description of the item on the sheet provided.
- Leave the item in the room for the owner to collect.