

Personal Property Policy

Policy Statement

The American University in Cairo (“AUC” or “the University”) assumes no responsibility for personal property brought to campus or any of its facilities by any community member and/or visitors. AUC assumes no liability whatsoever for damage, loss or theft caused to the personal property of anyone using its premises.

Reason for Policy/Purpose

AUC Safety and Security Office works diligently to secure AUC’s campuses and all its facilities 24/7 year round. Although many precautions are taken to maintain adequate security for all items/articles on AUC premises, the University cannot be held responsible for personal property that becomes lost, misplaced, stolen, damaged, and/or abandoned. It is the responsibility of the owner (community members and/or visitors) to safeguard their personal belongings at all times.

Who Approved This Policy

Mr. Brian MacDougall, Executive Vice President for Administration and Finance, April 5, 2017 Gen. Mohamed Ebeid, Executive Director for Safety and Security, April 4, 2017

Who Needs to Know This Policy

AUC community and visitors.

Web Address for this Policy

[University Policies](#)

Contacts

Responsible University Official: Executive Director for Safety and Security

Responsible University Office: Office of Safety and Security

If you have any questions on the policies and procedures regarding personal property, you may:

1. Call the phone number for the lost and found office at the New Cairo campus at 2615-4185, the lost and found office at the Tahrir Square campus at 2797-6980, or the Security Office at 2615-4444
2. Send an e-mail to aucsecurity@aucegypt.edu

Definitions

| Term (alphabetical order) | Definition as it relates to this policy |
|----------------------------------|--|
| Personal property/belongings | Any property not furnished by the University and not covered by University insurance |
| University community | Students, faculty and staff |

Policy/Procedures

The American University in Cairo assumes no responsibility for personal property brought to any of its campuses or any of its facilities by students, faculty, staff and/or visitors.

The University is not responsible for loss, theft or damage of personal belongings. This includes, but is not limited to, loss by fire, theft, unexplained disappearance, spoilage, water or malfunction of electrical or mechanical systems.

It is the responsibility of the owners (students, faculty, staff and/or visitors) to safeguard their personal belongings at all times.

If a community member or visitor brings personal property, such as bicycles, automobiles, audio-visual equipment, computers and computer related equipment, cameras, books, or other items to campus property, such as parking lots, offices, classrooms, faculty housing, students dormitories or other University rooms and buildings, they are responsible for making arrangements for their security.

The University is not liable for the theft of money or valuables left in an employee's desk, office, or work area, nor clothing left on a coat rack or in a locker.

The Office of Safety and Security asks that community members and visitors safeguard belongings in offices, classrooms, laboratories, libraries, etc. by not leaving them unattended.

If any AUC community member/visitor is concerned about the possibility of damage or theft to their property, they should seek personal insurance coverage.

The University will not be held liable, either directly or indirectly, for loss of and/or damage to the personal property of any individual using its premises.

History/Revision Dates

Origination Date: March 23, 2017

Last Amended Date: May 3, 2017

Next Review Date: May 1, 2018