

Musical Instrument Abandonment Policy

1. Purpose

This policy outlines how Triple Creek Guitars, LLC handles unclaimed musical instruments left for repair, donation, or storage. It ensures fair retrieval opportunities for owners and allows the organization to recover costs and manage truly abandoned items.

2. Definitions

- **Organization:** Triple Creek Guitars, LLC, its staff, and agents.
- **Owner:** Instrument owner responsible for retrieval.
- **Instrument:** Any instrument or accessory left on site.
- **Abandonment:** Failure to retrieve an instrument after outlined time frames and communication attempts.

3. Storage and Notification

Owners have 15 days after repair completion, loan end, or storage expiration to pick up their instrument. The organization will make at least two contact attempts, providing pickup dates, deadlines, storage fee details, and a warning that unclaimed items may be sold or disposed of.

4. Storage Fees

A daily fee of \$10 begins after the pickup deadline, capped at the instrument's fair market value.

5. Final Notice

If an instrument isn't claimed within 60 days after the initial period, a final notice is sent by certified mail, stating outstanding fees, a last retrieval deadline (90 days after repair completion), and that abandonment will occur if not claimed.

6. Disposition

Unclaimed instruments may be sold (publicly or privately) or disposed of to cover fees. Items of negligible value may be recycled or discarded. Unclaimed donations may be added to inventory. Excess sale funds are held for 30 days for the owner before following state law.

7. Records

The organization will keep records of all related communications and actions for 5 years to ensure compliance.