

Team Member Authorization Form – Hotel/Resort

2024 Team Member Complimentary Room Night Program



2024 Team Member Complimentary Night Authorization Form

Name and Location: _____

Name of Team Member: _____

Property Reserved: _____

Dates of Stay: _____ Number of Rooms: _____

Confirmation #: _____

Approved by (People Services Representative):

Name

Title

Signature

Date

Rate Program Benefit Form Procedures

1. Reservations are booked directly on team member page below:
<https://www.coralreehospitality.com/freenights>
2. This form is not transferable or reusable and is only good for this reservation. Other reservations will require separate authorized forms.
3. This form must be presented at check-in along with a valid photo ID.
4. The family member will receive a food and beverage, spa, retail and golf discount card provided by the home-based People Services representative, which provides discounts in the participating food and beverage outlets managed by the hotels. Discount card must be presented at time of service to receive the discount (discount does not apply to alcoholic beverage purchases). (Please note some properties may not offer the discounts if the services are outsourced.)
5. Any applicable Resort, Service Fee or Amenity fee will be adjusted off at the property for the rate program.
6. All guests are expected to conduct themselves appropriately. Any behavior deemed inappropriate by the management of the Hotel, or failure to comply with the Rate Program process may result in forfeiture of the discounted room rate privileges and/or other disciplinary action.
7. There is a maximum number of two rooms or five room nights per team member, per stay is permitted for this program.
8. Team Members are responsible for following the guarantee and cancellation policy at the respective hotel to avoid potential cancellation penalties.
9. Please note without this authorization form the Team Member will be charged the rate of the day for the property.
10. Active Team members are eligible for this program. If the team member is out on leave for any reason this program does not apply.