

# Team Member Authorization Form



## 2024 Team Member Authorization Form

Name and Location: \_\_\_\_\_

Name of Guest (self or family 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.coraltreehospitality.com/teammember>
2. Subject to availability
3. This form is not transferable or reusable and is only good for this reservation. Other reservations will require separate authorized forms.
4. This form must be presented at check-in along with a valid photo ID.
5. You will receive a discount card from People Services, which provides discounts to food and beverage, golf, spa and retail. Discount card must be presented at time of service to receive the discount (discount does not apply to alcoholic beverage purchases).
  - a. Please note some properties may not offer the discounts if the services are outsourced.
6. Any applicable Resort fee, Service fee or Amenity fee will be adjusted off at the property for the rate program.
7. 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.
8. Please note without this authorization form the Team Member will be charged the rate of the day for the property.