

# 2025 Family Member Complimentary Room Night Program Authorization Form



Team Member Name: \_\_\_\_\_

Team Member Property: \_\_\_\_\_

Name of Guest (Family member): \_\_\_\_\_

Family Member Relationship: \_\_\_\_\_ Number of Rooms: \_\_\_\_\_

Property Reserved: \_\_\_\_\_

Check In Date: \_\_\_\_\_ Check Out Date : \_\_\_\_\_ # of Nights: \_\_\_\_\_

Confirmation #: \_\_\_\_\_

Approved by (People Services Representative):

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Signature Date

### RATE PROGRAM ELIGIBILITY

1. Completed six (6) months of service at their property.
2. Full-Time and Part-Time Team Members.
3. Active Team Members (*Team Members on LOA not eligible*)
4. Family Members are considered Parents, Parents of Spouse or Domestic Partner, Children and Siblings.

### RATE PROGRAM BENEFIT FORM PROCEDURES

1. Reservations are booked directly with their home-based People Service leader.
2. Subject to availability, you may reserve a maximum of two room nights.
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 or the Guest will be charged the rate of the day.
5. 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.)
6. Any applicable Resort, Service Fee or Amenity fee will not be charged to the Family Member as the fees 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 room rate privileges and/or other disciplinary action for the team member.
8. There is a maximum number of two rooms for family members per stay, or on room for two nights per stay that is permitted for this program
9. Team Members are not permitted to stay with their family members during this program