

2025 Team Member Complimentary Authorization Form – Residence Collection



Team Member Name: _____

Team Member Property: _____

Property Reserved: _____ Number of Rooms: _____

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. Full-Time awarded five (5) complimentary nights and Part-Time awarded three (3) complimentary nights.
3. Active Team Members (*Team Members on LOA not eligible*)

RATE PROGRAM BENEFIT FORM PROCEDURES

1. Reservations are booked directly on team member page below and subject to availability:
<https://www.coraltreehospitality.com/coraltreeresidencecollection>
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 otherwise without this authorization form the Team Member will be charged the rate for the day for the property.
4. The team 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).
 - a. Please note some properties may not offer the discounts if the services are outsourced.
5. Any applicable Resort, Service Fee or Amenity fee will not be charged to the Team Member as these fees will be adjusted off at the property.
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 of two rooms, per team member, per booking 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.

Please note the property should invoice \$150.00 and tax back to the team members home base property