

## TEAM BLEAU EXCLUSIVE TEAM MEMBER & FAMILY RATE FORM

Team Member Name	Department
Name of Guest	Relation of Guest to Team Member
Confirmation Number	Date of Arrival/Date of Departure

### PROCESS

1. Team Members should visit [fontainebleau.com/teambleau](https://fontainebleau.com/teambleau) to view available dates for our Team Bleau exclusive rates.
2. At [fontainebleau.com/teambleau](https://fontainebleau.com/teambleau), Team Members will have the ability to create their reservation for either the Exclusive Team Member Rate or the Exclusive Family & Friends Rate.
3. Once the reservation has been completed, the Team Member would need to click on the Reservation Form link to complete the Team Bleau Exclusive Team Member and Family Rate Form.
4. This form would need to be approved by the Team Member's Department Head and Executive Committee Member and handed to the Front Desk at the time of check-in for the reservation or the exclusive rates will not be honored.

### POLICY

- The Team Member Rate or the Exclusive Family & Friends Rate must be booked and form approved, 72 hours prior to arrival date.
- Team Member's Immediate Family Members receive the Team Member Rate.
- Definition of Team Member's Immediate Family: Parent/Step-Parent, Child/Step-Child, Grandparent/, Child/grandchild, Sibling/Step-Sibling.
- This completed form must be presented and surrendered to the Front Desk at check-in. This form may not be used by anyone other than the authorized individual. Photo identification is required at check-in.
- Falsification or other misrepresentation of information on this form will constitute grounds for disciplinary action, up to and including termination.
- If form is not presented at check-in for the Exclusive Team Member Rate or the Exclusive Family & Friends Rate, the reservation will be switched to the best available rate for the length of stay, and/or cancelled.
- Credit must be established at the time of booking. Check-in begins at 4 PM (early check-in is based on availability). Present a valid picture ID and valid credit card. Credit card will be authorized for room and tax for all nights + \$150/day for incidentals. (Debit Card not recommended as funds will be held). Room placement will always be based on availability.
- Complimentary upgrades, if available, must be approved by the Director of Front Office, Executive Director of Rooms, or above.
- All charges must be settled prior to departure. Check-out time is 11 AM.
- Team Bleau Exclusive Team Member & Family Rates are for personal travel only (not for business).
- Additional discounts or "comping" a bill is not authorized. Do not ask your fellow Team Members to put their job at risk, or risk losing this benefit for yourself or others.
- Your conduct and professionalism, as well as those in your party and/or family utilizing this benefit as a guest, is a representation of Fontainebleau. Any inappropriate conduct or behavior as a guest will be considered as misconduct in connection with your employment. Any conduct or behavior deemed inappropriate by management where you, or your family, are a guest could result in disciplinary action, up to and including termination.
- During the stay, Team Members are not permitted to visit the back of the house.

### AGREEMENT

By requesting this room discount benefit, I accept and agree to abide by the terms and conditions outlined above.

Team Member Signature	Date
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### APPROVAL

Department Head Name	Department Head Signature
Executive Committee Member Name	Executive Committee Member Signature