



## **POLICY ON USE OF MEMBER AND GUEST ID SWIPE CARDS**

**Purpose:** This policy is intended to outline the intended/proper use of Beech Mountain Club ID swipe cards.

**Swipe Cards:** Swipe cards are currently required for access to the Wellness/Fitness Center and access to other Club facilities using swipe cards may be added in the future. ID swipe cards are also used at Club point-of-sale locations to pull up accurate member data.

Swipe cards are issued in the Administration Office. Photos are required and are taken in the Administration Office. Swipe cards may take between 48 hours to a week to process depending on the season. It is the member's responsibility to assure cards are obtained prior to the day of desired use.

### **Policy:**

A. Club Members are required to use their ID card for entry to the Wellness/Fitness Center:

1. ID cards may only be used by the member/person whose photo/name appears on the card (cards may not be given to another to allow the other person access).
2. Card holders may not allow others to enter with them; each person must enter by swiping their own card. Sponsored guests must have their own card issued by Administration.
3. As with use of all Club facilities, members are responsible for the actions of the guests they sponsor.
4. Failure of a member (or of their guest) to abide by policy as supported by video evidence (i.e. allowing others to use your card or allowing others to enter with you) will result in:
  - a. First offense: the member's account will be charged the appropriate guest fees (those that should have been paid for the additional people/guests) plus a \$10 penalty fee, and will be sent a letter to remind them of the policy and how/when it was violated.
  - b. Second offense: the member will be charged as described above and will have their Wellness/Fitness access suspended for one week and will be reported to the Membership Committee.
  - c. Third offense: the member will be charged as above and will have Wellness/Fitness privileges suspended until meeting with the Membership Committee.
5. If you lose your ID card, report it immediately to the Administration Office. There will be a reprinting fee of \$20 for lost or damaged cards.

B. ID cards allow quick and accurate pull-up/access to member account information. Therefore:

1. Members are asked to use/show their ID card at all Club point-of-sale locations.
2. Staff should ask for ID cards at all point-of-sale locations.