



The Cove at Yarmouth

Key Card Responsibilities

Rules and Regulations

Upon issuance of your Key Card, Front Desk Authorization (FDA) or any other authorization card, you have acknowledged and understand the following:

1. Your (Key Card) is your responsibility. You are accountable for it at all times.
2. Do not lend, swap or otherwise let anyone use/borrow your Key Card.
3. Do not let anyone, guest or staff, into a room with your Key Card.
4. Do not leave more than one (1) door open at a time.
5. Do not use the deadbolt to prop the door open.
6. If you see a red and green light when you use your card, notify your manager immediately.
7. If your position requires you to make a guest's Key Card, remember you are leaving a trail. Do not make a card without checking for positive I.D., if you don't feel comfortable issuing a key or if you are unsure, see your manager.
8. If your position requires you to make a guest's Key Card and you leave the (FDC)/Front Desk Controller while it is still active on your card, remember to "clear" so it reads "Authorization Card".
9. Do not use any chemicals or cleaners on the card lock's finish.
10. Report all lost, stolen or misplaced cards immediately to your manager.
11. Upon termination of your employment, your Key Card must be returned to your manager before issuance of your final paycheck.

_____ I have read and understand all the statements above.

Employee's Signature

Date