

# 2017 Unaccompanied Guest Policy Handbook



# Immediate Family Guest

Immediate Family Guests are defined as children and grandchildren, of the Designated Member/Spouse, who have reached their 25th birthday but not yet reached their 35th birthday.

## **Children & Grandchildren (25-34) and their Spouses are eligible for:**

1. Year-Long Family Guest Card (one time per 12 months) = \$300 per card / per person
2. Single Use Family Guest Card:
  - One Week (up to 7 consecutive days) = \$25 per card / per person
  - One Month (30/31 consecutive days) = \$100 per card / per person

*\*\*Each Immediate Family Guest between the ages of 25 and 34 who wish to use the Common Area Facilities unaccompanied must have and carry a guest card.*

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## **Without a Family Guest Card, Immediate Family Guest:**

- Must be accompanied by Designated Member, Designated Member Spouse/Domestic Partner, Child or Grandchild (under age 25) in all Common Area Facilities without restriction except;
- May not be accompanied by members who are under 12 y/o for Golf, Golf Practice Areas, or Fitness Center.
- May play golf in accordance with Section 5.2 of the Forest Highlands Rules, Information & Fees.



## **With a Family Guest Card, Immediate Family Guest:**

- May be unaccompanied in Common Area Facilities except for Golf and Golf Practice Areas (excluding putting course).
- May Accompany (1) additional non-family \*(spouse, friend, girl/boy friend, etc.) guest in the Common Area Facilities (this guest does not need card)
- May play golf in accordance with Section 5.2 of the Forest Highlands Rules, Information & Fees.
- May **NOT** Accompany additional guests (\*beyond one permitted above) in the Common Area Facilities without Designated Member or Designated Member Spouse/Domestic Partner present.
- May **NOT** have dining reservations between Memorial Day & Labor Day (walk - in dining ONLY).
- Family Guests must have Family Guest Card in their possession and provide to any staff member upon request.
- All charges **MUST** be placed on Designated Member account. No credit cards, cash or checks will be accepted from any unaccompanied guest.
- While not the intention of the Club at any time, the Club reserves the right to limit access to any facility to guests without notice in order to accommodate Members.
- Violations of any Forest Highlands Rules by Guests or violations of this policy will be subject to the fines as outlined in Section 7.8 of the Forest Highlands Rules, Information & Fees
- Additional Guest Fees are applicable for use of the Fitness Center, Tennis Facility, Pools and any Recreation or other Programs that guests participate in. See page 44 of the Forest Highlands Rules, Information and Fees.
- **Fees for Guest Cards are non-refundable.**

# House Guest Credit Program

House Guests are defined as Children and Grandchildren of the Designated Member/Spouse who have reached their 35th birthday, other extended family members and friends of the Designated Member/Spouse.

**No person renting / leasing a home in Forest Highlands may be a "House Guest".**

## **Guest Credit Program:**

The Guest Credit Program is available for Forest Highlands Members to authorize unaccompanied "House Guests" to use the Forest Highlands Common Area Facilities. Each Designated Member will be issued **90 Guest Credits** to be used for "House Guests" between May 1 - October 31 in conjunction with the purchase of a House Guest Card. No use of guest credits will be required between November 1 and April 30, but the purchase of a guest card is still required.

## **Guest Credit Usage will be calculated as follows:**

Each person over 12 years of age issued a guest card multiplied by the number of days the guest card is issued for = Number of Guest Credits Used

*EXAMPLE: Family of 5 (two adults, one child aged 24, one child aged 15 and one child aged 11) staying for 7 days: 4 people over 12 years of age x 7 days = 28 Guest Credits Used*

## **Guest Card Cost:**

Single Day Guest Card (per day up to 6 days) = \$15 per day / per person

One Week (up to 7 consecutive days) = \$100 per card / per person

Two Week (8 consecutive days to 14 consecutive days) = \$200 per card / per person

## **Without a House Guest Card, House Guest:**

- May be accompanied by Designated Member, Designated Member Spouse/Domestic Partner, Child or Grandchild (under age 25) in all Common Area Facilities without restriction except;
- May **NOT** be accompanied by Members who are under 12 y/o for Golf, Golf Practice Areas, or Fitness Center.
- May play golf in accordance with Section 5.2 of the Forest Highlands Rules, Information & Fees.

## **With a House Guest Card, House Guest:**

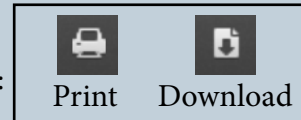
- May be a "House Guest" for a maximum of 14 days total between May 1 and October 31.
- May be unaccompanied in Common Area Facilities except for Golf and Golf Practice Areas.
- May play golf in accordance with Section 5.2 of the Forest Highlands Rules, Information & Fees.
- Must have a House Guest Card in possession at all times, and provide to any staff member upon request, for each person (over the age of 12) while using any facility unaccompanied by the Designated Member, Designated Member Spouse/Domestic Partner, Child or Grandchild (under age 25).
- May **NOT** accompany additional guests, other than minor children ages 12 and under.
- May **NOT** have dining reservations between Memorial Day & Labor Day (walk - in dining ONLY).
- May **NOT** use dining rooms (excluding bar areas) from Memorial Day to Labor Day during the hours of 5:00pm - 8:00pm on Thursday, Friday or Saturday evenings.
- May **NOT** attend Friday night Cooldown Party unless accompanied by a Member.
- Violations to any Forest Highlands Rules by Guests or violations of this policy will be subject to the fines as outlined in section 7.8 of the Forest Highlands Rules, Information & Fees.
- Guest Credits are non-transferable and may not be bartered or sold in any way.
- Guest Credits do not carry over year to year.
- All charges **MUST** be placed on the member account. No credit cards accepted from unaccompanied guests.
- While not the intention of the Club at any time, the Club reserves the right to limit access to any facility to guests without notice in order to accommodate Members.
- Additional Guest Fees are applicable for use of the Fitness Center, Tennis Facility, Pools and any Recreation or other Programs that guests participate in. See the page 44 of the Forest Highlands Rules, Information and Fees.
- **Fees and Credits for Guest Cards are non-refundable.**

# Instructions to Secure Guest Passes for Immediate Family Guests or House Guests

1. Log on to the members.fhgc.com website.
2. Under the CLUB menu heading click GUEST CARDS or [CLICK HERE](#)
3. Choose the appropriate form for your guests: Immediate Family Guest Form or House Guest Form, and click to open the details.
4. Fill out the online form completely, upload photo(s) of each person to receive a Guest Card and click SUBMIT.
5. You will receive a confirmation email once you successfully submit the form. If you do not receive your confirmation email within 2 hours please contact the Administration Office at 928-525-9014 or email Administration at pass@fhgc.com.

## You Can Also:

1. Log on to the members.fhgc.com website.
2. Under the CLUB menu heading click FORMS or use these links:
  - [Immediate Family Guest Form](#) | [House Guest Form](#)
3. Choose the appropriate form and download and print using these icons:
4. Fill the form out completely.
5. Scan and email the completed forms as well as the photo to [pass@fhgc.com](mailto:pass@fhgc.com); or fax the completed form to 928-525-1369; or mail the completed form to 2425 William Palmer, Flagstaff, AZ 86005. Forms that are faxed or mailed will require the guest to come to the Administration Office to have a photo taken.



## IMPORTANT:

You or your guest must submit a picture of each person who will be receiving a guest pass. Drivers license pictures are typically too poor quality for the passes please send a “headshot” or “selfie”.

Once the electronic photo and form are received, your guests will be in the system as authorized for the dates that were requested.

**Please allow at least 48 hours notice for cards to be completed. Cards can be picked up at Security (front gate).**

## Additional Information:

- Should weekend guest access be needed, all information and photos MUST be submitted to the Administration Office during normal business hours:
  - May 1 - October 31: Monday - Saturday 9:00am - 5:00pm
  - November 1 - April 30: Monday - Friday 9:00am - 5:00pm
- Guest Passes will provide your guests access to the Restaurants, Fitness Center, Snackbars, Pools, Recreation Center and Recreation Programs, Tennis Facility and Tennis Programs when available and in accordance with the Forest Highlands Rules, Information and Fees as well as this entire document.  
**NOTE: Fitness Center is available to guests after 10:00am Daily.**
- **Once issued, Guest Cards are non-refundable. The cost of the passes and the credits used cannot be refunded or reissued, regardless of whether the card(s) are used or not.**