

ROSEN SHINGLE CREEK VISITOR BADGE PROCEDURE

Below is the Hotel's procedure for the issuing of Temporary Identification Badges for VISITORS (herein referred to as VISITOR Badge), to include, but not limited to Vendors, Contractors, Project Personnel, Load-In/Load-Out Crews:

1. The above individuals are required to wear a logo uniform or a shirt with the name of the company they work for clearly printed on the shirt while on hotel property. If they are not wearing the aforementioned shirt, they must be wearing a printed lanyard provided by their company that contains the above information. This lanyard should hang from the neck or be clipped to the shirt in a manner that makes it clearly visible.
2. Failure to possess any one of the above identifying means will result in the worker being escorted to the Security Office where the worker will have to show proper identification (valid photo ID). If the worker does not have proper identification they will need their Manager or Supervisor to meet with Security to personally identify their worker as being the person who is requesting the VISITOR Badge.
3. ALL VISITORS must enter the property through the Security Entrance and check in with Security Dispatch to begin the VISITOR Badge process.
4. Should the worker not be in uniform as stated in item #1, he/she will be issued a VISITOR Badge for the day. This VISITOR Badge can only be used for one day and must be returned at the end of their shift. Failure to return the VISITOR Badge will disqualify the worker from returning the job for their next shift until the VISITOR Badge is returned. This is the only way we account for the integrity of the VISITOR Badge system, ensuring the VISITOR Badge has not been passed on to another worker/person. NOTE: If the worker is staying on property during the convention, the VISITOR Badge may be turned in on their last day being on hotel property.
5. The VISITOR Badge log will be kept in the Security Office and retained for 30 days or one month. The Security Department will not retain nor record information from the Valid Photo ID shown to the Security Officer, nor will any photo or identification be retained or held by the Security Office. The only purpose the Valid Photo Identification is to assure the VISITOR Badge is being issued to the proper person. The VISITOR Badge log will contain the person's name, company they work for, date and time the VISITOR Badge was issued the date and time the VISITOR Badge is returned. *NOTE: the individual receiving the VISITOR Badge is required to clearly sign and print their name.*

Production Manager/Contractor Initials