

**MGMA RESIDENT CARDS AND GUEST PRIVILEGE
PROCEDURE**

**(APPROVED AT THE MGMA BOARD OF DIRECTORS MEETING
ON FEBRUARY 23, 2011)**

1. Resident Cards - In order to be issued a Resident Card, the person(s) must be listed on the warranty deed and be current with the MGMA. The exceptions to this are: Children age 16 or older (children under 16 may not enter the Clubhouse unescorted) living in the home and having a driver's license or other identification with the Madison Green address and any other relative living permanently in the home and possessing a driver's license or a voter registration card with the Madison Green address may also be issued a Resident Card. Each household is entitled to two (2) Resident Cards at no charge. Additional Resident Cards are \$10 each.
2. Resident Cards for Tenants - If the Resident is renting out the home, the Village Management Company must produce a valid lease agreement (to MGMA) to be issued a Resident card and **only** the names of the people listed on the lease agreement may be issued a Resident Card. This will not cause the owner of the home to lose their privileges to the Clubhouse. The charge for this card is \$10 each.
3. Guest Clearance: (Guests accompanied by a Resident throughout each visit do NOT need a Guest Clearance.)
 - a. If a Resident has a Guest (age 18 or older) visiting from out of town (outside of Palm Beach County) and the Resident wants the Guest to use the Facilities without the Resident present, the following procedure shall be used:
 - 1) The Resident must accompany the Guest to the Clubhouse for the initial time. The front desk staff must confirm that the Guest is from out of town (i.e. driver's license) and the Resident is not suspended, then the MGMA front desk staff member enters the Guest(s) name in the computer guest list with a one week expiration date. There will be no charge to the Homeowner or the Guest for a Guest Clearance.

- 2) The Guest must have proper identification (i.e. driver's license) each time they enter the Clubhouse. **NO** exceptions.
- 3) Guests are not able to bring in other Guests, except for their dependent children (under 18 years of age).
- 4) The Guest must be at least 18 years of age to obtain a Guest Clearance.

If a guest lives within Palm Beach County, they must be accompanied by a Resident throughout each visit. This prevents Residents from listing local family members and friends who live outside of Madison Green from unaccompanied use of the Clubhouse facilities.

- b. If a Resident has an out-of-town Guest (outside of Palm Beach County) staying with them for an extended period of time, or has a person providing babysitting services for the Homeowner (may reside **in** Palm Beach County) and the Resident wants the Guest or Babysitter to use the Facilities without the Resident present, the following procedure shall be used:

- 1) The Resident must accompany the Guest or Babysitter to the Clubhouse for the initial time. The front desk staff must confirm that the Guest is from out of town (i.e. driver's license) and the Resident is not suspended, then the MGMA front desk staff enters the Guest(s) or Babysitter's name in the computer guest list with an expiration date NOT to exceed one (1) month. There will be NO charge to the Homeowner or the Guest/Babysitter for a Guest Clearance.
- 2) The Guest or Babysitter must have proper identification (i.e. driver's license) each time they enter the Clubhouse. NO exceptions.
- 3) Guests are not able to bring in Guests, except for dependent children (under 18 years of age). Babysitters **MUST** bring in the child(ren) under their care. Without the child(ren) under their care, babysitters residing in Palm Beach County may not use the facilities unless accompanied by a Resident.
- 4) The Guest must be at least 18 years of age to obtain a Guest Clearance.