

Sea Island[®]

**Team Member Housing
Handbook & Agreement**

== THE ==
**GUEST
HOUSE**
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411 Longview Plaza
St. Simons, GA 31522

WELCOME TO SEA ISLAND!

This Handbook is a reference that provides our policies, procedures, and expectations, to ensure your safety and the safety of your fellow Sealsland Team Members while living in our company provided housing.

This Handbook is not meant to be all inclusive, as we cannot anticipate every circumstance that may occur. We will make decisions on a case-by-case.

ROOM RATES

Room rates are based on a nightly rate of \$15.00 per bed, per room with double occupancy. The room rate per night includes WI-FI, utilities, and transportation from the Guest House to the Team Member parking lot.

Termination from your position will result in eviction. In the event of termination, you will have twenty-four hours to vacate Team Member housing. Any disciplinary action that is taken toward you while you are in Team Member housing could affect, or result in the termination of, your employment with Sea Island.

PAYROLL DEDUCTION AUTHORIZATION

By signing the back form of this handbook, you agree to the following:

"I hereby authorize Sea Island to payroll deduct any rent payments, fines, and fees related to Team Member housing as a result of my occupancy in Team Member housing. I understand that in the event that such deductions from payroll are not sufficient to cover the amount due, I will be obligated to pay any and all outstanding charges not covered by payroll deductions. I also realize that Sea Island will take further legal action as necessary to collect the amount outstanding. Should that occur, I agree to be liable for all reasonable collection costs incurred, including but not limited to, reasonable attorney's fees."

WHAT TO EXPECT

Each room has two beds (doubles), a private bathroom with shower and/or tub, desk, chair, closet space, small dining table, microwave, small refrigerator, and TV. All utilities, electricity and trash removal from dumpsters is included in the rent charge. **You are responsible for maintaining the cleanliness of your room and for taking your trash from your room to the dumpster located in the back of the facility in the fenced in area.**

Lobby hours – Available 24 hours

Front Office Hours - 8:00 am to 12:00 pm & 1:00 pm to 5:00 pm (Monday – Friday)

Linen Exchange Hours – By request 8:00 am- 5:00 pm (Monday-Friday)

Mail Check Hours – By request 8:00am-5:00pm (Monday-Friday)

After office hours call (912) 638-5107 (Security Office) for assistance.

WHAT TO BRING

- Space is limited in the rooms, so pack accordingly. Keep in mind that you will be in uniform most days. Summer is hot and humid, winters are on the milder side, with sporadic nights below freezing.
- You will be responsible for keeping your room clean, and you might want to bring minimal cleaning supplies. However, there are grocery stores nearby and you may elect to wait until your arrival to shop for these items.
- Please avoid bringing large, bulky items or numerous personal items. You will be expected to share limited storage space with your roommate.

ROOM KEYS

- One key will be issued to each resident upon check-in.
- Lockouts require you to provide a photo ID, credit card, or other collateral for a spare key (i.e., Team Member ID).

LINENS – Exchange upon request 8:00am-5:00pm Monday-Friday

Each resident will be provided 1 blanket, 2 sheets, 2 pillowcases, 2 towels, 2 washcloths and a bathmat. A fee will be charged for missing or damaged linens.

PETS

Team Member housing is pet free. Pets of any kind are not allowed. If a pet is discovered, a \$50 fine will be applied to your account and disciplinary action will be taken, up to and including eviction from Team Member housing. This includes but is not limited to fish, insects, mammals, crustaceans, invertebrates, birds, dogs, and cats.

Service animals are permitted, with certification that they are registered as a service animal.

ROOMMATE ARRIVAL NOTICE

When you have an unoccupied bed in your unit, you should always anticipate the arrival of a roommate. When possible, we will attempt to give you a 24- hour notice of a new roommate. When you receive such notice, please make sure that the room is clean and ready for the new arrival. The unoccupied bed must be clear of all your belongings and space should be made available in the closet and storage areas.

HOUSEKEEPING & ROOM MANAGEMENT

Daily Housekeeping will not be provided. It is the resident's responsibility to maintain a safe and clean room.

****Please note: Sea Island will conduct random room inspections. Inspections will be conducted between 8am-5pm. Rooms found to be in poor condition will be cited and fees could be assessed.**

ROOM MAINTENANCE

Have an issue in your room? Simply complete a list of the maintenance requests and drop it off at the front desk. Maintenance issues need the following information to ensure proper care is taken to address the issue:

- Name
- Your room #
- Detailed description of the issue and where it is located in your room.
- Time/Date
- Contact Phone Number/E-mail

GENERAL BUILDING POLICIES, PROCEDURES, AND EXPECTATIONS

SAFETY

Your safety and well-being are important to us. To ensure your own safety and the safety of others, you should always do the following:

- Lock your room door.
- Report any suspicious persons or activities to Security.
- In case of an emergency, call **911** or contact Security immediately at **(912) 638-5107**.

DRUG AND DRUG PARAPHERNALIA POLICY

The Guest House is a drug-free environment and non-smoking residence. If any illegal drugs or drug paraphernalia are discovered onsite, you will be evicted from Team Member housing and further corrective action will be taken, up to and including termination. This includes, but is not limited to, any substances and/or paraphernalia being on your person, in your room, or in a bag of any kind on resort property. This policy also applies to your guests. If you have specific concerns or questions, please direct them to Security or Human Resources.

ALCOHOL POLICY

Sea Island permits the consumption of alcohol by residents who are age 21 years and older, as long as this does not interfere with work performance. The resort will not tolerate abusive use of alcohol on premises and, should it be necessary for Security to be contacted due to drunkenness on property, residents involved will be cited and may be terminated from employment.

Sea Island does not permit nor promote the consumption or abuse of alcohol by underage residents. Sea Island, Security and Human Resources reserve the right to take legal action and confiscate illegal substances, including alcohol, in the possession of minors.

SMOKING POLICY

Smoking is permitted outside your room and in the designated smoking area at the picnic tables outside the dining hall. **Please utilize the cigarette butt receptacles on property.

LIABILITY

Sea Island shall have no responsibility or liability for any loss, damage, or injury by resident's own person or personal property located within the premises.

BUILDING POLICIES & PROHIBITED ITEMS

The following actions may result in a fine or disciplinary action up to eviction and termination of employment. They are not all inclusive or limited to the following:

- Repeat activity for which disciplinary action has already been taken.
- The possession, evidence of use, sale, or paraphernalia of illegal drugs on company premises is expressly prohibited.
- Any evidence of SMOKING in Team Member housing. Smoking must occur outside in the designated area. The Team Member housing buildings are designated NON-SMOKING.
- Any suspected destruction, theft, misappropriation, or unauthorized possession of company, guest, or fellow Team Member property.
- Violence or threats of violence. This includes, but is not limited to, intimidation, threatening or hostile behavior, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto Team Member housing property, or any other act that, in the sole opinion of Security or Human Resources, is inappropriate.
- No parties in Team Member housing. Parties are defined by the noise and/or disruption to others that is created.
- Tampering with any piece of fire safety equipment, including, but not limited to, smoke detectors, extinguishers, and fire doors.
- All State and Federal laws must be adhered to (including, but not limited to, underage drinking and possession of drugs).
- Fireworks, ammunition, firearms, bb\pellet guns, knives, and other weapons are not allowed in Team Member housing.
- Blatant disrespect towards another resident, guest, Security, or Sea Island staff.
- Visitors are restricted in Team Member housing. **NO OVERNIGHT GUESTS ALLOWED**. Tenants found to have other resort and/or non-resort persons living and/or staying overnight in Team Member housing will be subject to immediate eviction and possible termination of employment. All unregistered guests must leave the premises of the Guest House by 11:00pm each evening.
- Congregating in parking lot, or other outside common areas, which results in noise and/or behavior that is disruptive to other tenants, is prohibited.

The following actions may result in fines and/or eviction if not followed:

- Open flames including, but not limited to, candles, incense, and flammable fluids are prohibited.
- Alcohol is not allowed in common residential areas. (Lobby, Pool Area, Team Member Gym, Resident Lounge).
- Extension cords are NOT permitted. They are a fire hazard. We encourage the use of surge protectors.
- **Hot plates, grills, hibachis, open burners, toaster ovens, rice cookers, crock pots and toasters are fire hazards and not permitted.**
- Team Members are not allowed to physically alter the property by painting, wallpapering, etc.
- Do not use glue, nails, or sticky tape to attach anything to the wall, ceilings, doors or windows or you will be fined.
- Pets of any kind are not allowed. If a pet is discovered, you will be fined and, possibly, terminated from your employment.
- Energy Conservation: You will be responsible for turning off electric appliances and lights upon leaving your room and the kitchen after cooking.
- Construction, including but not limited to, sawing, cutting, sanding, painting, nailing, stapling, waxing, or gluing any materials is not permitted on the premises.
- Use of fireworks on Team Member housing property is strictly prohibited.
- No outside visitors after 11:00pm.
- No overnight guests are permitted.
- **Tampering with other residents' personal property is prohibited.**
- No hanging of laundry, beach towels or other items over the handrails outside your room.

TRASH

Dumpsters for trash are in the back of the facility. **USE THEM!** It is your responsibility to help keep the grounds of the Guest House clean and free of trash. **This includes cigarette butts!**

ROOM CHANGES

We will make every attempt possible to accommodate your needs if you desire a transfer to another room. **Relocation to another room without written approval from the Team Member Housing Manager is prohibited and can result in eviction and/or termination of employment.

DAMAGES

- Residents will be held accountable for all damage associated within their rooms and charged accordingly.
- Residents in double rooms will be charged equally to repair damages if notice is not given to Security and a resident does not take responsibility.

USE OF FACILITY AND RIGHT TO ENTRY

Resident rooms and furnishings are to be used in the manner for which they were designed. No Team Member housing property may be moved within the building or taken from the room.

Sea Island respects the need for, and right to, privacy of each resident. However, we reserve the right to enter and inspect resident rooms at any time when it is deemed necessary to protect and maintain Sea Island property and a safe environment.

LAUNDRY

Laundry facilities with washer /dryer combination are located on the first floor. Dryers are located on the second floor. Please be respectful of the common space and other residents' belongings. Sea Island is not responsible for lost or stolen items from these machines.

Please remove your items from laundry facilities promptly. Others may need to use the machines. Do not hang laundry over the handrails outside your room.

SECURITY

Sea Island provides overnight security for the safety of its residents. The phone number to contact Security is (912) 638-5107.

WHAT TO EXPECT WHEN YOU MOVE OUT

CHECKOUT PROCESS

- Residents must provide a check-out date to both Human Resources and the Team Member Housing Manager when a job offer has been made. It will not likely be possible to extend your departure date once it has been submitted. Space in the Guest House is limited, and new tenants have been scheduled to arrive, based on the checkout date you provided at the time your job offer was made.
- **Check-outs must be done during office hours. Management will do a final walk-through at checkout. Fees will be assessed and deducted for any damaged or missing items and additional cleaning/maintenance charges. Your room must be clean and free of any trash upon checkout.**
- **Departure Checklist:**
 - Confirm your departure date with the Housing Manager.
 - Schedule a preliminary walkthrough with the Housing Manager three days before departure, to avoid charges for damages.
 - Thoroughly clean your room, including the following:
 - Bathroom, including tub enclosure, floor, vanity, mirror, toilet, and tub.
 - Remove all trash, including personal items you will not be taking with you, such as clothes hangers, food items, grooming products, clothing, other personal items.
 - Vacuum carpet thoroughly.
 - Return uniform to the Uniform Room. Leave your nametag and Team Member ID at the Front Desk of the Guest House.
 - Return bike, lock, and light to Housing Manager.
 - Remove sheets from bed and leave them, with your towels, and bathmat in the room for the housekeeper.
 - Remove all items from refrigerator and discard in outside trash dumpster.
- If you are a long-term resident of the Guest House, you may need to do the following, prior to departure:
 - Check mailbox at the Guest House for any correspondences. If you expect additional mail to arrive, submit a change of address to the local U.S. Post Office.
 - Keep your local bank account open until your last paycheck has been deposited.
 - If you are an Intern/Extern, arrange to pick up your letter to verify completion of your program from Human Resources.
 - If you are a J-1 Intern and need transportation to the airport or bus station on departure, you must notify Human Resources of your need **at least two weeks prior to your departure.**



TEAM MEMBER HOUSING AGREEMENT 2024

Full Name: _____

Sex: M / F Date of Birth: _____ Room # _____

Permanent home phone #: _____

Permanent Mailing Address: _____

City: _____ Providence/State _____

Country: _____ Postal Code: _____

Email: _____

Department: _____

Supervisor: _____

Emergency Contact (Name & Contact Information): _____

I hereby state that I have read and understand this Team Member Housing Agreement and Handbook and agree to follow these guidelines and those explained to me upon my check-in.

The foregoing Team Member Housing Rental Agreement and Handbook shall be binding to the fullest extent permitted by law. If any provision of this document is found to be unenforceable, the remaining terms shall be enforceable. This Release shall be binding upon Tenant/Resident's assignees, subrogors, distributors, heirs, next of kin, executors, and personal representatives.

THE UNDERSIGNED HAS CAREFULLY READ THIS AGREEMENT, UNDERSTANDS ALL ITS CONTENTS AND SIGNS IT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

Resident Signature

Date

Sea Island Representative

Date