



# Guest ID Policy

## GUIDELINES

To set forth the rules, regulations and expectations for allowing approved guest(s) of eligible Villages residents a limited use of District supported facilities and services.

### APPLICATION

Any Villages resident requesting a Guest ID card(s) MUST make an initial application to the District. The application may be completed either in person or online.

### IN PERSON

#### DISTRICT CUSTOMER SERVICE CENTERS:

984 Old Mill Run

#### Satellite Offices:

North Office: 1200 Avenida Central

South Office: 4856 South Morse Blvd

#### AT YOUR SERVICE LOCATIONS:

Colony Cottage, Eisenhower, Everglades, Ezell, Fenney, La Hacienda, Lake Miona, Laurel Manor, Mulberry Grove, Paradise, Rohan, Savannah, SeaBreeze.

### ONLINE

DistrictGov.org

- In-Area Guest ID applications must be completed in person at one of the locations listed above.
- The resident must provide all required guest(s) information requested on the application in order to be issued a Guest ID card.
- Any falsification or misrepresentation of guest information on the application will be

considered a violation of the Guest ID card policy and subject to appropriate action as provided for in this policy.

### ELIGIBILITY REQUIREMENTS

- A Villages resident with a valid Resident ID card can make an application for a Guest ID card.
- A qualified guest is defined as an individual whose current residence is outside Lake, Marion and Sumter counties.
- A resident who has a son, daughter, grandchild or great grandchild (and their spouses) who reside in Lake, Marion or Sumter counties may apply for an In-Area Guest ID card.

### ISSUANCE

- Guest ID cards are issued for a guest(s) whose current residence is outside Lake, Marion and Sumter counties for up to 30 days from the issue date.
- Guest ID card renewals may be requested after the 30th day for an additional 30 days and renewals may continue to be issued every 30 days.
- The In-Area Guest ID card for qualified family members is valid for one (1) year from date of issuance.



## **SUPERVISION REQUIREMENTS**

- Guests are required to carry their original Guest ID card when using a District amenity facility even if accompanied by a resident.
- If the guest is under 19 years of age, they must be accompanied by a Villages resident, or a guest 19 years of age or older who must have a valid Guest ID card and photo ID.
- The accompanying resident is required to have a valid Resident ID card. If a guest(s) does not have a valid Guest ID card with them, the guest(s) will be denied access to District amenity facilities.
- In-Area Guests, regardless of age, will be required to have the sponsoring resident in attendance with them at all times when using District amenity facilities.
- If the In-Area Guest(s) is not with the sponsoring resident they will be denied access to District amenity facilities.

## **AGE REQUIREMENTS FOR GUEST ID CARDS**

- All approved guests 1 year of age and older will be issued a Guest/In-Area Guest ID card.

- All approved guests 19 years of age and older must also have photo identification when using District amenity facilities.
- Some facilities have minimum age requirements.
- Please refer to DistrictGov.org, or The Villages Phone Book for more information regarding age restricted facilities.

## **FACILITIES AVAILABLE FOR USE**

- Please refer to the Recreation Publication Quick Links at DistrictGov.org or The Villages Phone Book for guest approved facilities.
- All approved facilities are also listed on the Guest ID/In-Area Guest ID card forms.
- All guests are required to follow all District rules and regulations governing the use of District amenity facilities.
- Residents and Guests are encouraged to check-in at a Recreation Complex/Center prior to using any recreation facility.





## **PENALTY FOR MISUSE OF FACILITIES OR FALSIFICATION OF INFORMATION**

If District Management confirms that any misuse of facilities has occurred, or falsification of information to secure the ID has occurred, the following actions will be taken\*.

### **FIRST INFRACTION**

A written letter will be sent to the resident with the infraction details along with a follow up phone call and/or meeting to discuss the situation.

### **SECOND INFRACTION WITHIN ONE (1) YEAR**

- The resident's active Guest ID cards and/or In-Area Guest ID cards will be deactivated for a period of six (6) months.
- During the six (6) month period, the resident's household (unit/lot) forfeits its right to be issued any Guest ID cards and/or In-Area Guest ID cards.
- The six (6) month time period will start from date of deactivation.

- After the six (6) month period, the resident's household (unit/lot) will be eligible to reapply for Guest ID card and In-Area Guest ID card privileges.

### **THIRD INFRACTION WITHIN ONE (1) YEAR**

- Guest ID card and In-Area Guest ID card privileges will be denied for the resident's household (unit/lot) for one (1) year from the date of deactivation.

*\*If a resident knowingly falsifies the application, the resident will be subject to infraction number two regardless of infraction history, unless a second infraction has already occurred, then it will be considered the third infraction.*

The information provided in this policy is current as of December 2009. The AAC and the District Boards reserve the right to amend and revise this policy, as deemed necessary.

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**The Villages®**  
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