



May 10, 2017

### HCA Proof of Residency and Guest Policies

To: Front Desk Staff

The HCA Board of Directors has approved the following policies for verifying residency and admitting guests.

The following documents are acceptable as proof of residency:

- Current driver's license showing Hedingham address.
- State issued ID showing Hedingham address.
- Current utility bill (past 60 days) showing Hedingham address.
- Current lease for an HCA address signed by property owner. Note: A lease will be considered current if the lease specifically states that the lease is extended month to month at the end of the initial lease period.
- Mail received at subject HCA address within the past 30 days.

The Board of Directors has a policy for the use of wristbands for all guests using the Hedingham Athletic Center. Enforcement of the policy is the responsibility of the CAS front desk personnel.

- The wristband is to go on ALL guests and tagged with the resident's last name, date, and time of entry.
- There is a two-guest limit per household.
- Resident must accompany guest while guest is using the facility.
- All staff must maintain the sign in sheet to provide accounting of \$5 guest fee and for CAS employees to KNOW who is in the building in case of emergency.
- The wristband color will change each day.

Board of Directors

Hedingham Homeowners Association