



ROSSMOOR

WALNUT CREEK

INSTRUCTIONS FOR COMPLETION OF PERMANENT GUEST LIST REGISTRATION FORM

The permanent guest list in the Public Safety gate clearance database allows residents to grant unrestricted access to the Rossmoor for up to **10 (ten) guests per manor**. For example, residents may list up to ten guests of their choice (family members, friends, resident employees, such as caregivers and housekeepers, etc.) to be permanently placed in the database.

Please use the enclosed Permanent Guest List Registration Form to list those individuals you want to have placed in the permanent guest list database. Remember, those individuals listed will have unrestricted/unlimited access to Rossmoor based on your written and expressed permission. Return the completed form to the Public Safety Office in the return envelope provided. For your convenience, the submittal process is designed to be conducted entirely through the mail. The information may be sent through the U.S. mail, placed in the white GRF Drop Box located in the Gateway parking lot, or taken to the Administration Office reception desk at Gateway Clubhouse.

The name of each guest must be listed on a separate line on the "Permanent Guest List Registration" form. Mr. and Mrs. Smith, or the Smith Family, may not be entered on one line; the name of each member of the Smith family must be listed on a separate line, and the resident must sign and date this form. Forms that are incomplete or incorrectly completed will be returned to the resident without the guest information being entered into the database. Please allow for two weeks for your permanent guest information to be entered into the database. You will need to call the Gate at (925) 988-7843 with your guests' names during the two-week period.

Guests listed on the permanent guest list will not need barcodes to access Rossmoor, however they will be required to check in with the Gate Officer posted in Lane 1 or Lane 2 (which are the two left entry lanes marked "No Barcode"). After the database has been checked and the person's identity confirmed, the person will be cleared to enter Rossmoor. If a resident's guest is not listed in the permanent guest database, the resident must call the Gate at (925) 988-7843 each time that person visits Rossmoor.

If residents wish to make changes to their guest clearance list, it will be necessary to complete the "Changes to Permanent Guest List" form and return the form to the Public Safety Office by U.S. mail or at one of the two locations at Gateway noted above. Additional forms may be obtained from the Public Safety Office or the Gateway Administration Office reception desk. Telephone requests cannot be accommodated.