



Four Turnberry Place

Valet Operating Procedures

1. Valets must remember that the porte-cochere is the first impression one gets when driving up to Tower 4.
2. Valet staff should present themselves with a friendly demeanor. Guests and residents should be welcomed and greeted by name, when known. Everyone must be treated equally and with respect.
3. Whenever possible, at least one valet should be visible in the driveway.
4. Persons approaching on foot should be greeted. The Main Lobby door should also be opened for them.
5. Any vehicle entering the porte-cochere should be approached, and the occupants greeted. For limo arrivals or departures, the valet should open the vehicle door for the residents. The Main Lobby door should also be opened.
6. The platform is for valet parking only. No self-parking is allowed under any circumstances.
7. The only vehicles at the porte-cochere should be those that have been staged there for immediate departure. If a vehicle has not been retrieved within ten minutes, the vehicle should be moved to the platform until the driver arrives out front.
8. In the garage areas, valets are instructed to only park residents' vehicles in their assigned spaces.



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9. Anyone leaving a vehicle at the porte-cochere must leave the keys with the valet or the Front Desk, if the valet is away. When the valet returns, he or she will park the vehicle in the appropriate area.
10. All limousines that are not immediately loaded must stage at the west curb in front of the cones.
11. With the exception of the temporary staging of the limousines, **NO** vehicles are to be parked in front of the traffic cones.
12. No Stirling Club visitors are allowed to park at Tower 4.
13. Management will strictly enforce the Towing Policy dictated by our CC&Rs (Parking 7.3)and governed by NRS 487.038.
14. **ALL** car keys will either be ticketed or enveloped.
 - If ticketed, the keys will be hung by number on hooks in the lower podium
 - If enveloped, the keys will be kept in the top drawer of the podium.
15. The valet podium is to be kept locked at all times.
16. Keys for cars not on the platform (parked in the garage) will be kept enveloped and secured behind the Front Desk. Keys will only be released to authorized individuals.