

St Joseph Bay State Buffer Preserve Center

GUEST GUIDELINES

- **Check In/Out** During business hours check in with Preserve Staff and get your keys. After hours room keys will be left in the silver **drop box** located on the bay side of the deck of Bldg C. Each party will only receive one key for each guest room. If you need to share it, leave it in the drop box. There is a **Master Key Ring** (with a large tag) for the Guest Kitchen (Room 5), Laundry (Room 2) and Building B (Lodge/Conference Room) in the key drop box, you may use this key to gain access to those areas, but **please return immediately to the drop box.**
- **The Lodge/Conference Room** is used for a variety of meetings and is not available at all times. **Daytime meetings may be scheduled separately from groups using the facility.** Guests are welcome to use the Lodge if meetings are not being held. All requests for meeting space must be scheduled in advance by calling 850-229-1787, Ext. 1. Extra toilet paper can be found in Lodge bathroom.
- **Kitchens** The Main Kitchen adjacent to the Conference Room is for use by large groups staying at the Preserve Center. Additional kitchen facilities ("Guest Kitchen") are in Room 5. Extended stay individuals should use the Guest Kitchen. Do not remove kitchen items from either kitchen. Please be courteous of other guests and of course wash/dry and put away all kitchen items after each use. All residents are expected to keep all kitchen and dining areas clean and have all dishes clean and put away between the hours of 9:00am – 6:00pm.
Rooms adjoin the Guest Kitchen so use of that area is restricted to the hours of 6:00am till 10:00pm
- **Trash & Recycling** Please take all your trash to the big dumpster in the parking lot. Recycling bins are in the Main & Guest Kitchens. Please rinse (if needed), sort and add to recycle glass, aluminum/metal cans and #1 and #2 plastic containers.
- **Phone/Internet Access** Please use your cell phone. Wireless internet is available in Lodge. There are extenders in room 2 & 5 for use in rooms. Please bring your own laptop as we have no computer available for your use.
- **Smoking** Smoking is not permitted on the premises.
- **Guest Rooms** Please bring your own towels, sheets and pillow. Room 1 has 6 bunk/single beds & 1 queen bed; Room 4 has one double bed; Room 6 has two double beds; Room 7 has two double beds, & 6 bunk singles. You are expected to clean your room and take out all trash to the dumpster and return your room keys before departing. Cleaning supplies can be found in room 2. Please don't use the trash can on the deck; it's for day visitors.
- **Security** If you are leaving the Center at any time and there is no staff present, lock all doors. Gate should be closed in the evenings after **4 pm ET.**
- **Preserve Quiet Time is from 10:00pm till 7:00am.** Conduct appropriate to the function of the Preserve Center is expected at all times.
- **Emergencies** Call 911 for fire/medical emergencies. Sacred Heart Hospital on the Gulf is located at 3801 E. Hwy. 98 (east of the junction of Hwy 98 & SR C-30); Phone number is 850-229-5600. Reservation Associate, Sandra Chafin is available after hours for minor emergencies: 850-227-4342 or The Preserve Manager, Dylan is also available after hours for minor emergencies: 352-422-3238 or 850-247-9550.

Preserve Center Address: 3915 State Road 30-A Port St. Joe, FL 32456

(850) 229-1787 Fax (850) 229-1797

Signature: _____ Date: _____