

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 **drop box** located on the Manager's Office bayside of the deck (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.
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, sort and add to recycle glass, aluminum/metal cans, paper and plastic containers.
- **Phone/Internet Access** The Preserve MAIN Phone line has an extension in the Conference Room area. The number is **850-229-1787**. It is our only line and should be used sparingly during business hours. Only local calls are permitted. Please use your cell phone or calling card for long distance. Wireless internet is available in Lodge. Please bring your own laptop as we have no computer available for your use.
*Internet access services are provided by the **Friends of the Preserves**, our non-profit volunteer group, consider leaving a donation at the Preserve Office or consider becoming a member.*
- **Smoking** Smoking is not permitted on the premises.
- **Guest Rooms Please bring your own towels, pillows and sheets.** We have a few pillows and blankets. Room 1 has 2 bunk beds & 1 queen bed; Room 3 has 2 bunk beds; Room 4 has one double bed & 1 bunk bed; Room 6 has two double beds; Room 7 has two double beds & 4 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 the Lodge Kitchen. Please don't use the trash can on the deck; it is for day visitors.
- **Security** If you are leaving the Center at anytime and there is no staff present, lock all doors. Gate should be locked in the evenings after 4:30pm and all day Saturday and Sunday.
- **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 secretary, Sandra Chafin is available after hours for minor emergencies: 850-227-4342 or 850-625-8226 or Preserve Manager, Dylan Shoemaker is also available after hours for any emergencies: 850-247-9550.

Preserve Center Address: 3915 State Road 30-A Port St. Joe, FL 32456 (850) 229-1787 Fax (850) 229-1797