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, which is directly across from room 3. 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** (on a wooden paddle) 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, however, **please return immediately to the drop box**.

- **The Lodge/Conference Room** is used for a variety of meetings and is always not available. **Daytime meetings may be scheduled separately from groups using the facility.** Guests are welcome to use the lodge on a first come, first serve basis, if meetings are not being held. All requests for meeting space must be scheduled in advance by calling 850-229-1787. Extra toilet paper and cleaning supplies can be found in room 2. Researchers using Visitor Center **MUST** always keep it clean – ready for visitors.

- **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 8:00am – 6:00pm.

- **Trash** Please take all your trash to the big dumpster in the parking lot.

- **Phone / Internet Access** Please use your cell phone. Wireless internet is available and the password is: **stjoebay**

- **Smoking** is not permitted on the premises.

- **Guest Rooms**: **Please bring your own towels, sheets and pillow**. Room 1A has 2 single beds & 1B has 3 singles; Room 6 has 3 single beds; Room 7A has 3 single beds, & 7B has 3 single beds. All beds are extra-long. You are expected to clean your room and take out all trash to the dumpster and return your room keys before departing do not use the trash can on the deck; it's for day visitors. Extra full bath located in laundry room (room 2) for use by researchers in room 1B and 7B.

- **Security** If you are leaving the Center at any time and there is no staff or site volunteers present, lock all doors. Gate should be closed in the evenings after **4:30pm.**

- **SJB Buffer Preserve Staff** may enter rooms during normal business hours to conduct routine maintenance. At the beginning of each month, staff will enter all rooms for a fire extinguisher check.

- **Preserve Quiet Time is from 10:00pm till 6:00am.** Conduct appropriate to the function of the Preserve Center is always expected.

- **Emergencies** Call 911 for fire/medical emergencies.
    - Ascension 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
    - On-Site Volunteer Hosts are available after hours for minor emergencies.
    - Reservation Associate Caitlin McCauley is available after hours for minor emergencies:
        - 708-567-9397
    - Preserve Manager Dylan Shoemaker 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
Phone: (850) 229-1787

Signature: _____
Date: _____
Printed Name: _____

Updated: 2 October 2026