

Trailmark

805 Trailmark Dr
St Augustine, FL 32092

- 1) Staff must complete the checklist in the binder before and after the rental.
- 2) Main duties consist of monitoring designated event and making sure that patrons are behaving themselves
- 3) Please make sure they are only there for their designated time and are out of there when the event is scheduled to be finished
- 4) Whoever is in charge of the event is responsible for making sure things are cleaned up and nothing is left on the ground. It is our responsibility to make sure all is left this way or we need to clean up completely.
- 5) Furniture must be straightened up
- 6) Things should be left cleaner than found
- 7) Patrons must start cleaning up within 30-45 minutes before finished time of event to be sure that everything is picked up and trash is taken out
- 8) Monitor is to take pictures of the area after the room has been cleaned.
- 9) Forward pictures to 904-710-0172
- 10) Monitor must be there the entire time people are there and cannot leave until the last person is gone
- 11) Signs must be taken out and put back in clubhouse stating that event is occurring and the entry gates are closed
- 12) Make sure all items are placed back in the storage closet
- 13) Key must be returned to lockbox
- 14) All doors must be locked