

**TRAILER ESTATES PARK & RECREATION DISTRICT
OFFICE HOURS AND DISTRICT NOTARY SERVICE POLICY PP 16**

OFFICE HOURS

The Trailer Estates Park & Recreation District Office is open on Monday through Friday, 9:00 a.m. to 4:00 p.m. unless otherwise posted. The office is closed from 12:00 p.m. to 1:00 p.m. each day. The office shall be closed on board designated Holidays:

New Year's Day,
Memorial Day,
Independence Day,
Labor Day,
Thanksgiving Day and the day after Thanksgiving Day,
Christmas Day, and
a floating holiday.

Other closures will be announced as needed. Please check the Office door, District bulletin boards, and Channel 732 for any additional information.

DISTRICT NOTARY SERVICE POLICY

Trailer Estates Park & Recreation District Board of Trustees authorizes the Office Manager to provide notary services for district business only.