

**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 3:00 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 Years 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 95 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.