Ashgrove Bowls Club
Entry Instructions

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NOTE: To gain access you require an access card provided to you by Communify Qld. Your access card is set ONLY to the date and time of your booking. Your access card will not allow access earlier.

- Swipe your access card over the black scanner above the door handle, push handle down and push door open.
- At the top of the stairs, turn left and proceed to the alarm between the bar and the office.
- Enter the 4 digit alarm code (provided by Communify) and press OFF - should the alarm sound, re-enter code and press OFF.

Emergency Information

- The fire extinguishers are located: In the club room near the male and female locker rooms, on the wall near the bar/kitchen door, in the kitchen, in the hall on the right wall of stage.
- The fire blanket is located in the kitchen on the wall above the fire extinguisher.
- Emergency evacuation diagrams are next to every exit.
- The first aid kit is on the wall near the bar/kitchen door beside fire extinguisher.
- Please make sure you have read and understood the Emergency Evacuation information on the Communify website

Ashgrove Bowls Club bookings: bookings.communify.org.au

If you have a problem/emergency during your booking, contact the appropriate number below:
Emergency Services: 000
Bowls Club Manager: 0432 274 880
Urgent venue matters: 0401 304 099

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Exit Instructions

Please help us keep this community space clean and tidy for the next group.

- Dispose of all rubbish and take rubbish bags to the Brisbane City Council bins outside.
- Pack and turn on the dishwasher (if applicable)
- Wash, dry and put away any other utensils used.
- Return all chairs and tables used to their designated areas.
- Remove all food and drinks from the fridge (if applicable).
- Sweep and mop floors (if applicable).
- Take down all decorations (if applicable).
- Check for all belongings to not leave anything behind.
- Turn off all fans and lights.
- Arm alarm by entering the 4 digit alarm code and then # (once the alarm is set you have a few minutes to leave so complete this just before you are ready to walk out of the door).
- Ensure all doors and windows are closed and locked.

Please email us (with photos) at communityspaces@communify.org.au
if you arrive and the venue has not been left in acceptable manner. If you find that any cleaning products / tools are running low, please let us know.

Thank you for using a Communify managed venue, we hope to see you again!

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