



The Emmanuel Uniting Church

Entry Instructions



Entry Instructions

Note: To gain access you will need the 4 digit code provided by Communityfy.

- The key safe is located near the kitchen door on the Laurel Street side of the church.
- To open the box you need to scroll through the numbers until you have the correct combination. Slide down the black bar at the side, remove the key and close the box.
- Upon entering the kitchen, the lights are located on the right hand side near the entry door.
- Lights for the hall are located on the wall outside of the kitchen in the hall (left hand side as you exit the kitchen. Note: The lights take a while to illuminate fully.
- The key for the toilet door is on the key ring that was removed from the key safe.
- Cleaning products can be found in the cupboard above the sink in the kitchen and the vacuums are located in the roller door storage area to the left of the table stack.
- Bins are kept outside the hall on the South Pine road side (you can access these through the glass sliding doors on the side of the hall.

Emergency Information

- Fire extinguishers are located in the kitchen near the small hand basin.
- First aid kit is located next to the microwave.
- Fire blanket is located in the kitchen near the small hand basin.
- Please make sure you have read and understood the Emergency Evacuation information on the Communityfy website.

Emmanuel Uniting Church bookings: bookings.communify.org.au

If you have a problem/emergency during your booking, contact the appropriate number below:

Emergency Services: 000

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 Brisbane City Council bins outside on the South Pine road side (you can access these through the glass sliding doors on the South Pine Road side of the hall).
- Pack and turn on the dishwasher (if applicable, instructions can be found on the wall beside the machine).
- Wash, dry and put away any other utensils used.
- Return all chairs and tables used to their designated areas (chairs to be stacked no more than 10 chairs high for safety reasons).
- Remove all food and drinks from the fridge (if applicable).
- Sweep and mop floors (if applicable).
- Vacuum floor (if applicable).
- Take down all decorations (if applicable).
- Place the keys back in to the key safe and spin the numbers to remove the code.

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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