

S.P.A.C.E

Entry Instructions



Corner Branton and Paley Street, Kenmore Hills Qld 4069

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

- To gain access you require an access card provided to you by Community.
- Swipe the card over the black scanner, pull down the handle and push the door in.
- Light switches are to left hand side of the door.
- Cleaning cupboard is inside the kitchen on the right.
- Rubbish bin provided in kitchen with spare plastic bags under the liner.
- Brisbane City Council bins are located outside to the left
- Wheelchair friendly toilet at back of the hall.
- Electrical fuse box located at front entrance.

Emergency Information

- The first aid and sharps kit is located in the kitchen beside the fridge.
- The fire extinguisher is to the left after you enter.
- Emergency evacuation diagrams are next to every exit.
- Emergency information box is to the left after you enter.
- Please be mindful that children are supervised at all times to prevent them playing near the creek.
- Please make sure you have read and understood the Emergency Evacuation information on the Community website

S.P.A.C.E bookings: bookings.communify.org.au

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

Emergency Services: 000

Alarm faults: 3390 8337

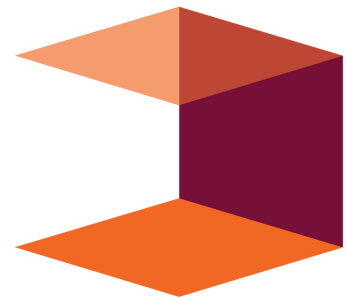
Urgent venue matters: 0401 304 099





S.P.A.C.E

Exit Instructions



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

- Dispose of all rubbish (kitchen and bathroom) in to the Brisbane City Council bin located besides the building.
- Pack and turn on the dishwasher.
- 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).
- Wipe down whiteboard (if applicable).
- Take down all decorations (if applicable).
- Turn off all lights and fans.
- Return the sliding door keys to the key safe at the front entrance.
- Push the large white security light button on exit. This will turn off automatically.
- 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 venue, we hope to see you again!

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