



# Spring Hill Studio

## Entry Instructions



**10 Moreton Street, Spring Hill Qld 4000**

**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.

- Swipe the card over the black scanner above the door handle, pull down the handle and pull open the door.
- Wall mounted air conditioning (remote control kept on window sill nearby).
- Door at rear of room connects to adjoining room, containing bar-size fridge. NOTE: There are steps into the adjoining room.
- Light switch for adjoining room on wall next to screen door.
- The rubbish bin is in the kitchen with spare plastic bags under the liner in the bottom of the bin.
- Council bins are located in the park closest to the carpark.
- Male and female toilets are accessed through an internal door through to the shed area. To gain access to the keys you will need the 4 digit code provided by Community. The key safe is located in between the male and female toilets. To obtain keys from key safe, pull down the bottom middle button to 'clear'. Enter code by pressing relevant numbers. Pull down the top black button to release the lock - you will find the keys to open the doors inside. Please ensure you return this key to the key safe each time, turn off all lights and ensure the door to the kitchenette area is closed when you leave.

### Emergency Information

- The first aid and sharps kit is located on top of the piano.
- The fire extinguisher is in adjoining room / kitchen area.
- Emergency evacuation diagrams are next to every exit.
- Please make sure you have read and understood the Emergency Evacuation information on the Community website

**Spring Hill Studio bookings: [bookings.communify.org.au](https://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





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## Exit Instructions



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

- Dispose of all rubbish in to the Brisbane City Council bin located in the park near the carpark.
- Wash, dry and put away any 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).
- Turn off all lights and fans.
- Make sure toilet keys are put back in to key safe.
- Ensure all doors and windows are closed and locked.

Please email us (with photos) at [communityspaces@communify.org.au](mailto: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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