



The Exchange

Entry Instructions



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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 your access card over the black scanner, pull handle down and push door open.
- Light switches and air-conditioner remotes are located on the left hand column as you enter the venue.
- Rubbish bins are located in the kitchen with spare liners underneath.
- If you move the table and chairs around, please put back to original setting once your event is finished.

Emergency Information

- First aid kit is located in the kitchen on top of the fridge
- Emergency exit is at the main entrance
- Fire hose located in the cupboard near front windows
- Please make sure you have read and understood the Emergency Evacuation information on the Community website.

The Exchange 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





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Exit Instructions



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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 outside.
- 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).
- Take down all decorations (if applicable).

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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