



Probus
WESTLEIGH COMBINED

Thornleigh Community Centre Usage Guidelines

(For Combined Probus Club of Westleigh as at 28 Aug 2026 V1)

Venue Access and Operation.

There is a keypad at the front door where our security access code needs to be entered. Keypad will not work before 9.30 am and we MUST be fully vacated and left the building by 1.30 pm. Potential for additional charges if we have not left, or left it in need of tidying.

There is a second keypad for the internal door to the main room. Note that we only have the main room booked. There is a remote chance that others could book the small meeting room.

Passcode: 554693#

Before setting the room up it is recommended to conduct a quick inspection to check for faults or mess. Any issues should be photographed and reported to Council Venue Management Team.

Room set-up

It is recommended that the setting up is done in this sequence:

- 1) Turn on air-con switch – no thermostat. Check through meeting if it cuts out on the timer.
- 2) Use the wheeled trolleys to move tables in and out. Minimize lifting.
- 3) Place the tables out first before too many chairs are laid out as this makes the task easier.
 - 4 for morning tea area
 - 3 for sign-in and activity sign up area
 - 1 for stage

If not in place, set stage (longest dimension along the wall)

Wait until the table trolleys are in place before folding them down. Flipping the tables onto the trolley first and then folding the legs minimizes lifting
- 4) Chair layout
 - Layout the front row
 - Place chair for each row along each side of the centre aisle – 10/11/12 rows depending on expected number attending
 - Lay out all the remaining chairs, leaving a gap between the wall and the back 3 rows to make access to the sign in desk easy.

Kitchen/ Morning Tea set-up sequence

- 1) Tables in place
- 2) Wipe tables over with spray and paper towels. Lay out tablecloths
- 3) Fill urns with cold water (not from Zip heater) and place on tables. **CAUTION- HEAVY.** They will need to be topped up using the cold water dispenser. Check that they are operating
- 4) Set cold water dispenser at end of the table with spout overhanging. Place garbage bin with liner under the spout. Place about 20 non-coffee paper cups near jug.
- 5) Fill about 20 cups with coffee sachets on each approach side of the urns plus a stack of empty cups
- 6) Lay out stirrers, tea bags, coffee sachets on approach side of the urn. Place the ice-cream containers for waste on the exit side of the urns
- 7) On exit side of the urns place milk and biscuits in the tub
- 8) Monitor consumption and top-up as needed

Morning Tea Clean-up steps

It is best to do the clean-up immediately after the break.

- 1) Unplug urns and carry them to the sink area. **CAUTION- Heavy and Hot**
Drain them, leave tap open, dry lid and urn with paper towels or tea towels and leave to cool and be fully dry before packing away.
- 2) Drain cold water jug, thoroughly dry for storage
- 3) Pack consumables up into storage tub.
- 4) Check floors for rubbish and sweep if needed
- 5) Leave the garbage bag in use until the venue is checked for cleanliness in case it needs a sweep.

Final room check before departure

- Check side door from kitchen is closed
- Check toilets empty and not occupied
- Turn off air-con
- Ensure doors all closed and latched