



Ross House meeting rooms (COVID-19)

This document is to assist you with your meeting room enquiries.

From **11:59pm Friday 25th February**, the State Government announced a change in restrictions. Please see below for more information.

Community Facilities: **There are no density quotients for meeting rooms**, however organisers will need to ensure attendees have been fully vaccinated (unless attending an essential support group).

Ross House meeting room capacities

Ross House meeting room capacities have returned to normal numbers as follows:

Meeting Room	Normal Capacity
Ground Level – Rainbow room (0.1)	Roundtable 25, Theatre Style 40
Mezzanine – Sue Healy room (0.2)	Roundtable 16, Theatre Style 20
Room 1.1	Roundtable 18
Room 1.2	Roundtable 8
Room 2.2	Roundtable 16
Room 2.1	Roundtable 12
Jenny Florence room (3.1)	Roundtable 25, Theatre Style 30
Hayden Raysmith room (4.1)	Roundtable 30, Theatre Style 80
Room 4.2	Roundtable 8

QR code

You are no longer required to sign in via a QR code upon entry into Ross House.

COVIDSafe Plan

In regards to the COVID-19 policy at Ross House, you will need a COVIDSafe plan for your organisation when using the meeting rooms. You can view a template here >

<https://www.coronavirus.vic.gov.au/covidsafe-plan>.

Please note: you do not need to submit this to Ross House Association – it is for your records.

How to book a meeting room

If you would like to book a meeting room, head to our website and create a new account (if you have not already registered). This is located in the top right-hand side of the page. Once approved on our end, you

can log-in to your account and book in the room via a live online booking calendar. You will pay upfront for the booking via PayPal or a credit card (invoiced later if you are a member / tenant).

Access

Another thing to note is that the front doors will remain closed for the time being. In your confirmation email (per booking) is a four-digit access code which will get you into the building. If you are not sure where this is, please contact us. You can provide this code to your participants prior to each meeting.

Masks

Under current restriction, masks are no longer required to be worn indoors, but are recommended if working with vulnerable groups.

Lift capacity

There are no restrictions in the lift but please be respectful of others and take the stairs when possible.

Catering

Q. can I organise my own catering?

A. Yes, but we recommend you wear gloves when serving food and only one person at a time can be served.

Q. Can I borrow cups / urns or crockery from Ross House?

A. Unfortunately not. Please provide your own crockery and make use of the urns in the kitchens for hot water.

WiFi codes

There are Wi-Fi codes (on the walls as you enter in each meeting room) for you to use.

Meeting room etiquette

- All participants must remain inside the room – no loitering in corridors
- All tables and chairs must be kept inside the room
- All meeting rooms need to be wiped down before and after use – cleaning products are provided in every kitchen and in every meeting room (spray / clothes / wipes). Sanitizer stations are located throughout Ross House.

Cancellations

For information regarding cancellations, please visit the bottom section of our Usage Guidelines on our website here > <https://rosshouse.org.au/usage-guidelines/>.

For further updates, please visit our homepage > www.rosshouse.org.au.