



Ross House meeting rooms (COVID-19)

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

From **11:59pm Friday 22nd April**, the State Government announced a change in restrictions. Please see below for more information.

There are currently no density quotients for meeting rooms. Visitors to Ross House won't be required to have two doses or show their vaccination status before entering. Therefore, the front doors to Ross House will be open when staff are onsite.

Current Ross House Room Capacities:

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

The front doors will be open to the public from 10am-3pm while Ross House Staff are onsite. Around these hours the doors will be locked. In your confirmation email (per booking) is a four-digit access code which will get you into the building.

NEW MEETING ROOM ACCESS REQUIREMENTS: The 4-digit access code is now also needed to access the Ross House meeting rooms. This 4-digit access code is assigned to you with every room booking made and can be viewed in your booking confirmation and booking reminder emails. Please contact reception on (03) 9650 1599 or rosshouse@rosshouse.org.au if you have any further questions. If you are unsure of what code to use, please contact reception during business hours.

Masks

Under current restriction, masks are no longer required to be worn indoors, but are recommended if working with vulnerable groups. However, if you are household contact who is exempt from quarantine you may wish to consider rebooking, keeping in mind that if someone at home is positive you will need to wear a mask when outside your home during their quarantine period.

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.