

# MEETING ROOM USER GUIDE

The following guide contains vital information about Meeting Room requirements and building access. Please read this guide prior to using the Ross House facilities.



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Ross House Association acknowledges the Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work. We pay our respects to their Elders, past, present and emerging.

The information outlined in this document was accurate and true at time of publication but may since have been superseded. For any questions relating to the contents of this document please contact the Front Desk on (03) 9650 1599

# OUR HOUSE RULES



Welcome to Ross House! We are the only self-managed and community owned not-for-profit building in Australia.

Ross House Association champions the values of social and environmental justice. We aim to create an inclusive atmosphere where all those who use the facilities feel welcome and respected.



**Ross House is a shared space. Please be respectful of others using the space and keep noise to a minimum**



**Please keep communal spaces, such as kitchen and meeting rooms, tidy and clean for others**



**Please look out for each other and help keep Ross House safe for all**

# BOOKING A ROOM

## ONLINE VIA THE ROSS HOUSE WEBSITE

If you would like to book a meeting room at Ross House you must first register for an online account at [www.rosshouse.org.au](http://www.rosshouse.org.au).

Once approved you will be able to sign in to your account and book a room via our live booking calendar.

Payment is made on booking via PayPal or credit card.

From your online user account you can make bookings, view room availabilities, update account details, and view and/or cancel upcoming bookings. See page 2 for our cancellation policy.

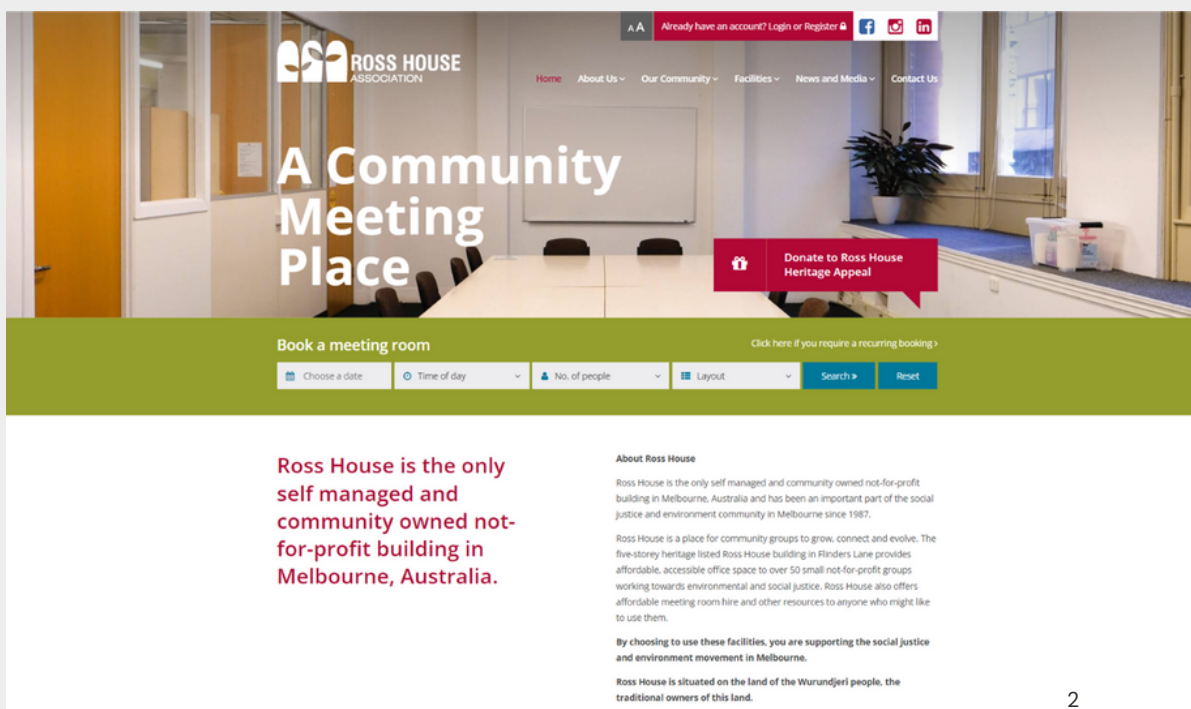
### Recurring bookings

If you are interested in setting up recurring bookings, such as on a weekly or monthly basis, please contact the Front Desk on (03) 9650 1599

### Cancellations

At least 2 business days is required for cancellation of room bookings, otherwise 50% of the hire price will be charged. If no notification is given before the date of the meeting, the full price will be charged regardless of whether the room was used or not.

Cancellations, outside of 2 business days, can be made by you, via your online user account. For cancellations with less than 48-hours notice, you will need to contact Ross House directly via email to advise of the cancellation.



The screenshot displays the Ross House Association website. At the top, there's a navigation bar with links: Home, About Us, Our Community, Facilities, News and Media, and Contact Us. A prominent banner features the text 'A Community Meeting Place' over a background image of a modern meeting room. Below the banner is a 'Book a meeting room' section with a search form including fields for 'Choose a date', 'Time of day', 'No. of people', and 'Layout', along with 'Search' and 'Reset' buttons. A red button labeled 'Donate to Ross House Heritage Appeal' is also visible. The footer contains the text: 'Ross House is the only self managed and community owned not-for-profit building in Melbourne, Australia.' and 'About Ross House' with a brief description of the organization's mission and location.

**Ross House is the only self managed and community owned not-for-profit building in Melbourne, Australia.**

**About Ross House**

Ross House is the only self managed and community owned not-for-profit building in Melbourne, Australia and has been an important part of the social justice and environment community in Melbourne since 1987.

Ross House is a place for community groups to grow, connect and evolve. The five-storey heritage listed Ross House building in Flinders Lane provides affordable, accessible office space to over 50 small not-for-profit groups working towards environmental and social justice. Ross House also offers affordable meeting room hire and other resources to anyone who might like to use them.

By choosing to use these facilities, you are supporting the social justice and environment movement in Melbourne.

Ross House is situated on the land of the Wurundjeri people, the traditional owners of this land.

# ROOM INFORMATION

## CURRENT ROOMS AND PRICES

Anyone can hire a meeting room at Ross House! You will be charged according to whether you are a tenant, a member, a small or large not-for-profit group or a small or large for-profit group or individual.

We currently have six meeting rooms available for hire. Meeting rooms seat from 8 to 60 people and all have a whiteboard and access to a kitchen. Some rooms also include additional equipment, such as AV/PA systems, conferencing systems and TV screens. More information in the table below.

You can view our room on our website at

[rosshouse.org.au/facilities/meeting-room-hire-melbourne/](https://rosshouse.org.au/facilities/meeting-room-hire-melbourne/)

### 2023-24 Ross House Meeting Rooms

| Meeting Room                                | Seating                   | AV Equipment   | Price |
|---|---------------------------|--|-------|
| Level 4 Room 1 – Hayden Raysmith Room (4.1) | Roundtable 24/Theatre 60  | Yes – PA, Projector, Conferencing System inclusive in price INDUCTION REQUIRED | A+    |
| Level 3 Room 1 – Jenny Florence Room (3.1)  | Roundtable 22/Theatre 30  | Yes – Conferencing System inclusive in price INDUCTION REQUIRED                | A+    |
| Level 2 Room 2 – Meeting Room (2.2)         | Roundtable 16/ Theatre 30 | Yes – Smart TV inclusive in price INDUCTION REQUIRED                           | A     |
| Level 4 Meeting Room (4.2)                  | Roundtable 16             | Yes - TV   | B     |
| Level 2 Room 1 – Esther Harris Room (2.1)   | Roundtable 12             | Yes - TV   | B     |
| Level 1 Meeting Room (1.2)                  | Roundtable 8              | Yes - TV   | C     |

### Member and Tenant Prices

| Price Category | Tenants | Members | Associate Members |
|----------------|---------|---------|-------------------|
| A+             | \$17.07 | \$34.13 | \$39.25           |
| A              | \$10.16 | \$20.31 | \$23.36           |
| B              | \$7.89  | \$15.78 | \$18.15           |
| C              | \$5.91  | \$11.82 | \$13.59           |

### Facility User Prices

| Price Category | Not for Profit – Small Group | Not for Profit – Large Group | For Profit – Small Group | For Profit – Large Group/Gov/Edu |
|----------------|------------------------------|------------------------------|--------------------------|----------------------------------|
| A+             | \$40.96                      | \$49.15                      | \$44.37                  | \$57.68                          |
| A              | \$24.37                      | 29.25                        | \$26.40                  | \$34.32                          |
| B              | \$18.94                      | \$22.72                      | \$20.51                  | \$26.67                          |
| C              | \$14.18                      | \$17.02                      | \$15.37                  | \$19.98                          |

*\*Prices listed inc GST/ per hour and are for the 2023-2024 financial year only. Prices may increase at the turn of the financial year, the rate is set by the Ross House Association Committee*



# ACCESS

WITH YOUR UNIQUE 4-DIGIT ACCESS CODE

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## **Building Access**

The front doors are open to the public from 10am–4pm while Ross House Staff are onsite. Around these hours the front doors will be locked. After-hours access is possible with a 4-digit access code. Rooms are available to be booked from 7am to 11pm.

## **Meeting Room Access**

A 4-digit access code is also needed to access the Ross House meeting rooms at all times.

## **Where do I find this Access Code?**

A 4-digit access code is assigned to you with every room booking made. It can be viewed upon checkout, and in your booking confirmation and reminder emails. If you're having trouble locating the code please contact the Front Desk prior to the date of your booking on (03) 9650 1599 or [rosshouse@rosshouse.org.au](mailto:rosshouse@rosshouse.org.au)

Please see further information about locating your code on the next page..

# WHERE TO FIND YOUR BOOKING ACCESS CODE

## 1. Confirmation and Booking reminder Email

### Order #68372 (September 5, 2022)

| Product   | Quantity | Price            |
|---|----------|------------------|
| 3.1 Jenny Florence Room<br>Booking Name: Test Booking<br>Booking #68371 Paid<br>• September 9, 2022, 2:00 pm<br><a href="#">View my bookings →</a><br>Booking #68371 Paid<br>• 2:00pm - 4:30pm 09/09/2022<br><a href="#">View my bookings →</a><br>Unique Booking Access Code: 8132 | 1        | \$0.00 (ex. tax) |
| Subtotal:   |          | \$0.00 (ex. tax) |

### Order Details

| Product  | Total            |
|--|------------------|
| 3.1 Jenny Florence Room × 1<br>Booking Name:<br>Test Booking<br><br>Booking #68371 Paid<br>• September 9, 2022, 2:00 pm<br><a href="#">View my bookings →</a><br>Booking #68371 Paid<br>• 2:00pm - 4:30pm 09/09/2022<br><a href="#">View my bookings →</a><br>Unique Booking Access Code: 8132 | \$0.00 (ex. tax) |
| Subtotal:  | \$0.00 (ex. tax) |
| Total:   | \$0.00           |

## 2. Check out confirmation

## Bookings

### Book a meeting room

[Click here if you require a recurring booking >](#)

[Dashboard](#) [Billing](#) [Account details](#) [Bookings](#) [E-Bulletin Subscription](#) [Key Register](#)

[Logout](#)

If you wish to make changes to an existing booking, please [contact Ross House](#).

### Upcoming Bookings

| ID    | Booked   | Order | Start Date              | End Date                | Status | Access Code |
|-------|--|-------|-------------------------|-------------------------|--------|-------------|
| 84808 | Access code now visible under 'bookings' — 3.1 Jenny Florence Room | 84809 | April 5, 2023, 12:30 pm | April 5, 2023, 4:00 pm  | Booked | 8280        |
| 84810 | Access code now visible under 'bookings' — 3.1 Jenny Florence Room | 84811 | April 11, 2023, 9:00 am | April 11, 2023, 9:30 am | Booked | 4166        |

Cancel

## 3. Your online user account under 'bookings'

# AV EQUIPMENT

## AV EQUIPMENT AVAILABLE FOR USE

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Ross House is constantly working to improve the AV equipment in its meeting rooms.

The following AV equipment is currently available, and is included in the cost of room hire.

**PLEASE NOTE:** An induction is required prior to using the AV systems in the Hayden Raysmith and Jenny Florence rooms, and Meeting Room 2.2. Please contact the Front Desk to arrange on (03) 96501599

USER GUIDES: can be found on our website at [rosshouse.org.au/facilities/projector-hire-melbourne/](https://rosshouse.org.au/facilities/projector-hire-melbourne/)

**Hayden Raysmith Room – Level 4**  
(Capacity 60 theatre style, 24 U-shape)

- Inbuilt Wireless Conferencing System for hybrid presentations
- PA System for In-Person Events
- Projector, Lectern, and DVD Player

**Meeting Room 4.2 – Level 4**  
(Capacity Roundtable 16)

- Smart TV with wireless screen sharing capabilities (HDMI)

**Jenny Florence Room – Level 3**  
(Capacity Roundtable 22, Theatre 30)

- Inbuilt Wireless Conferencing System for Hybrid Meetings
- TV + DVD Player

**Meeting Room 2.2 – Level 2**  
(Capacity Roundtable 16, Theatre 30)

- Smart TV with wireless screen sharing capabilities.
- Apple AirPlay capabilities.

**Meeting Room 2.1 – Level 2**  
(Capacity Roundtable 12)

- Smart TV with wireless screen sharing capabilities (HDMI)

**Meeting Room 1.2 – Level 1**  
(Capacity Roundtable 8)

- Smart TV with wireless screen sharing capabilities (HDMI)



# HOUSEKEEPING

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## **Etiquette**

Ross House is a shared work space. In order to minimise disruptions for others we ask that all meeting room users remain inside the room and avoid loitering in corridors. We also ask that you please keep the noise down when coming and going.

Please be reminded that:

- All tables and chairs must be kept inside the room
- All tables and chairs must be returned to the layouts demonstrated on the following page.
- Meeting rooms must left cleaned and tidy.
- Please wipe down surfaces using the Cleaning Box located in each room.

## **COVID19 Requirements**

It is no longer a requirement for people to abide with COVID-19 regulations in Ross House – all restrictions have been lifted.

## **Kitchenettes**

Each floor has a small kitchenette available for use. They each contain a hot water urn, microwave and limited crockery. If you use a kitchenette please clean up using the cleaning tub, and return any items borrowed to the original location. Fridges are for use by Tenants only.

## **Catering**

Ross House does not offer internal catering. However, you are welcome to organise and bring in catering of your own. We recommend the following local social enterprise catering options:

- STREAT
- Heartbaker BUN MEE
- Seedling Cafe
- ASRC Catering
- Free to Feed
- Moroccan Soup Bar

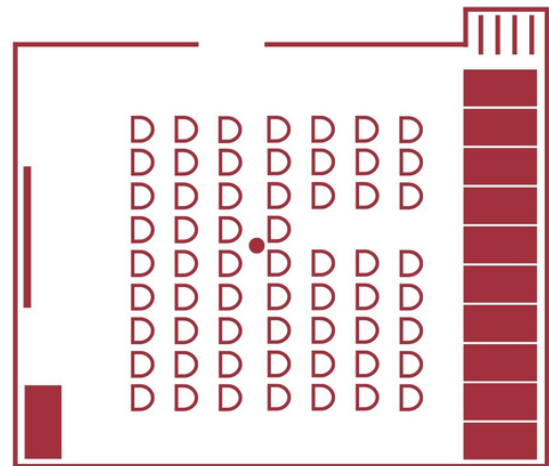
Small amounts of alcohol is permitted in the meeting rooms, at the responsibility of the facility user. No alcohol is to be sold on the premises.

# FURNITURE LAYOUTS

PLEASE RETURN ROOMS TO  
THE FOLLOWING LAYOUTS  
AFTER USE

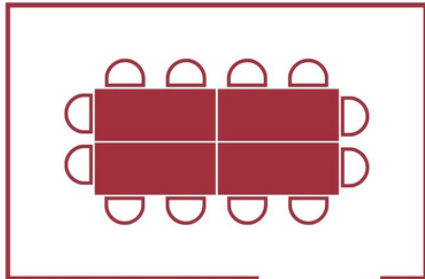
## Hayden Raysmith 4.1

Capacity: U-shape 24, Theatre Style 60



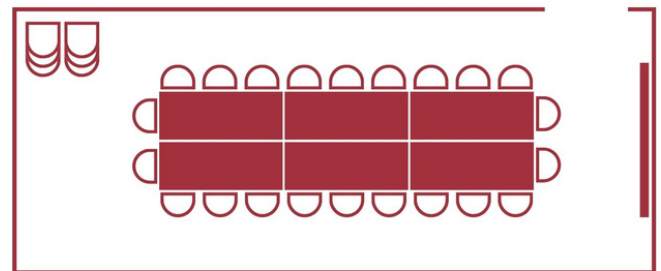
## Meeting Room 2.1

Capacity: Roundtable 12



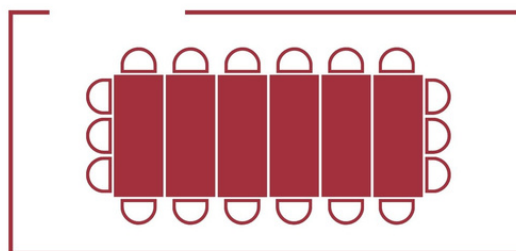
## Jenny Florence Room 3.1

Capacity: Roundtable 22, Theatre Style 30



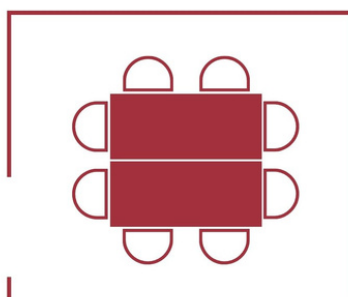
## Meeting Room 4.2

Capacity: Roundtable 16



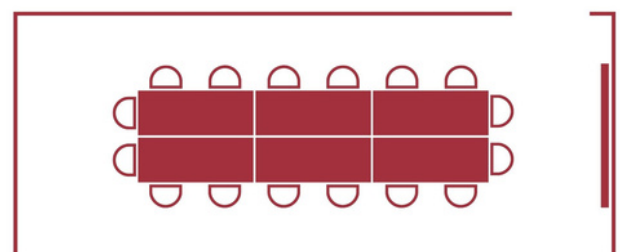
## Meeting Room 1.2

Capacity: Roundtable 8



## Meeting Room 2.2

Capacity: Roundtable 16, Theatre Style 30



# PARKING

## CASUAL ON DEMAND CARPARKING AT ROSS HOUSE

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There are two casual spaces in the basement car park available to meeting room users. This can be booked on demand through the Ross House Front Desk – (03) 9650 1599 / [rosshouse@rosshouse.org.au](mailto:rosshouse@rosshouse.org.au).

There are limited spaces available, so it is best to book in advance. Please keep in mind you'll need to provide your registration number and a contact phone number at the time of booking.

Weekend and after hours carparking is also available.

**Carparking rates** can be found on our website at [rosshouse.org.au/facilities/melbourne-cbd-car-parking/](http://rosshouse.org.au/facilities/melbourne-cbd-car-parking/)

Please Note: The car park has a clearance of 2.3 meters.



### HOW TO GAIN ENTRY TO THE ROSS HOUSE CAR PARK

Access to the Ross House car park is via Royston Place off Flinders Lane. The carpark is in the basement accessible via the roller door at the end of Royston Place in the right.

The roller door is open from 8:30am – 5pm, 7 days a week. For information on after hours access please see below.

If for some reason you cannot park in the spot you have booked, please notify the Ross House Front Desk immediately. This issue occurs from time to time when people park in spaces they have not reserved. Please DO NOT park in a space you have not booked, you'll cause pandemonium!

### AFTER HOURS ACCESS

Entry to the carpark after hours requires a 4-digit code. A code can be requested from the Front Desk by calling (03) 9650 1599 during business hours.

To exit the carpark after hours, you do not need a code. Simply follow the instructions on the inside wall of the carpark, to the left of the roller door.

# EMERGENCY CONTACTS

IN CASE OF EMERGENCY PLEASE REFER TO THE BELOW

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## AFTER-HOURS EMERGENCY

MA Services Group  
24/7 National Coverage  
National Operation Centre  
1300 02 04 06

## LIFT SERVICE

Schindler Lifts  
13 18 74

## POLICE STATION

Melbourne East, 202 Bourke  
Street  
(03) 9637 1100

## EMERGENCY SERVICES

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## ROSS HOUSE ASSOCIATION ADDRESS

247-251 Flinders Lane  
Melbourne VIC 3000



# FRONT DESK STAFF

MEET THE PEOPLE WHO MAKE UP THE ROSS  
HOUSE FRONT DESK TEAM



**KATIE STADTFELD CUNNANE**

Communications & Administration Officer  
(Monday, Wednesday & Thursday)



**CAROL FRANKLIN**

Information & Administration Officer  
(Tuesday & Friday)

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**JULIA PECORARO**

Front Desk Casual

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247 - 251 Flinders Lane  
Melbourne VIC 3000



03 9650 1599



[rosshouse@rosshouse.org.au](mailto:rosshouse@rosshouse.org.au)



[www.rosshouse.org.au](http://www.rosshouse.org.au)



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