

# ACCESS

WITH YOUR UNIQUE 6-DIGIT ACCESS CODE

---

## **Building Access**

The front doors are open to the public from 10am-4pm, Monday to Friday while Ross House Staff are onsite. Outside these hours the front doors will be locked. After-hours access is possible with a 6-digit access code. Rooms are available to be booked from 7am to 11pm.

## **Meeting Room Access**

A 6-digit access code is also needed to access the Ross House meeting rooms at all times.

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

A 6-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..

## **Unbooked Meeting Room and Car Park Usage Fee**

If a room or car park appears to be unbooked and unused and you wish to use it, please log in to your online account, check the room availability and if available, book the room for the time you require.

If a group is found to be utilising a meeting room or car park without booking, a fee will be charged equivalent to a 2-hour booking for that space.

# WHERE TO FIND YOUR BOOKING ACCESS CODE



## 1. Confirmation and Booking reminder Email

- 2:00pm - 4:00pm 28/05/2026

[View my bookings →](#)

Unique Booking Access Code: 639325

<b>Subtotal:</b>	\$162.48 (ex. tax)
<b>GST:</b>	\$16.24
<b>Payment method:</b>	Invoice Later
<b>Total:</b>	\$178.72

### Billing address

The Treasurer  
U3A Melbourne City  
Level 5  
168 Lonsdale Street  
Melbourne Victoria 3000



You have received an order from Georgia Smith. The order is as follows:

### Order #134699 (January 12, 2026)

Product	Quantity	Price
2.2 New Sue Healy Room Booking Name: MHHM Work Meeting Booking #134698 Unpaid		
• January 14, 2026, 9:00 am		
<a href="#">View my bookings →</a> Booking #134698 Unpaid	1	\$60.93 (ex. tax)
• 9:00am - 3:00pm 14/01/2026		
<a href="#">View my bookings →</a>		
Unique Booking Access Code: 107451		
<b>Subtotal:</b>		\$60.93 (ex. tax)

## 2. Check out confirmation



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

### Upcoming Bookings

ID	Booked	Order	Start Date	End Date	Status	Access Code	
134696	TagVenue Booking (KSC) — 2.1 Esther Harris Room	134697	January 13, 2026, 11:00 am	January 13, 2026, 4:00 pm	Booked	144647	