

MACLEAN HOUSE

AN AFFORDABLE HOME AWAY FROM HOME



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CENTRE FOR
THEOLOGY
& MINISTRY



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA



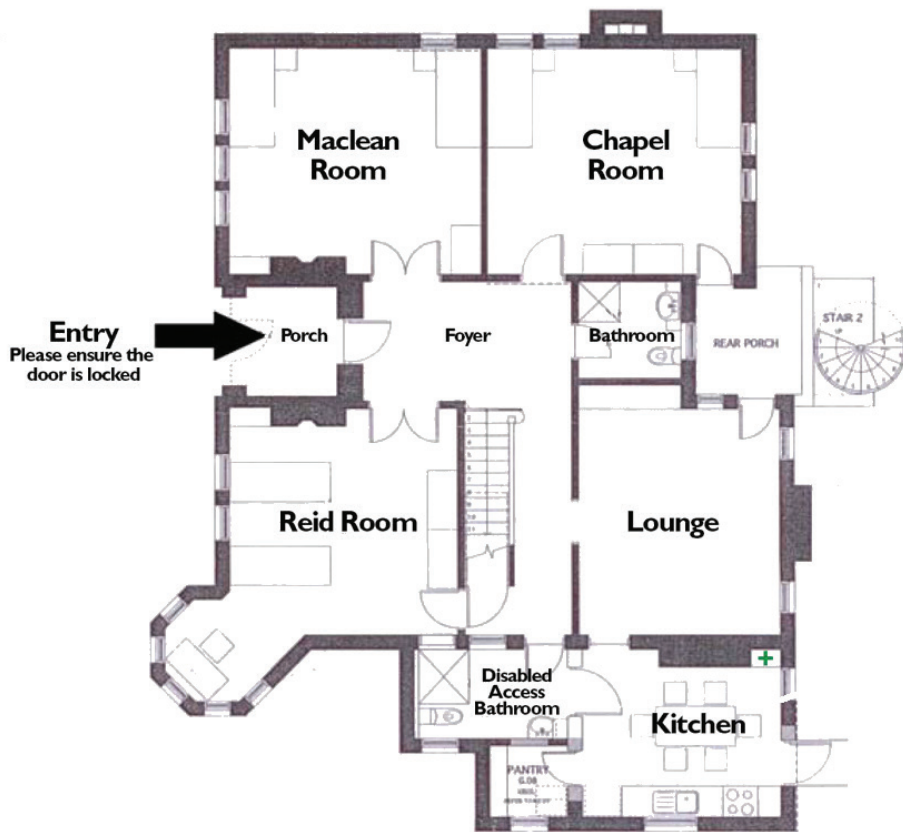
Welcome to Maclean House

Maclean House is an exceptionally affordable accommodation option for your trip to Melbourne. It is provided to the Uniting Church community by the Centre for Theology & Ministry and is located in the picturesque grounds of Ormond College, Parkville.

We hope his brochure answers any questions you may have. If you require further assistance, please contact CTM reception on **9340 8800**.

We trust you enjoy your stay at Maclean House.

Room layout





Check in and check out

- + Check in is from 2pm.
- + Check out is before 11am.
- + You can check in and out at CTM reception between 9am and 5pm, Monday to Friday.

On arrival

You will be provided with:

- + Key tag to access the gate at the end of the carpark.
- + Keys for entry to Maclean House and your bedroom. We kindly ask that you carry these at all times.
- + Carpark access code (if parking is required and requested at time of booking).

On departure

Guests are kindly asked to:

- + Vacate room by 11am.
- + Ensure the heater is left on (during colder seasons only) and all windows are closed.
- + Write a message in the visitors' book located in the dining room.
- + Return keys and payment information to Reception. If you are checking out outside of operating hours, please return your envelope and its contents to the security locker using the code provided on your confirmation letter.

Payment of your account

In the envelope you receive on arrival, you will find a payment form. Please complete this and return to Reception on departure. Please note that if a payment slip is not filled out, we will charge the credit card obtained at the time of booking.

Car parking

Parking is available for Maclean House guests, however bookings are strictly required. Please note, the use of the carpark is at your own risk so please ensure valuables are safe and your vehicle is securely locked. The Centre for Theology & Ministry does not take responsibility for any stolen or damaged property. The car park access code provided is for Maclean House guest use only and is only valid for the duration of your stay.

Other facilities

Bathrooms are shared; there are two downstairs (one being an accessible bathroom) and one upstairs. Each bathroom has a hairdryer provided. Please note that personal toiletries and amenities are not supplied. Ironing facilities can be located in the laundry.

Breakfast

A self-serve light breakfast is supplied to all house guests. Please find further information on the refrigerator in the kitchen. The Sage & Grace café within the CTM building is open 8.00am - 3pm, Monday - Friday, serving coffee, light snacks and sweets.

Heating and cooling

+ Heating

Our heaters are on a hydronic system (it uses hot water) to heat the house. This means that it can take several hours to heat up and cool down. Please feel free to adjust it accordingly during your stay by turning the dial. We ask that you ensure it is left on for the next guest when you check out.

+ Cooling

Upstairs bedrooms have ducted vents. The control panel is located near the deneyary bedroom. Downstairs bedrooms have pedestal fans.

A few simple rules

- + Please observe the No Smoking policy throughout the Centre for Theology and Ministry buildings. This includes Maclean House.
- + Please consider others around you by keeping noise levels to a minimum after 10pm.
- + If you should find anything you believe requires our attention, please contact Reception during opening hours.

If you find yourself locked out of your room

Please remember to take care (and your key) when leaving your room for any reason, as the default setting on the doors is 'lock'. However, if you happen to find yourself locked out, please contact CTM Reception on **9340 8800** during office hours.

For after hours assistance, please contact Ormond College Reception on **9344 1100**. OCR is staffed 24 hours, seven days a week. Alternatively, you can walk to OCR for assistance. It can be found by exiting Maclean House through the front door and turning left. It is a well-signed, large stone building.

Please only contact Ormond College outside of CTM Reception hours.

Internet access

Maclean House has WiFi access for guests. To access this, locate CTM Public Wifi on your device. The password is **ctm-3052** (case sensitive). WiFi is also available in the Dalton McCaughey Library during opening hours.

If you have difficulty connecting to the CTM-Public WiFi, please call IT Helpdesk on **9116 1440** (9am-6pm, Monday-Friday).

Dalton McCaughey Library opening hours

- | | |
|---------------------|---------|
| + Monday to Friday | 9am-5pm |
| + Saturday & Sunday | Closed |





Getting to and from Melbourne Airport

There are a number of fast and affordable options:

+ Taxi

Taxi ranks are located across from the terminals and will cost about \$40-\$60. Travel time is dependant on traffic, however average travel time is 35 minutes.

+ Private car transfers

Chauffeurs can be pre-arranged for pick-up or drop-off at an agreed rate of about \$55 each way depending on company and car.

+ Rideshare

Rideshare companies such as Uber, Ola and Shebah also provide pick-up and drop-off services to and from Melbourne Airport with two designated pick-up points located at the airport. The average cost is about \$35-\$55 each way.

+ Skybus

Skybus runs express services every 10 minutes between Melbourne Airport and Southern Cross Station in Melbourne's CBD. The service operates all day, every day at a flat rate of \$23.90 one way or \$40 return. Guests will need to use taxi, public transport (tram and buses) or rideshare options to get from Southern Cross Station to Maclean House and vice versa.

+ Public Transport

Public Transport Victoria operates five timetable services from the Ground Transport Hub located at Terminal 4 at Melbourne Airport. Victoria uses a smartcard system called Myki for use on all public transport. Users must buy a Myki (available at most convenience stores and newsagents and the two Skybus ticket offices located at the airport) at a cost of \$6. Additional credit will have to be bought for further use on the public transport system. There are no train or tram routes that run directly to and from Melbourne Airport, and only limited bus services available. Further information can be found online by visiting www.ptv.vic.gov.au

+ Trams

Route 19 can be taken to and from Elizabeth St and Royal Parade. Routes 5, 16, 64, 67 and 72 can be taken to and from Swanston St. For maps and more information, please visit www.ptv.vic.gov.au





Out and about

Nearby Sunday services

- + **Brunswick Uniting Church**
214 Sydney Rd, Brunswick
- + **Church of All Nations**
180 Palmerston St, Carlton
- + **Mark the Evangelist Uniting Church**
29 College Crescent, Parkville
- + **St Michael's Uniting Church**
120 Collins St, Melbourne
- + **Wesley Uniting Church**
148 Lonsdale St, Melbourne

Local dining options

- + Lygon St is only a 10-minute walk east of CTM, where guests can find a diverse range of cafes and restaurants.
- + The Melbourne University campus also has many food outlets in Union House.

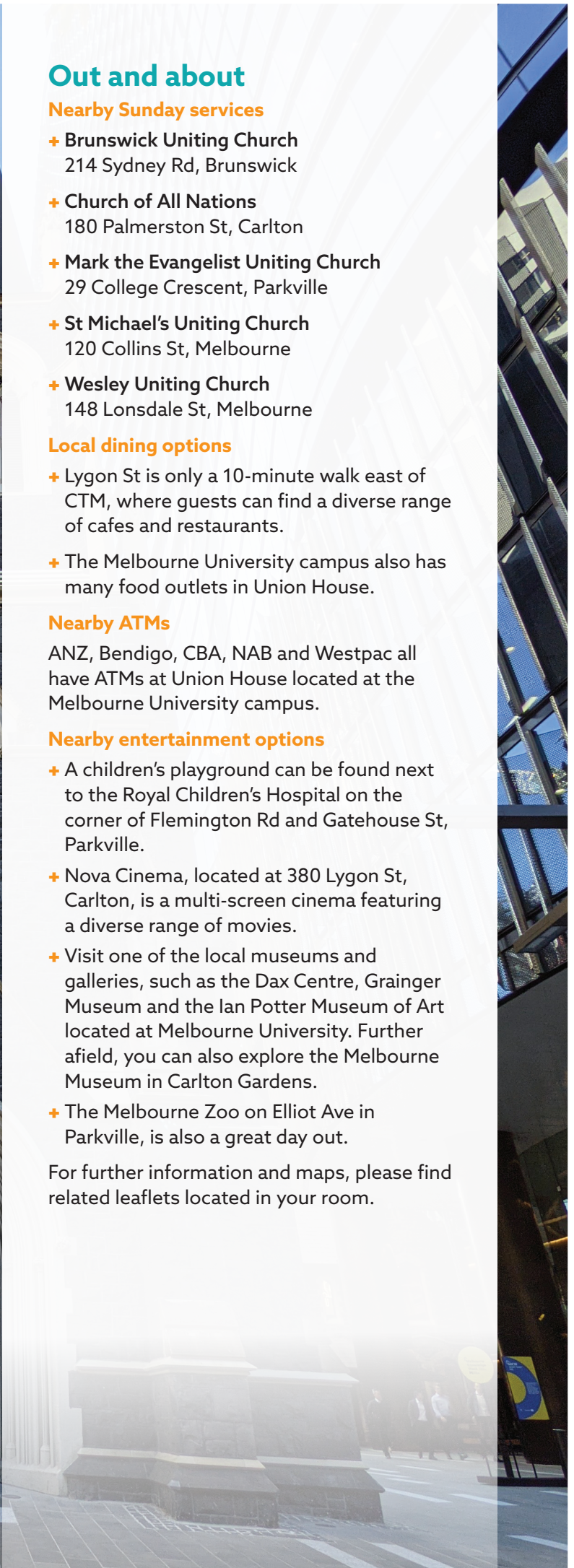
Nearby ATMs

ANZ, Bendigo, CBA, NAB and Westpac all have ATMs at Union House located at the Melbourne University campus.

Nearby entertainment options

- + A children's playground can be found next to the Royal Children's Hospital on the corner of Flemington Rd and Gatehouse St, Parkville.
- + Nova Cinema, located at 380 Lygon St, Carlton, is a multi-screen cinema featuring a diverse range of movies.
- + Visit one of the local museums and galleries, such as the Dax Centre, Grainger Museum and the Ian Potter Museum of Art located at Melbourne University. Further afield, you can also explore the Melbourne Museum in Carlton Gardens.
- + The Melbourne Zoo on Elliot Ave in Parkville, is also a great day out.

For further information and maps, please find related leaflets located in your room.



Emergency information

Contact numbers

- | | |
|--|-----------|
| + Ambulance, Fire and Police | 000 |
| <i>(access address is 49 College Cres, Parkville - Ormond College)</i> | |
| + Poisons Emergency Hotline | 13 11 26 |
| + Ormond College Reception | 9344 1100 |
| <i>(available to guests after hours only)</i> | |

Please also refer to the list inside Maclean House located beside the front door.

Emergency exits

There is an emergency exit upstairs, facing the Dalton McCaughey Library. Alternatively, exit through the front or back door on the ground floor of Maclean House following emergency evacuation directions located within the house.

Emergency assesmby point

Ormond College lawn

Nearest hospitals

- | | |
|---|-----------|
| + Royal Melbourne Hospital (Royal Pde) | 9342 7000 |
| + Royal Children's Hospital (Flemington Rd) | 9345 5522 |



CENTRE FOR THEOLOGY & MINISTRY

29 College Crescent, Parkville, Victoria, 3052

Telephone 03 9340 8800 | Facsimile 03 9340 8805

macleanhouse@ctm.uca.edu.au | pilgrim.edu.au/maclean-house/

