

Royce Hub Building

Furniture in meeting and seminar rooms

The furniture in the meeting and seminar rooms is designed to be moved easily so that the room can be set up to best accommodate the meeting function.

If you move the furniture, please return to its original layout at the end of your meeting.

Tables

These can be moved around the room as required by unlocking the brake on the wheel castors.

The table tops can be flipped by 45° so they can be pushed and stored at the back of the room if not needed. There is a lever handle under the desk to facilitate the gas-powered mechanism to lift and lower the table top with ease. Full instructions for using the desk are printed on the underside of the table.



Chairs

These can be easily stacked and stored at the back of the room if not needed.

Mobile Whiteboard/Pinboard

These can be borrowed for meetings in other parts of the building, but must always be returned back to the Seminar Rooms as this is where they are required most regularly.

Many thanks for your cooperation in leaving the Royce Meeting Rooms in a tidy state for subsequent users.