

Guide to Meeting Rooms in Sir Duncan Rice Library

We have a variety of meeting and seminar rooms available for use for both internal and external events.

The Craig Suite

The 7th floor of the Library offers stunning meeting room accommodation with outstanding views of the city. Accommodation available on this floor comprises:

- Meeting Room 1
- Break Out Room
- Meeting Room 2
- Meeting Room 3

All of these rooms together can be opened up into one to create the Craig Suite, running the length of the East side of the building.

Together, the rooms comprising the Craig Suite can host up cabaret style seating for 64-80 attendees or has standing room for a maximum of 120 attendees.

Meeting Room 1 and the Breakout Room can hold up to 60 attendees with a theatre style setup, or 54-60 attendees with a cabaret style setup.

Seminar Room 224

Seminar Room 224 is located on the second floor of the Library in the south-west corner. It is suitable for a maximum of 54 attendees theatre style, 32 attendees cabaret style and 22 attendees boardroom style.

Ground Floor events area – Behind Gallery

This area can be used for events subject to discussion. Casual sofa and armchair seating is available. The space has no built-in AV facilities – [email Media Services](#) for further advice.

Room layouts

The standard layout for our meeting rooms is boardroom style (one large table in the centre of the room). We can also offer cabaret style (group seating at smaller tables) or theatre style (rows of seating facing the projector screen). Other types of layout may be possible on request depending on your requirements.

Catering is available for all of our rooms but must be cold food only. Catering should only be ordered through the [university's Campus Services](#) – external catering is not permitted.

To book a meeting room in the Sir Duncan Rice Library, please see our [Bookable Rooms](#) website or [email the Welcome Desk](#) for more information.

Meeting Room 1 – Room 706 (Floor 7)	
Seating Capacity	<p>30 Board Room style</p> <p>50 Theatre style (55 without catering)</p> <p>Standing room for 50 (with scattered seating)</p> <p>32-40 Cabaret style</p> <p>25 Horseshoe style</p> <p>35 seats in a circle</p>
Facilities	<p>This room has a computer and projector suitable for online conferencing. More information on the equipment can be found on the Toolkit for Digitally Enhanced Teaching Spaces.</p>
Delivered Catering Allowed	Yes



Breakout Room – Room 707 (Floor 7, adjoining Meeting Room 1 and Meeting Room 2)	
Seating Capacity	Informal Seating for 27 Standing room for 50 (with scattered seating)
Facilities	Digital screens that can be used in conjunction with the equipment in Meeting Room 1.
Delivered Catering Allowed	Yes



Meeting Room 2 - Room 711 (Floor 7)	
Seating capacity	8-10 Board Room Style (12 without catering) 10-12 Theatre style (15 without catering)
Facilities	Room equipped for hybrid meetings: PC, projector, camera microphone, landline phone.
Delivered Catering Allowed	Yes



Meeting Room 3 – Room 712 (Floor 7)	
Seating Capacity	14-16 Board Room Style 25 Theatre Style (30 without catering)
Facilities:	Room equipped for hybrid meetings: PC, projector, camera microphone, landline phone.
Delivered Catering Allowed:	Yes



Seminar Room 224 (Floor 2)	
Seating Capacity	60 Theatre style (54 with catering) 32 Cabaret style 18 Boardroom style 16 Horseshoe style
Facilities:	Room equipped for hybrid meetings: PC, projector, camera microphone, landline phone.
Delivered Catering Allowed:	Yes



Ground Floor Events Area – Behind Gallery: <i>Restricted use</i>	
Seating Capacity	45 Please email the Welcome Desk for more information if you want to use this space.
Facilities	No AV facilities. Please email Media Services for advice.

