



Roger W. Follett Hall Special Event Reservation Information

Description	Room #	Capacity	Fee
Art Classroom	242	28	\$45/half day
Classrooms		28	\$45/half day
Community Room*	132A	50	\$45/half day
Community Room*	132B	50	\$45/half day
Computer Lab	225	15	\$75/half day
Staff Conference Room	244	12	\$45/half day
Video Conference Room	134	20	\$75/half day

50% discount applies to meetings for non-profit organizations.

*Community Rooms (132A/B) can accommodate events up to 100 people

Technology: All rooms are equipped with the following teaching technology: video/data projector, screen, DVD/VCR player, document camera, and audio. Rooms are laptop ready for PowerPoint, internet, and streaming video presentations. Laptop loaners and technical support can be provided for an additional fee.

Note: Insurance certificates required for outside organizations.

Norwich Campus – Roger W. Follett Hall Special Event Request Form

To submit a special event request, please complete this form, copy for your records, and return to:

Space Reservations, Morrisville State College/Norwich Campus,

20 Conkey Avenue, Norwich, NY 13815-1752

Phone: 607.334.5144 FAX: 607.336.2512 E-mail: info@norwich.edu

Contact Person: _____

Name	Address
Phone	e-mail

Sponsoring Organization: _____

Event Name/Purpose: _____

Date/Time of Event: _____

Estimated Number of Participants: _____

Room(s) Requested: Community Room(s) Classroom(s) Computer Lab Video-Conference

Rooms Assigned: (office use only): _____

Will you need catering?	Yes	No
Will you need technical support?	Yes	No
Special Furniture Set-Up Requested?	Yes	No

Please use the reverse to explain requests in detail so we can meet your needs.

Thank you!