



**Roger W. Follett Hall
Special Event
Reservation**

Description	Room #	Capacity	Fee
Classrooms		28	\$55/half day
Community Room	132A or B	50	\$55/half day
Community Room	132A and B	100	\$100/half day
Computer Lab (15 computers)	225	15	\$100/half day
Video Conference Room	244	12	\$100/half day

Please circle the room above.

Technology available: Open Wi-Fi throughout building. All rooms are equipped with projector, screen, and audio. Bring your own laptop. Note: Network access while at SUNY Morrisville will be limited to our guest wireless network only (MorrisvilleOpen). Connecting to this network does not guarantee a secure network environment, use at your own risk

Will you be using technology? (no additional fee) Yes No

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 and click Submit.

Contact us with questions

Phone: 607.334.5144

E-mail: norwich@morrisville.edu

Contact Name: _____

Phone: _____

Address: _____

Email: _____

An invoice will be sent to your email after the date of event.

Sponsoring Organization: _____

Date/Time of Event: _____

Estimated Number of Participants: _____

Type of Event: _____

Please call prior to submitting your reservation form to confirm availability of your space request.

Contact the campus for any special arrangements that you may need for your event.

Thank you for choosing SUNY Morrisville