



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

<b>Description</b>	<b>Room #</b>	<b>Capacity</b>	<b>Fee</b>
Classrooms	TBD	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
Wellness Room-Fridays Only (No technology available)	242	12	\$30/hour or \$100/half day

**Technology available: Open Wi-Fi throughout building. All rooms are equipped with projector, screen, and audio (with the exception of the Wellness Room). Bring your own laptop.** Note: Network access while at SUNY Morrisville will be limited to our guest wireless network only (Morrisville Open). 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:** There will be a mandatory \$28 per hour (4 hour minimum) fee charged for Security coverage on weekends, and any other time an event is being held during times when the campus is closed. **Insurance certificates and revocable permit are required for outside organizations. Additional documentation may be required.**  
**A 17% Administrative fee will be added to the total of all room reservations.**

Norwich Campus – Roger W. Follett Hall Event Reservation Form

To submit an event reservation form, please complete this form and click Submit. Or download and print this form and attach it to your email to [norwich@morrisville.edu](mailto:norwich@morrisville.edu).  
 Contact us with any questions.

**Phone: 607.334.5144      E-mail: [norwich@morrisville.edu](mailto:norwich@morrisville.edu)**

Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Sponsoring Organization: \_\_\_\_\_  
 Date/Time of Event: \_\_\_\_\_  
 Estimated Number of Participants: \_\_\_\_\_ Type of Event: \_\_\_\_\_

An invoice will be sent to your email after the date of event. All payments are to be made to our Business Office, PO Box 901, Morrisville, NY 13408.

Contact the campus for any special arrangements that you may need for your event.  
 Thank you for choosing SUNY Morrisville