

## 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.**

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

Note: Insurance certificates required for outside organizations.

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

To submit a special event request, please complete this form and click Submit.

Contact Patti Conklin with questions

**Phone: 607.334.5144      FAX: 607.336.2512      E-mail: [conklipl@morrisville.edu](mailto:conklipl@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