LOFT REQUEST FORM

Please complete and return this form to the Buildings & Grounds Department.

- Please note that lofts will **not** be assembled in advance of a student’s arrival or during the first two weeks of each semester.

- Only college provided lofts are permitted in all residence halls.

- Lofts are not allowed in Odell’s or small houses (exceptions can be made on a case by case basis).

- Lofting forms can be obtained on the Office of Residential Education web site, from your Resident Assistant (RA), on the Facilities web-page, or at the Buildings & Grounds Department.

Students full name:______________________________________________________________

Telephone #: (____)______________________ Cell Phone #: (____)______________________

Res. Hall:____________________________________ Room Number:____________________

If Hale, Bartlett or Durfee, is it: A____ B____ If Medbery/Emerson is it: A____ B____ C____ D____

Which side of the room is bed on: right side____left side____

Which are you requesting (choose one):

- Raised bed____
  (Standard in most rooms)
- Lofted bed____
- Bunked bed____
  (Pins are available at the B&G office)

Scheduling and prioritizing is necessary. **Your patience is appreciated.**

PLEASE NOTE:

- **No lofting** in Odell’s; 99, 133 St. Clair; 402, 408, 412 Pulteney; 704, 730, 737, 746 S. Main; Beta Sig; Brent; Cloverleaf; Farm Hs.; Folwell; Fraternities; Bampton; McDaniels; Shepard Hs.; Sill; Stewardson; Stucco; Trowbridge; and/or Zappler

- **No Res.** Hall furniture will be provided to fraternities.

- All beds in Hale, Bartlett, Durfee, Medbery, Sherrill, North, South and Odell’s are EXTRA LONG beds. Another piece of furniture (i.e. your desk) under the lofted bed will go a long way in making the loft less wobbly. Having your wardrobe leaning against the loft will also help.

Received by B&G:_________________________ Time:________ Completed:________________________ Time:________