

# 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: \_\_\_\_\_