LOFT KIT REQUEST

**Please submit to Business Services**

Name: _______________________
Contact Phone #: ______________________

ID#: ____________________________
Room #: ____________________________

Building: NH Chic Choc

(Loft kits are only available for North Hall and the 2nd, 3rd, 4th, & 5th floors of Choctaw and Chickasaw)

I am requesting the use of a loft kit for the following terms:

Fall _____ yr ($75)      Spring _____ yr ($75)      Summer_____ yr ($50)

I understand that the following conditions apply:

• The charge is $75 per semester ($50 for summer) to cover the cost of installation and the use of the loft kit.
• I understand that the loft cannot be adjusted or tampered with at all and that any problems with the loft should be reported immediately to the Residence Life Staff.
• I also understand that I will be responsible for any replacement charges if any parts of the loft kit are missing or damaged when I check out of my residence hall room, or no longer require the use of the kit.
• I understand that it will usually take one week from the time that the request is submitted till the time that the kit will be installed in my room.
• I understand that all charges are NON-REFUNDABLE.

Signature: ________________________________   Date: ________________________________

--------------------------------------------For Business Services use only---------------------------------------------

Received by (Business Services Staff): ________________________________   Date: ________________________________

Payment Received:__________ (amount)   Date Residence Life was notified: _______________

****Please contact Residence Life to confirm that loft kits are still available****