

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****