

# Loft Kit Request Form

I understand that I am responsible for the additional bedding posts system. Should there be any damage to the bedding posts material during use, I understand that I will be held responsible and therefore charged a repair or replacement fee.

Request for loft kits must be placed by August 1, 2009 to allow time to have them delivered by your move-in date. Late requests or requests made after your move in date will arrive within five (5) business days of the request date.

Please return this form to the Residence Life and Housing Office in person, by mail or fax.

Name: \_\_\_\_\_

Hall: \_\_\_\_\_ Room: \_\_\_\_\_

*Please note that loft kits can only be used in College Street Hall, Humbert Hall, Mason Hall, and Lucy Rowland Hall double rooms. All other rooms have furniture that can be loft on itself.*

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please use your DePauw email address and a phone number where you can easily be reached*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Residence Life and Housing  
DePauw University  
413 Anderson Street  
Greencastle, IN 46135  
(765) 658-4500  
(765) 658-4317 (fax)**

Received On \_\_\_\_\_ (date) At \_\_\_\_\_ (time) By \_\_\_\_\_ (initials)