

# Loft Kit Request Form

I understand that I am responsible for the additional bedding posts system. By signing below, I am agreeing that the equipment was checked out in good working condition and that it will be returned in the same condition when I check out of my room. However, should there be any damage to the bedding posts material I will be held responsible and therefore charged a repair or replacement fee.

Request for loft kits must be placed by August 1, 2007 to arrive by your move in dates. Requests arriving after August 1, 2007 will arrive within five (5) business days of your move in date. Any 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, Mason, and Lucy Rowland Hall double rooms. All other rooms have furniture that can be loft on itself with the exception of Humbert Hall, which can only bunk.*

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)