

# BED LOFT REQUEST

Last Name	First Name	MI	CNU Student ID	Term and Year
				<u>    </u> Fall 20 <u>    </u> <u>    </u> Spring 20 <u>    </u>

There are a limited number of bed lofting kits available to students living in **Santoro Hall, James River Hall, Potomac River Hall, and York River Hall**. While quantities last, bed lofts will be allocated on a first come, first serve basis.

**Bed lofting and bunking is not permitted on East Campus, Warwick River Hall or Rappahannock River Hall.**

Students requesting to loft their beds must complete a ***Bed Loft Request*** form and submit the form to the Office of University Housing. University Housing will notify the student via their CNU email account and a \$100.00 assembly fee will be charged to the student's account after the loft has been installed.

Residential Housing Support will begin installation at their earliest opportunity. Installation may be delayed 2-3 weeks at the start of each semester due to peak maintenance periods. Payment is due to the Cashier's Office within two business days after the installation is complete and the student has been notified.

**Reminder:** Students are not permitted to remove any University furnishings from the room and the University is unable to provide storage of any unwanted furniture.

*By signing this form, I agree to pay Christopher Newport University \$100.00 for the bed loft assembly.*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Student Signature Required*

Contact Number \_\_\_\_\_ Bldg/Room # \_\_\_\_\_

**Housing Administration**  
**Christopher Newport Hall Suite 300**  
 Christopher Newport University  
 1 Avenue of the Arts  
 Newport News, VA 23606  
 housingadmin@cnu.edu  
 (757) 594-7756 Main

**For Office Use Only**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Email Student: \_\_\_\_\_ Notify RHS: \_\_\_\_\_