ASHLAND UNIVERSITY
OFFICE OF RESIDENCE LIFE
LOFT BUILDING REQUEST FORM

Student Name (Print)_____________________________  ID # ______________________
Hall _________________________________________  Room _______________

THE PROCESS

1. Complete this form;
2. Bring it to your RA within the first two weeks of the semester BEFORE you begin construction;
3. Schedule a time with your RA when you wish to have your completed loft inspected;
4. Construct the loft; then
5. Meet with your RA to have your completed loft inspected.

THE GUIDELINES

Lofts are permitted only if they meet the following guidelines:

• There are absolutely no lofts permitted in any new or renovated residence halls (currently Kem, Andrews, the 5th, 6th, 7th and 8th floors of Amstutz, or the Senior Apartments);
• The loft must be placed across a wall that does not obstruct a window or door, and, as such, must not restrict use of doorways and windows;
• The loft must be free-standing (i.e. not attached to walls, floor, ceiling, or any other permanently installed furniture in the room);
• The loft must not be enclosed;
• The loft must be built such that the top mattress is at least 32 inches from the ceiling; and
• All debris as a result of the loft construction is the responsibility of the resident and must be removed from the building.

Additional guidelines, including suggestions, diagrams, and possible penalties, may be found at www.ashland.edu/reslife/.

My signature below indicates that I have read the Ashland University Loft Construction Procedures and understand that my loft construction meets the guidelines detailed above and on the Loft Construction Procedures. I assume responsibility for any damage to the room or the premises and for any injury to occupants of the room or guests during and/or after completion of the work that is a direct result of the loft’s construction and/or use.

Signed ___________________________________________  Date __________
ARD/AC ___________________________________________  Date __________