

## BED LOFT REQUEST

Last Name	First Name	MI	CNU ID	Term and Year
				Fall 20 _____ Spring 20 _____

Bed lofts are only permitted when provided by the University. There are a limited number of bed loft kits which are **only available to students living in Santoro Hall, James River Hall, Potomac River Hall, and York River Hall**. Lofting in any other University Housing facility is not permitted. While quantities last, bed lofts will be allocated on a first come, first served basis.

Bed lofts elevate the bed to a height of approximately 80” (almost 7 feet) above the floor, and the bed is accessed using the headboard or footboard which serves as a ladder. Please review the loft photo to the right.

Without a loft, bed heights may be adjusted, without a fee, up to 36” by submitting a housing maintenance request at [help.cnu.edu](mailto:help.cnu.edu).

After submitting the **Bed Loft Request** form, University Housing will notify you via your CNU email account that your bed loft request form has been received and is being processed. You will be notified again once your loft has been installed and the \$150.00 fee will be added to your student account.

Payment is due to the Cashier’s Office within two business days after the installation is complete and the student has been notified.

University Housing maintenance 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. If you are unsure about requesting a loft, we encourage students to spend some time living in the space without the loft before submitting the request.

**Reminder:** Removing University furnishings from the room is prohibited and the University is unable to provide storage of any unwanted or unused furniture.

*By signing this form, I agree to pay the \$150.00 bed loft fee. I acknowledge the height of the bed loft and understand this fee is non-refundable if I later request for the loft to be removed.*



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

**Contact Number** \_\_\_\_\_ **Building/Room #** \_\_\_\_\_

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

### For Office Use Only

**Email confirmation to resident:** \_\_\_\_\_ **Placed work order:** \_\_\_\_\_ **Work order #** \_\_\_\_\_

**Place charges once confirmed loft is installed:** \_\_\_\_\_ **Email resident process complete:** \_\_\_\_\_