

## **SMU Residence Life and Student Housing Loft Policy**

### **Requests:**

A **Loft/Bunk Request Form** and **Release of Liability and Hold Harmless Agreement** must be filled out by the resident requesting a loft/bunk prior to loft assembly.

- Lofted beds are on display so that residents may experience the height levels before making the request.
- A guardrail will automatically be installed for all requests to loft/bunk above “regular” height (above 44” mattress height). Ladders are available upon request.
- After all guardrails in inventory have been used, loft/bunk requests will no longer be accepted.
- A resident may request that their bed be returned to “regular” height or lower (below 44” mattress height) at any time during the year at no charge.

### **Assembly:**

All lofts/bunks must be assembled by RLSH custodial or maintenance staff.

- Guardrails are mandatory.
  - Ladders are available upon request.
  - Unauthorized lofts that are found in rooms will be removed and the student charged \$50.
  - Lofts will only be constructed/modified during certain times each semester (see below).
1. Fall Semester
    - a. Requests will be accepted the first four weeks of class. The first request is free of charge.
    - b. Residents may pick up a **Loft/Bunk Request Form** at the area desk.
    - c. Any additional request to adjust the height of the loft during this time period will result in a \$50 charge. Residents must complete a **Modification to Original Loft/Bunk Request Form** at the area desk.
  2. Room changes during the year
    - a. Residents may complete a **Loft/Bunk Request Form** after a room change is approved. Forms are available from the Assignments Coordinator in the Central Office at Boaz Hall.
    - b. Requests must be made within the first week after a resident completes a room change. The first request is free of charge.
    - c. Requests to adjust the height of a loft may be made up to two weeks after completing a room change and will result in a \$50 charge. Residents must complete a **Modification to Original Loft/Bunk Request Form** at the area desk.
  3. Spring Semester
    - a. **ONLY** new residents or continuing residents who changed rooms at the end of Fall semester may request to have their bed lofted or bunked during the first week of classes for the Spring semester. The first request is free of charge.
    - b. Forms are available from the Assignments Coordinator in the Central Office at Boaz Hall.
    - c. Requests to adjust the height of a loft may be made within two weeks after the loft is built and will result in a \$50 charge. Residents must complete a **Modification to Original Loft/Bunk Request Form** at the area desk.