

**ASHLAND UNIVERSITY  
OFFICE OF RESIDENCE LIFE  
LOFT BUILDING REQUEST FORM**

Hall \_\_\_\_\_ Room \_\_\_\_\_

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 Hall 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/](http://www.ashland.edu/reslife/).

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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 \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

ARD/RD \_\_\_\_\_ Date \_\_\_\_\_