BED REMOVAL REQUEST FORM

HOUSE ___________________________ Room Number __________
Name ___________________________ Date __________________
Student ID # ______________________
Class ____________________________

I am requesting that my bed be removed from room number _______ in
______________ House.

I understand that this will be done over the summer at a cost of $100.00 and that I will be
responsible for providing my own bed in September.

I also understand that I cannot remove any other furniture from my room.

**Charges and/or surcharges will be added to my bill if any furniture is removed.**
**Please do not send a personal check, your student account will be billed.**

Student’s signature ____________________________

Note: The college mattresses may not be put on the floor as it damages the
mattress. A bed removal request includes both the frame and the mattress.
Students may not remove the bed from their room. This will be taken care of
by the custodian assigned to the house.

This is the only sanctioned **Bed Removal Form**. It must be returned to Building Services
at 126 West St, Northampton, Mass. **before August 30th**. The charge will be **$100**.

Office Use Only
Date: __________________
Time: __________________
Complete: __________________