

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: