LATE STAY REQUEST

The Residence Halls close on Friday, December 14, 2012 at 7:00 PM. Staying beyond that time is a privilege to those students who have been approved. Please read over each item and sign at the bottom.

LATE STAY REQUESTS

Any resident who needs to stay past closing due to extenuating circumstances must complete this form. Your RLC will determine if your request to stay will be granted.

Name: ____________________________  Student ID #: ____________________________

Building: ____________________________  Room #: __________

Phone Number: ____________________________

Reason for the Request (please circle one and explain)

☐ Travel Flight Date & Time: ____________________

☐ Graduating Date & Time: ____________________

☐ Other: ____________________________________________________

Housing & University Policies

All University and Housing and Residential Life policies, including quiet hours, remain in effect at all times. Anyone found in violation of a policy during their housing extension period may be asked to immediately vacate their room or suite and may be referred for student conduct for follow-up.

Guests

If approved, this extension is for you only. During your extension period you may not allow friends or roommates to stay in your room or suite. Hosting guests may result in you being asked to vacate the room or suite, along with any guests who are not approved to stay.

Student Signature: ____________________________  Date: ______________

Return Completed Request to your front desk by Wednesday, December 12th at noon.

For Office Use Only:

RLC Signature: ____________________________  Date: ______________

☐ Approved until: ____________________________

Date: ______________  Time: ______________

☐ Denied (Rationale): ____________________________