

**Capital University
Office of Residence Life & Housing**

LOFT POLICY & WAIVER OF LIABILITY

The following guidelines provide the criteria and procedures for construction of lofts by students for use in student rooms in campus residence halls. All construction of lofts by students in residence halls must be performed in accordance with these guidelines. The University is not responsible for injuries to the occupants of the room or their guests during and/or after the completion of the work as a direct result of the construction and/or use of the loft.

1. A loft is defined as a freestanding platform intended to provide a sleeping surface only. Large structures that cover more than two-thirds of the room or are intended to add a second level to a room are not allowed.
2. Lofts are not permitted in College Avenue residence hall, Cotterman Hall, or Capital University Apartments.
3. Before constructing a loft, a resident must read this Loft Policy and sign the Certification at the end of this document containing a “Waiver of Liability and Assumption of Risk.”
4. While the loft is being constructed or dismantled, hallways, doors, or window areas must not be blocked by lumber, furniture, fixtures, etc.
5. Construction guidelines:
 - Residents of the room are responsible for any damage to University property caused by the construction, installation, use or removal of a loft.
 - It is the responsibility of the resident to discuss their loft design with their roommate(s) prior to assembling the loft in the room
 - All room furniture and room fixtures (lights, electrical outlets or switches, air conditioning/heating covers, smoke detectors, window shades, etc) will not be removed from the room or relocated as a result of loft construction, use, or disassembly
 - Lofts must be freestanding. Bolts, nails, chains, etc cannot be attached or adhered in any way to the walls, floors, furniture and/or ceiling to support the loft.
 - Desk, dressers, etc must not be used to support the loft
 - All Material used in the construction of the loft must be either pretreated or stamped indicating that it is flame resistant material or dipped or coated with UL flame retardant.
 - The top surface of the loft is to be a minimum of thirty inches (30”) from the ceiling. It must not interfere with the smoke detector or light fixture must be a minimum of 6 inches from these items. Below are the average ceiling heights of each residence hall where lofts may be used:

Residence Hall	Ceiling Height
Schaaf	8’
Saylor-Ackerman	7’9
SS	7’11

- No loft shall obstruct the door at any time. The doors must be operable at all times and must be usable as a means of exit or entry into the room.
 - Lofts may not be enclosed. Therefore material such as wallboard, fishnet, drapes, any fabric, paneling, plywood, etc. may not be used to enclose a loft.
 - Lofts must be located and constructed in such a way that they do not interfere with access to windows, air conditioning, heating or plumbing units, smoke detectors, or other items requiring periodic maintenance; and that they do not interfere with or obstruct exit from the room in case of emergency.
6. Loft must be ready for assembly when entering the residence halls. All painting, sawing, staining etc must be completed before move in.
 7. Residents of the room assume responsibility for the construction and disassembly of the lofts in residence halls. Facilities management is not responsible for loft construction, disassembly, or the loaning of tools for such purposes.

8. Lofts must be completely dismantled and removed from the room when the occupants vacate the room either by changing rooms during the year, or upon final check-out at the end of the fall or spring semester. At that time, the room should conform to the original room condition with all furniture assembled as it was upon check-in. Failure to dismantle and remove all materials or re-assemble college furnishings will result in assessment of labor and removal costs to the owner of the loft.
9. In case of a mid-semester or mid-year check-out or room change, lofts belonging to the resident leaving the room may be left standing only if the new occupant of the room agrees to accept the loft and provides the Office of Residence Life with a signed "Waiver of Liability" form.
10. Lofts are subject to periodic inspection for compliance with the aforementioned guidelines. Residences whose lofts do not meet these guidelines will be required to modify, replace, or remove their loft.
11. The following tips can assist in the safe use of lofts:
 - Tighten all bolts regularly
 - Bed rails and ladders should be provided to help prevent falls
 - Do not decorate lofts with flammable materials. Electrical appliances should not be kept near the loft and should be used away from the loft.
 - Clip-on reading lights should be mounted at least 24" away from the mattress or pillow in order to prevent fire.

**WARNING: FALLING FROM A LOFT CAN RESULT IN SERIOUS INJURY
PLEASE USE CAUTION!**

LOFT COMPANIES

There are commercial companies that manufacture and design lofts and/or bunk beds that meet with the approved university loft policy guidelines. The companies that provide these services to students are not affiliated with Capital University. Capital University is not responsible or liable for the services and/or actions of the rental companies. You will find listed below a few companies to aid you in your search.

- **Bunkbedsunlimited.com**
- **Universalfurnishings.com**
- **Bedloft.com**
- **Campustrades.osu.edu**

CERTIFICATION

WAIVER OF LIABILITY AND ASSUMPTION OF RISK

In consideration of being permitted to assemble and use a loft in my residence hall room, I hereby voluntarily assume all risks connected with such assembly and use, and I agree to release, hold harmless and indemnify Capital University from any liability, claim or expense, including damages and injury or death, arising from or in connection with the assembly, use, or disassembly of the loft. I agree to abide by all applicable rules and regulations of Capital University, including the Loft Policy. I understand that failure to abide by these rules may result in removal of the loft, fines, and/or other disciplinary action.

Residence Hall _____ Room Number: _____

Name of Loft Owner _____
Please print your name

Signature of Loft Owner _____ Date _____

Name of Residence Hall Coordinator _____
Please print your name

Residence Hall Coordinator Signature _____ Date _____