

LOFT POLICY AND WAIVER OF LIABILITY

The following rules and regulations will be adhered to concerning construction, use and disassembly of lofts in residence halls.

1. A loft is defined as a free-standing 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. Before constructing a loft, a resident must read and sign a "Waiver of Liability" available in duty offices.
3. While the loft is being constructed or dismantled, hallways, doors or window areas must not be blocked with lumber, furniture, fixtures, etc. Doors and windows must never be obstructed.
4. Construction Guidelines:
 - A. **Lofts must be free-standing. Bolts, nails, chains, etc. cannot be sunken, attached or adhered in any way to the walls, floors and/or ceilings to support the loft.**
 - B. **Desks, dressers, wardrobes, etc. must not be used to support the loft.**
 - C. **All wood should be treated with a fire retardant substance. This includes pressure treated lumber as well as any fire retardant coating available at any hardware store.**
 - D. **Lofts must not be larger than 90" x 48". Lofts must also be constructed in such a way as to allow 36" clearance between the top of the mattress and an 8' or 9' ceiling. In rooms with ceilings over 9', bunk beds or lofts may not exceed 7' in height.**
 - E. **In a room with more than one loft, no more than two lofts may be attached to each other to increase structural integrity. Lofts may NOT be attached for the purpose of adding a second room level.**
 - F. **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 do not interfere with or obstruct egress from the room in case of emergency.**
 - G. **Attached room fixtures (ceiling tiles, lights, electrical outlets or switches, air conditioning/heating covers, smoke detectors, shades, etc.) must not be removed or relocated as a result of loft construction, use or disassembly.**
 - H. **A ladder must be permanently attached to the loft and should be used for mounting and dismantling the loft.**
5. Residents of the room assume responsibility for any damages resulting from any cutting, sawing, painting or staining done in the residence halls.
6. College beds, mattresses, desks, dressers, chairs, etc. must not be removed from the room.
7. 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 replacement costs to residents of the room.

8. In the 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 Area Director with a signed "Waiver of Liability" form.
9. Lofts are subject to periodic inspection by the staff from Facilities Management for compliance with the aforementioned guidelines. Residents whose lofts do not meet these guidelines will be required to modify or replace their loft.
10. The following tips can assist in the safe use of lofts:
 - A. Tighten all bolts regularly.
 - B. Bed rails should be provided to help prevent falls.
 - C. Do not decorate lofts with flammable materials. Electrical appliances should be kept and used away from the loft.
 - D. Clip-on reading lights should be mounted at least 24" away from the mattress or pillow. This has been a common cause of room fires in the past at the College.

I expressly understand and agree to indemnify and save the College of William and Mary and the Commonwealth of Virginia harmless from and against any and all claims, liabilities, costs, expenses, fires, injuries and/or deaths, which arise from or are caused by, in whole or in part, directly or indirectly, the construction, use, or disassembly of a loft in my residence hall room. In exchange for permission to build a loft, I hereby waive my rights and agree to adhere to all rules and regulations pertaining to the Loft Policy. Failure to adhere to these guidelines may result in the removal of the loft and/or charges for damages.

Residence Hall and Room Number:

Loft Owner: (PRINT NAME)

Loft Owner: (SIGNATURE)