Commuter Overnight Stay Request Form

<table>
<thead>
<tr>
<th>Student’s Full Name</th>
<th>Program</th>
<th>Cell Phone</th>
<th>Gender</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>Emergency Contact Name &amp; Relationship To Student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requested Date(s) of Overnight Stay</td>
<td>Emergency Contact Phone Number</td>
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Responsibility to Self, the Community, and Sulzberger Residence Hall

By signing below, I accept responsibility for maintaining the condition of the room, its contents, and for returning the room key. I understand that damages to the room, room furniture, and lost or unreturned keys will result in additional charges. Additionally, I understand that I am responsible for knowing the policies outlined in the Pre-College Program Handbook and will abide by those set by Residential Life and the College. I understand that my actions can impact the community of Sulzberger, my neighbors, and myself.

Signature: ___________________________ Date: ______________

Overnight Stay Information for Commuters

- Must make reservations at least 48 hours in advance.
  o For weekends, reservations must be made by Thursday at 5pm.
- Commuting students are permitted to stay in Sulzberger Hall a MAXIMUM of 2 nights per week.
- Rooms are available on a first-come, first-served basis only.

Room Sign Out/Key Return Times

- Turn in completed forms and payments to the GA Office in Sulzberger 416:
  o Monday – Friday
  o 9AM – 11AM and 1PM – 5PM
- Keys can only be picked up or turned in – in person – at the GA Office in Sulzberger 416.

Cost and Payment Information

- $25 per night fee
- Must be paid in full when reserving a room.
- Forms of payment: Cash or check (made out to Barnard College)

Graduate Assistant Staff Only

<table>
<thead>
<tr>
<th>Key Picked Up (Day/Time)</th>
<th>GA Initials</th>
<th>Room Checked With Student (Day/Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Returned (Day/Time)</td>
<td>GA Initials</td>
<td>Room Checked (Day/Time)</td>
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</tbody>
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