## Commuter Overnight Stay Request Form

### Student's Full Name | Program | Cell Phone | Gender | Amount Paid
---|---|---|---|---

### Email Address | Emergency Contact Name & Relationship To Student

### Requested Date(s) of Overnight Stay | Emergency Contact Phone Number

### 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**.
  - 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 PCP Office in Milbank 017:
  - **Monday – Friday**
  - **9AM – 11AM and 1PM – 5PM**
- Keys can only be picked up or turned in – **in person** – at the front desk in Sulzberger Hall.

### 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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