Furniture Approval Form

Our living space on campus can bring us a sense of ownership and pleasure. Nyack College wants your stay in your residence hall to feel like home. Rooms for each student include a twin-size bed, desk, chair, closet or wardrobe, dresser, and blinds.

You will want to bring blankets, pillows sheets, a desk lamp, a fan, TV, VCR, computer, waste basket and personal items that make the room your own. Since no college furniture can be removed from the rooms, it is very difficult to furnish rooms with outside furniture, especially fabric chairs or couches. Also due to fire safety issues, students are not to bring upholstered furniture into the residence halls unless it meets California Technical Bulletin 133 safety requirements.

Students who wish to bring outside furniture on campus, will be handled on a case-by-case situation by Residence Life according to the following guidelines:

1. Roommates must all agree on any furniture brought into rooms.
2. No college furniture can be removed from rooms and no entryways or room exits can be blocked. There must be a clear pathway out of each room.
3. Used furniture is prohibited. Proof of purchase within the last 12 months, must be submitted before the item is brought to campus. The student may bring this same item back during the next three years he/she lives on campus as long as the proof of purchase is kept on file.
4. It is the student’s responsibility to remove all personal items from the residence halls upon check-out. No furniture can be placed in dumpsters.
5. Students will be fined $500 for any personal furniture left on campus.

Please Complete the Following:

Name: ____________________________  ID#: ____________________________

Cell#/Ext. Phone#: ____________________________  Year: ____________________________

Roommates: ____________________________________________________________

Dunbar Suite: __________  Moseley Lounge: ____________________________  Other: __________

Furniture Request (please describe):

(Note: If upholstered Furniture, California Technical Bulletin 133 documentation must be provided.)

Proof of Purchase Attached: □ Yes  □ No  Date of Purchase: ____________________________

Student Signature: ____________________________  Date: ____________________________

Roommate Signature(s): (1) ____________________________  (2) ____________________________

(3) ____________________________

PLEASE RETURN THIS FORM TO RESIDENCE LIFE FOR FINAL APPROVAL

For Residence Life Use Only:

Approved:  □ Yes  □ No

Approved By: ____________________________  Date of Approval: ____________________________

Comments: ____________________________