

# Room Change Request Form

Office of Campus Living  
Lewis & Clark College

Date Filed \_\_\_\_\_

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Current Hall and Room \_\_\_\_\_

New Hall and Room \_\_\_\_\_

## Area Director Approval:

AD of Current Hall: \_\_\_\_\_ Date: \_\_\_\_\_

\*Move must be complete by this date: \_\_\_\_\_

AD of New Hall: (If applicable) \_\_\_\_\_ Date: \_\_\_\_\_

## Room Change Procedures:

When your request for a room change has been approved by the Area Director(s), please complete the following steps. Failure to complete this process or return this form to Campus Living may result in a \$25 improper check-out fine.

- Pack your belongings and thoroughly clean your area of your current room.
- Set a time with your current RA to complete the RCR for your current room. As an alternative, you can contact the RA on Duty during office hours (7-8pm).
- Set a time with the RA in your new hall to complete the RCR for your new room and sign for your new room key. As an alternative, you can contact the RA on Duty during office hours.
- Turn in your current room key.

It is your responsibility to see that the following tasks are completed by the date\* listed above.

- Current room returned to standard condition (including furnishings) Staff Initials \_\_\_\_\_
- RCR completed in current room Staff Initials \_\_\_\_\_
- All personal belongings removed from current room Staff Initials \_\_\_\_\_
- Key turned in for current room Staff Initials \_\_\_\_\_
- RCR completed in new room Staff Initials \_\_\_\_\_

I understand that if I am moving to a double/single or a single room, an additional charge will be assessed to my student account and prompt payment expected.

\_\_\_\_\_  
**Resident Signature**

\_\_\_\_\_  
**Date**

**UPON COMPLETION, RETURN THIS FORM TO OFFICE OF CAMPUS LIVING, MSC 132**