



Pre-College Programs

BARNARD COLLEGE

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

Key Picked Up (Day/Time)	GA Initials	Room Checked With Student (Day/Time)
Key Returned (Day/Time)	GA Initials	Room Checked (Day/Time)