**Office of Residence Life**  
**Nightly Niagara Reservation Form**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone Number:</th>
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<tbody>
<tr>
<td>Student Number:</td>
<td></td>
</tr>
<tr>
<td>Current Address:</td>
<td>City:</td>
</tr>
<tr>
<td>State/Province:</td>
<td>Zip/Postal Code:</td>
</tr>
<tr>
<td>Student Email:</td>
<td>Alternate Email:</td>
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</tbody>
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Gender:  
☐ Male  
☐ Female

I am requesting a residence hall room for the following nights (ex. Monday, January 9, 2012):

NOTE: YOU MUST HAVE A CLEARED ACCOUNT IN THE STUDENT ACCOUNTS OFFICE AND BE REGISTERED FOR CLASSES FOR THE TIMES REQUESTED BEFORE ANY RESERVATION REQUEST MAY BE GRANTED.

There are limited spaces available on a first-come, first-served basis. Students may check into their rooms between 6:00 p.m. and 12:00 midnight by picking up the room key at Lynch hall. Building access will be granted upon check-in through an access card. For students initially checking in must call the Office for building access.

Lynch Hall (716) 513-5009  
O'Donoughue Hall (716) 513-5098  
Clet Hall (716) 513-5770

A charge of $35 (US) per person per night will be billed to your student account. Amenities provided include a single room along with linens (bedding, pillow, blanket, towel and washcloth). Additional building amenities can be found on our webpage.

Check out time is 11:00 a.m., with key and access card being returned to the drop box at the Lynch Hall entrance. Key and access card constitute room occupancy; if not returned by 11:00 a.m. you will be charged for an additional night and subsequent nights for continued nonreturn of key and access card.

Since this form constitutes a reservation for a room, you should expect to be billed according to the time(s) you have indicated above. Please submit a reservation form as early as possible, because space is limited. There is no guarantee that last minute requests for rooms can be fulfilled. Please inform the Office of Residence Life in writing in advance if you do not plan to stay any of the nights indicated above.

Signature  
Date

*I hereby accept to adhere to the policies found in the College Catalogue and Student Handbook, including lock change charges for nonreturned keys and access cards and restoration charges for damage/loss to the room/residence hall. You may ask residence hall staff to do an inventory form for your room to protect against damage charges if you desire.*