



**San Francisco
State University**

SF State Housing
800 Font Boulevard
San Francisco, California 94132-4045
Tel: 415/338.1067
Fax: 415/338.6219

END OF SPRING 2017 OVERNIGHT EXTENSION FORM

READ INSTRUCTIONS CAREFULLY:

- Without overnight extension approval, all residents must check out by **8pm on Thursday, May 25, 2017.**
- This form is **ONLY** a request to stay **overnight** until **10am, Friday, May 26, 2017 – no later.**
- This request is to be returned to the Housing Business Office (located on the Font Blvd. side of Mary Ward Hall) by **5:00pm, Wednesday, May 10, 2017.**
- You will receive a response to your request by **Monday, May 15, 2017.**
- Approval is only granted by the Housing Office through this form. Verbal approvals will not be honored.
- Residents who have been found responsible for policy violations may not be approved for an extension.
- If you are planning to stay for the Summer and transition from your Spring space, you must complete and pay for a Summer License Agreement [online](#) **and** request a transition addendum at the Housing Office.

Name:	Student ID:
Campus Bldg or Address:	Cell Phone Number:
Room Number: Space: A B C D	Best Contact Email:

Check the reason for your extension request:

Participating in Commencement. Must provide copy of Graduation Application

Housing/Residential Life Staff. Scheduled to work during closing; must be verified by supervisor.

Transitioning Summer Resident – Transfer to your summer space is scheduled on **Thursday, June 1, 2017.**

Planned check out time on **Friday, May 26, 2017 (before 10am):** _____

By signing below, you certify your understanding of the instructions above and the following:

- Dining Services will be closed after dinner on Thursday, May 25, 2017.
- It is your responsibility to set up a check-out time at your Community Desk for Friday, May 26, 2017, no later than 10am. You will need to have this form approved BEFORE signing up for check-out.
- It is your responsibility to adhere to the policies and procedures as outlined in the current [Community Living Guide](#) and SF State [Housing License Agreement](#).

Student Signature _____ **Date** _____

FOR OFFICE USE ONLY:

APPROVED	Reason for Denial	Date Received by HBO:
DENIED		
Director, Student Housing Signature		Date