For the first time Capital University has partnered with BedLoft.com to provide lofts, Microwave/Fridge Combos, and Mini Fridge rentals. They also provide for purchase love seat size futons for purchase only. This will be the only means for a student to have a loft in their room along with a microwave/fridge combo. The microwave/fridge combos are not supported in the Lohman Complex but you can rent a futon a mini-fridge/freezer. Please note that this is the only way a student can have a loft or microwave in their residence hall room.

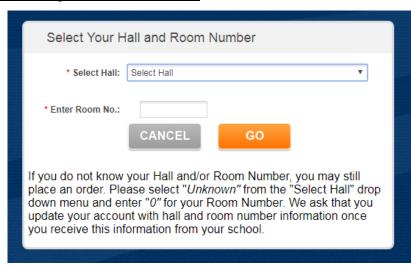
Bedloft.com Capital University Instructions and Information

- 1. Go to bedloft.com.
- 2. Once you have navigated to the homepage, enter "Ohio" in the state field, "Capital University" in the school field, and "2018-2019 (Full Academic Year)" in the rental period field. Press "Submit."



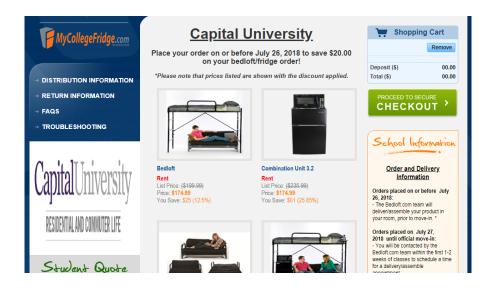
3. Select your Hall and Room Number. You are able to rent a loft or a combination unit without this information, but you will need to update your account once you receive your room placement to ensure that the items are installed in the correct room. If you do not know your placement, enter "Unknown" in the Hall field and "O" in the Room field.

<u>Please note – microwave combination units are not permitted in Lohman Complex.</u> First-year students wanting to rent a microwave combination unit before they receive their housing placement can cancel their order if placed in Lohman Complex (see #8). Alternatively, first-year students can also wait until they receive their housing placement to decide if they would like to rent a microwave combination unit. <u>Students in Lohman CAN rent the refrigerator/freezer combo!</u>



4. Review "Distribution Information," "Return Information," and "FAQs" on the left panel of the screen. Select the equipment you would like to rent or buy! Follow instructions to make an account, enter payment information, and confirm your order.

<u>Please note: students will no longer be able to bring their own lofts to campus</u> (with the exception of students who have already had lofts on campus and completed the loft waiver form).



- 5. Lofts are available to rent in Schaaf Hall, Lohman Complex, Saylor-Ackermann Hall, and Cotterman Hall.
- 6. Microwave combination units are available to rent in Schaaf Hall, Saylor-Ackermann Hall, and Cotterman Hall (NOT Lohman Complex). <u>Students in Lohman CAN rent the refrigerator/freezer combo!</u>
- 7. Orders placed by July 26, 2018 will be installed in residence hall rooms in advance of move-in. First-year room placements will be sent the first half of July, and students and families will have 2-3 weeks to finalize any rental equipment in advance of the move-in ready deadline!
- 8. Students are able to cancel orders prior to move-in and return equipment by navigating to bedloft.com and clicking "Need Help? Click here for support." Students will be prompted to log into their accounts and complete a service ticket. Cancellation and early return policies are outlined in the "FAQ" section mentioned above.
- 9. Please note if you purchase a futon, self-assembly is required.