

## Same Room Reservation Application

If you wish to remain in your current room and/or residence hall without going through the Housing Selection Process, this is an opportunity to do so. To reserve your current room, you must meet the following criteria:

- The room you are seeking to fill is a double/triple and is not designated for first-year students or theme housing (see designated areas below).
  - Please note single rooms, whether by design or an adjusted super single, are not permitted during the Same Room Reservation process.
- One person must currently live in the room requested for next year and be part of this application.
- All prospective roommates must currently live in the same residence hall requested for next year.
- Eichenauer Hall is reserved by double rooms, not as suites.
  - Students looking to reserve their current room in Eichenauer Hall must meet the above criteria for one specific room and cannot reserve an entire suite unless one student in each room of the suite stays AND the other two students joining the suite are currently living in Eichenauer Hall.

All prospective roommates must sign this application. Partially filled rooms (ex: you have only two people for a triple) will not be accepted. Residence Life will determine who will remain in a room, if all current roommates want to live there, but not together, based on the following criteria:

- Seniority by class level if both students have a prospective roommate selected.
- The first resident to find a prospective roommate.
- A random selection is done by the College.

This application must be turned in either by a hard copy to the Residence Life Office (McKelvey 357) or emailed to [residencelife@westminster.edu](mailto:residencelife@westminster.edu) **by March 7th, 2025, at 4:30 p.m.** Students will receive confirmation of their room assignment via their Westminster email. Confirmation of approved reservations will be distributed by **March 14<sup>th</sup>, 2025.**

### AREAS NOT ELIGIBLE FOR SAME-ROOM RESERVATIONS

First Year Student Housing	Theme Housing	Upper Class Housing
Galbreath Hall (entire hall) Russell Hall (entire hall) Shaw Hall (entire hall)	Ferguson Hall Thompson House	Berlin Village Townhouses Browne Hall

### RESERVATION INFORMATION

Requested Building: \_\_\_\_\_ Requested Room Number: \_\_\_\_\_

ID NUMBER	NAME	CURRENT ROOM ASSIGNMENT (HALL AND ROOM NUMBER)	SIGNATURE