

**MARSHALL UNIVERSITY HOUSING AND RESIDENCE LIFE
ROOM PERSONALIZATION APPLICATION**

Residence Hall _____ Room# _____ Cell Phone _____

Resident Name _____ 901# _____

Permanent Address _____

Describe the project. Description must show planned design, areas to be covered and color of paint to be used (attach additional sheets if necessary):

Students must provide their own paint and materials to complete the job properly. All paint used in the Residence Halls must be latex semi-gloss.

Planned project start date: _____ Planned project finish date: _____

Note: Fall projects must be completed by October 31. Spring projects must be completed by March 15. No personalization will be allowed beyond these dates.

If granted permission to complete the personalization project described above, the undersigned acknowledges that a fee of \$150.00, to be split equally by the number of residents signing this form, will be added to your account for Housing and Residence Life Staff to return the room to its original color. **This charge may not be waived.** The undersigned also agrees that failure to correctly follow the Personalization Guidelines provided (see back) may result in disciplinary action and/or additional charges added to your account(s). **ALL RESIDENTS OF THIS ROOM MUST SIGN THIS APPLICATION!**

Signature: _____ Date: _____

Signature: _____ Date: _____

Return completed application to: Marshall University, Housing and Residence Life , Holderby Hall, Huntington, WV 25755-5400. Phone (304) 696-6765.

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(office use only)

HRL Approval: _____ Date _____

Painting Guidelines
Department of Housing and Residence Life
Marshall University

1. Preparation of room for painting:

- A. "Getting ready" for painting may seem like a long job, but it is essential to take time to do this in order to protect your own belongings as well as the building and equipment.
- B. Remove all hangings from walls. Brush down walls to remove all dirt or dust, remove tape, adhesive residue, and soiled spots before you start painting.
- C. Move your bed and movable furniture to the center of the room and lay any belongings, which are not in drawers on the bed. Cover furniture, equipment, materials, any surfaces (including floor), beds and chairs with newspapers, drop cloths, or canvasses while painting. Use masking tape and paper to provide protection for all adjacent surfaces such as woodwork, door trim, trim, wood or rubber bases at bottom of walls, etc. This will also permit you to make clean lines between the painted surface and the other surfaces.
- D. It may be necessary to remove electric cover plates. Use caution to avoid electric shocks or damage to the equipment.
- E. If your room has furniture attached to the walls, such as a bookcase, you must use masking tape and paper or cloth to protect the areas and surfaces.

2. Painting directions:

- A. You must use a water-based latex semi-gloss paint. It has a drying time of about three hours.
- B. Start painting at top of the walls and use care that you paint a straight line where the wall meets the ceiling. Paint should be stirred thoroughly at the start and occasionally during the painting operation. Use horizontal strokes where possible. Watch for drops or runs, which generally result from using too much paint on the brush/roller. Normally, one coat of paint should be sufficient. If not, you must add a second coat, but wait 3 hours before applying it. Wipe any drippings or spills immediately with a damp cloth and wash with clean water. Once paint has dried, it is very difficult to remove.
- C. When you have completed painting the room, inspect it and touch up spots that you have missed or which did not cover well. This can be done without too much trouble with latex paint.

3. Directions when painting is completed:

- A. When you have finished painting or you are finished for the day, wash out the roller/brush thoroughly in cold water. Get deep down into the bristles to be certain all the paint is removed and then wipe it dry with a paper towel or rags. Do not dump leftover paint in toilets or sinks. You are expected to clean the area where you cleaned your painting gear.
- B. Always cover the remaining paint when you are not using it. Remove all debris, masking tape, paper, etc., from the room and place it in the trashcans. Keep all leftover paint in your room. Do not leave it in the corridor or Trash Room because you are responsible for it.
- C. Any damages or any poor workmanship which may result in cost of repair will be billed to you. The cost of repainting a room to return it to an acceptable standard may vary. Additional costs may be billed to you if it is necessary to remove paint from ceilings, furniture, air conditioner covers, floors, etc.

REMEMBER!

- 1. You must have a Room Personalization Permit before you begin to paint.
- 2. Wallpaper, contact paper or any type of tack up or adhesive backed wall covering is not permitted on any University property.
- 3. DO NOT PAINT ceiling tiles, woodwork, doors, doorframes, furniture, baseboards, switch or outlet covers, or air conditioning units. You may only paint walls and/or dry-wall ceilings.