Summer 2015 Conference Planner

INTRODUCTION

The staff of K-State Housing and Dining Services want to work closely with you to help make your event successful. The Guest Services office (785 532-6368) is located in the Academic Resource Center of Derby Dining Center, room 134F. We will be open in the summer on Monday - Friday from 8 a.m. to 5 p.m.

We offer conference housing, guest housing for individuals here for university-related business or events, and summer school housing for those enrolled for K-State credit. This document covers summer conference housing and dining services in K-State's residence halls. Please contact Housing and Dining Services (785 532-6453) to learn about housing for traditional summer school students, which we plan to house in Putnam Hall.

Housing and Dining Services is a self-operated, auxiliary university department, with units responsible for Dining Services, Residence Life, Apartment Living, Facilities Management, Information Systems and Business Operations. Students living in our residence halls and apartments, as well as conference participants, are the primary sources of revenue for the department. No state or federal funds are received.

You may arrange for one of our Housing and Dining Services staff to attend an orientation meeting for your conference, to review services and policies. To request a special K-State welcome and/or a special campus tour, contact New Student Services at 785 532-6318. Arrangements will need to be made in advance.

Photographs may occasionally be taken at hall and dining events, to be used in printed publications, electronic media and other promotional materials. These photographs will be the property of K-State, and may be released for use in professional publications. If you have questions or concerns, please contact the Communications and Marketing Coordinator before the event at 785 532-2874.

RESIDENCE HALLS

All residence halls are air-conditioned, and located within walking distance of the academic halls, K-State Student Union, Alumni Center and recreational facilities.

Residence hall exterior doors will be locked 24 hours per day. Access cards will be issued to all participants and staff. Visitors may call the front desk from the telephone provided at the main entrance of each hall.

Services requested apply to all participants of a conference staying in the residence halls. Meals are optional, but must be requested in order to receive reduced rates for youth, or discounted stays by adults of two weeks or longer.

Meal and room requests are treated as a package. The conference will be invoiced accordingly, whether or not all participants stay the requested number of nights, and/or take all requested meals). Charges are not prorated.

A TV room, vending machines, wireless Internet access, and periodic front desk operations are available to participants.

Each hall has a laundry room. Liquid detergent (in limited amounts) should be used in our high-efficiency washers. Laundry cards may be purchased with cash at the Moore front desk for $4.00 (the price to wash and dry two loads) or $16.00 (for eight loads), and may be used in all of our laundry rooms. Refunds are not provided for unused value.

Public areas within and outside the residence halls are not always available for meetings. Additional charges apply for some rooms and areas. Scheduling should be approved by the Guest Services office, as far in advance as possible.

Sometimes unforeseen circumstances occur. Housing and Dining Services is not responsible for last-minute changes in services provided, including utilities (e.g., air conditioning and hot water), due to equipment malfunctions, university-wide repair projects or other building-related problems. The department cannot be held responsible for unexpected situations beyond its control; however, everything possible will be done to rectify the situation in a timely manner, and reduce the inconvenience caused by the problem. Monetary adjustments are not provided.
Guest Rooms and Suites

Each residence hall has more than one style of room. Many conference sponsors find that the variety of room styles and occupancy is helpful to them. We will work with you to outline the various options. Blueprints in PDF format can be e-mailed to you. Here is some information on room styles:

- **Most halls primarily have standard, two-person rooms, available for double or single occupancy.**
  - Each corridor with standard rooms has one community bathroom.
  - No more than two participants may stay in a two-person room.

- **Some corridors in Haymaker, Moore and West have one small single room.** The bed is permanently lofted in some of these rooms. Please visit with us before planning to use small singles.

- **Three-person rooms are very limited in availability.** Boyd and Putnam each have 15 three-person rooms.

- **Suites are available for an additional charge. These renovated rooms house from one to four persons.**
  - Ford Hall has the highest suite occupancy (418 beds), followed by Haymaker Hall (225 beds) and Van Zile Hall (68 beds).
  - Ford has all suites, except for the terrace corridor. Van Zile rooms are all suites.
  - Ford and Haymaker corridors with suites have two quad suites per corridor, with a total of four beds in a partially-divided room, and a private bathroom at one end of the suite.
  - In Haymaker Hall, most floors have standard, two-person rooms on the A corridors, and suites on the B corridors.
  - Any conference requesting suites, or requesting to be placed in Ford or Van Zile, will be charged the suite rate.
  - All rooms designated as suites have an attached bathroom.
  - Many one- and two-person suites share a bathroom with one other suite.
  - The majority of suites are two two-person rooms, with a private bathroom (toilet and shower) between them. Usually a sink, mirror and cabinets are provided within each resident room in this configuration.
  - Rates for suites are either single or multiperson (two, three or four occupants), and are based on how many people will be sleeping in the same room. There is a single rate and a multiperson rate.
  - If a conference is assigned to suites without this being requested, there will be no additional charge.
  - Each hall with suites has more than one configuration and number of beds. Please call us if you want to learn more about the options in our halls. Blueprints (in PDF format) can be e-mailed to you.

There is no additional charge for linens or towels. A bath towel, hand towel, washcloth, plastic drinking cup, blanket, pillow, sheets and pillowcase will be provided. Towels may be exchanged at the front desk, as needed. Linens may be exchanged once per week. Extra blankets, pillows and complimentary soap are available at the front desk.

Each person will have a twin bed, desk and chair, storage drawers, closet or wardrobe, window blinds and a wastebasket. All furniture, bedding and towels provided should remain in the room during the conference, and at checkout time. We request that on checkout day, guests leave bedding on the beds, and hang wet towels, etc. on the hooks or racks provided in the room.

We do not provide telephones in guest rooms.
Bathrooms

Each wing with standard rooms has a community bathroom. Suites have private, attached bathrooms. Suite bathroom doors that are accidentally left locked can be opened with a small key or screwdriver.

On floors with community bathrooms, male and female participants (except families) are not assigned to the same wing. Although family members may be assigned to the same wing, they will need to use bathrooms marked for males and females. For a conference with families attending, please contact the Guest Services office to discuss details.

Front Desk Services

If a participant has a maintenance concern, needs instructions on how to operate the room air conditioning or has questions of any kind, he or she may call or visit the front desk of the residence hall. The usual pattern of staffing of our desks is 7 - 9 a.m., 11 a.m. to 1 p.m., 5 - 7 p.m. and 9 p.m. to midnight.

Residence hall exterior doors are normally locked 24 hours per day. Each participant will be provided an access card. Main lobby doors may be unlocked during a conference's check-in or checkout times.

Visitors will be asked to call participants down to the main lobby to escort them.

Mail may be picked up at the residence hall front desk, once the participant's identity is checked. For a youth participant, we might ask to see the room key set. Participants may check the message board at the front desk to see if they have mail or messages. The mailing address should include the name of the conference, plus the room number and name of the residence hall. This example format is recommended:

Participant's Name
Future Nobel Prize Winners Camp
204 Ford Hall
Manhattan, Kansas  66506

Recreational items (e.g., board games, balls, etc.) and irons are not available for checkout by conference or guest housing participants. An exception is made for adults staying in the summer school hall for two weeks or longer.

Our staff are not allowed to accept or hold personal items to or from participants.

Internet and Computer Room Access

Information is available at http://wireless.k-state.edu and http://housing.k-state.edu/resnet. There is no charge for basic wireless access, which is available in the residence halls and dining centers, and around the university. Guests' wireless devices should be able to connect to KSU Guest.

Web browser stations located in residence hall lobbies may be used, with proper access, by students with summer contracts, conference participants and individuals in guest housing. These will provide Internet access, but will not access services for K-State students, such as KSIS or K-State Online. Information and the password will be available at the residence hall front desk. Sponsors should contact the Guest Services office if participants should not be given the password for web browser stations. If web browsers are not used appropriately, their use may be restricted.

Hall computer labs are only available to adults staying in the guest housing hall for two weeks or longer.

Printing

Laser printing will be available at the Moore front desk; however, the printer can only be accessed via a print release station at the front desk. There is a charge of 5¢ per page, payable via Cat Cash, accomplished by a swipe of a K-State ID card. Learn more about Cat Cash at http://union.k-state.edu/services/cat-cash.
DINING SERVICES

Dining Services - General

Our award-winning Dining Services provides a variety of convenient dining options.

Services requested apply to all participants staying in the residence halls. Meals are optional (except to receive the youth rate). There is a discounted adult room and board rate for those staying two weeks or longer. Meal and room requests are treated as a package. The conference will be invoiced accordingly, whether or not all participants stay the requested number of nights, and/or take all requested meals. Charges are not prorated.

Entrées and accompanying items such as potatoes and vegetables are served cafeteria style. Beverages, breads, cereals and condiments are self-serve. Fruit, yogurt and bread are available in the dining room. Salad, soup, deli and dessert bars are available at lunch and dinner. Participants may return for seconds.

When arriving at the checker's stand, a take-out box may be requested, but if dining in, no food items may be taken from the dining center.

Dining options include standard cafeteria service, buffet service (regular or special menu), partial buffet or partial seated service (with a special menu) and seated banquet service. (Some restrictions and additional charges apply.)

For additional charges, group sack meals and box dinners, picnics, receptions and after-hours use of the dining centers can be arranged. Information can be found in this document, beginning on page 14.

Outside food, beverages and beverage containers may not be brought into the dining centers.

Meal hours are posted in the residence halls and dining centers. If conference schedules conflict with standard meal hours, an adjustment may be possible, depending on the size of the conference and the changes requested. Sponsors may contact the Dining Services Special Events Manager three weeks prior to the conference to discuss possible options. There may be an additional charge for changing meal times.

Shoes and shirts must be worn in the dining center.

Meals - Guest / Staff / Commuter

Access Cards

Participants use their access card as their meal card, or pay to enter dining areas. Access is granted only once during each scheduled serving period, and the access card is only for use by the person to whom it was issued. Lost or malfunctioning cards can be replaced at the Dining Services checker's stand.

Guest Meals

Outside guests and speakers may be invited by conference sponsors to dine with participants. Prior arrangements for guest passes must be made with the Guest Services office. Charges will only be made for guest passes used, and will be added to the conference invoice.

Pay-as-you-go meals

Meals may be purchased (for cash or check only) at the Dining Services checker's stand on a pay-as-you-go basis. This option also applies to conferences choosing not to arrange a meal package. See page 14.

Staff Meals

Staff who will not be staying in our halls may be issued an access card. The conference will be charged only for meals eaten. Advance arrangements will be necessary, so sufficient cards will be available. Access cards cannot be created at the registration site.
Commuter Meals

*Commuter* refers to a participant who will not be staying in the residence halls.

It is essential that the sponsor and the Guest Services office have a clear understanding of which meals (breakfast, lunch, dinner) will be provided on each day. Commuter access cards will normally be encoded differently, and will be labeled accordingly. Sponsors are asked to explain to commuters which meals will be available to them.

The commuter meal package charge applies to all commuters issued access cards, even if some do not eat all the meals. The sponsor makes the decision on who will be issued cards. Paying cash on the line is another option. We suggest that you consider including the dinner meal in the package if commuters will participate in evening activities. Sponsors are responsible for collection of money for commuter meal packages.

**Staff and Commuter Meals Policy**

We prefer to record a name for each access card provided, so we know who is entitled to a replacement card. We want to communicate in advance with the sponsor on a plan for distributing these cards, so you will have them when they are needed, and sufficient cards will be encoded. If requested, we can hand over a set of cards (with card numbers listed). The sponsor will be responsible for all meals taken.

**Sack Meals - Individual or Group**

Individual participants who need a sack meal may complete a sack meal request form at the Dining Services checker's stand 24 hours in advance, at no additional charge.

Group sack meals should be requested three weeks in advance with the Dining Services Special Events Manager. All group sack meal requests (five or more sacks) are assessed a $1.00-per-sack assembly labor charge. For those not on a meal plan, there will be a meal charge along with the assembly charge. (See page 14.)

**Special Requests**

Sponsors must contact the Dining Services Special Events Manager three weeks prior to the start of their conference for special Dining Services events, such as receptions, picnics and buffets. (See page 19 for contact information.) Requests received less than three weeks in advance may not be accommodated, and will be subject to a late fee.

Please indicate additional dining requests via the online Request for Services, so the Dining Services Special Events Manager will know to contact you to assist in planning and finalizing requests. The Request for Services is not a contract. The costs listed may not be the final costs invoiced, if there are changes in services provided.

For special Dining Services events, the dining room is set for the confirmed number, plus 10%. If attendees exceed the confirmed number plus 10%, Dining Services cannot guarantee adequate seating or food for the additional participants. Conferences will be invoiced for the confirmed number or actual number served, whichever is greater.

Reception prices include cocktail napkins, paper plates and cups, as required by the menu selection, for carry-out service. For an additional fee, linens may be provided. If the sponsor prefers that Dining Services delivers, sets up and staffs functions, the cost should be requested. Other reception items may be available, but not listed. Sponsors may contact the Dining Services Special Events Manager for ideas and prices.

For buffets, coffee, tea and ice water accompany all selections. Linen tablecloths are included for buffets, unless otherwise specified.

Rearranging of furniture in dining rooms must be done by Dining Services staff. Additional charges will apply when a change in the furniture arrangement is made. If a piano is relocated, a piano-tuning fee will be added to the invoice.

If conferences need additional services, or want to make food substitutions or additions for picnics and sack meals, the cost may be requested. Conferences will be invoiced for the replacement cost of any damaged or lost equipment. Nonreturnable styrofoam coolers are available for an additional fee.
Requests for ice water, ice water stations and ice for camp injuries will be billed at a minimum of one-hour attendant labor. If an attendant is needed to staff a water station, additional labor charges will be assessed. If paper cups or delivery to another location is requested, there will be an additional charge.

Charges for special Dining Services requests will be added to the invoice.

Sponsors may contact a Dining Services dietitian three weeks prior to the start of their conference for special dietary requests. Dining Services can accommodate some requests within regular selections. A light meal may be provided if a participant becomes ill. Please contact a dietitian for food options. Vegetarian choices are served at all meals.

**Sunday Evening Meals and Events**

Sunday evening meals (normally not served) may be scheduled, with a minimum of 150 participants (or that number from a combination of smaller conferences) necessary to open the dining center. For an additional fee, boxed dinners or picnic supplies are options. Rates are listed in the section beginning on page 14.

Conference events scheduled in the dining centers after 4 p.m. on a Sunday will be assessed an after-hours fee, unless a Sunday evening meal is being served. There will be no extra charge for a registration that occurs in the Derby lobby.

**Meal Hours**

<table>
<thead>
<tr>
<th>Daily</th>
<th>Monday – Saturday</th>
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<tr>
<td>Breakfast</td>
<td>7:00 - 8:30</td>
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<tr>
<td>Lunch</td>
<td>11:30 - 1:00</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00 - 6:30</td>
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The dining rooms close at 7 p.m. Please note the listed meal hours. Dining room areas may be rented for after-hours use at a charge of $100.00 for the first hour, and $30.00 for each additional hour. The minimum charge is for one hour. A Dining Services employee will be scheduled for the event. Charges may vary according to conference size. An event scheduled after 3 p.m. on Sundays (when a dinner meal is not contracted) is also considered after-hours, so after-hours fees will apply.

**Food Allergies**

Food values are approximate, and ingredient substitutions are possible. Please recognize that the ingredients and nutritional content of food items served in the dining centers may vary. Manufacturers may change their product formulation or consistency of ingredients without our knowledge, and product availability may fluctuate. While we make every effort to identify ingredients, we cannot assure against these contingencies. It is, therefore, ultimately the responsibility of the student or resident to judge whether or not to question ingredients or choose to eat selected foods. For questions regarding ingredients, please consult a Dining Services dietitian at any time.

Many basic diet restrictions can be accommodated through our regular menu. Some specialty items are available upon your request, including soy milk, gluten-free bread products and cereal.
CONFERENCE DETAILS

Hall and Room Assignment Policies

More than one conference may be assigned to a floor or corridor. Public areas will be available to all participants.

Residence hall building assignments are made by the Coordinator for Conferences. The sponsor will be notified of the tentative plan. Housing and Dining Services reserves the right to change assignments and registration locations. Sponsors will be notified if an assignment change becomes necessary.

Every effort will be made to accommodate all participants. It is important for us to communicate closely if there are significant changes in your participant numbers.

Housing and Dining Services attempts to schedule maintenance projects when conferences are not in the residence halls and dining centers. This is not always possible, with the amount of work that needs to be completed during the summer. Housing and Dining Services will attempt to minimize any inconvenience caused by maintenance projects.

Male and female Housing and Dining Services staff live and work in each residence hall. Conference staff will make rounds every evening at 9 p.m., and may need to be on floors at unexpected times to respond to concerns. Custodial and maintenance staff will also be working throughout the halls. Please inform participants.

Conference Staffing

The Coordinator for Conferences will work with you, whenever needed, on the details of the Request for Services, and will be pleased to answer any questions.

As the time for your conference approaches, the Summer Conference Operations Tactical Technician, a student staff in the Guest Services office, will work with you on the details of room assignments, access cards, check-in and last-minute changes. Contact us at 785 532-6368, or guestrh@ksu.edu.

Each conference will be assigned a student Host Team Coordinator, and a host team that will be responsible for the check-in and checkout processes. The Host Team Coordinator will communicate with the sponsor on tables and chairs needed for a registration, as well as other details, by way of an e-mail sent 7 to 10 days prior to the registration.

The host team will consist entirely of student employees, who have classes and front desk shifts. It is essential that sponsors request a change in check-in or checkout times with Guest Services office at least three business days in advance. We may be unable to accommodate last-minute changes in check-in or checkout times. Our staff are not full-time employees who can be immediately sent from an office to assist.

Early Arrivals and Late Departures

The need for early or late occupancy of rooms (beyond the official dates and times of the conference) should be discussed with Guest Services office staff as early as possible. This includes rooms of adult supervisors and participants, camp stores, storage, etc. Potential overlap with other conferences, the number of people involved, whether desk staff are already scheduled and other variables will affect the options available.

- If boxes will be delivered to a hall before a conference arrives, the conference will be invoiced for storage space, beginning with the day of delivery.

- Early arrivals and late departures may need to stay temporarily in guest housing. Participants who are 17 years of age or younger must have an adult supervisor.

- In case of early or late room occupancy and/or meals provided, the sponsor and Guest Services will need to know whether the additional cost will be invoiced to the conference, or will be paid by each participant.
Registration / Check-in

We use the terms *registration* and *check-in* interchangeably.

Check-in Logistics

Many check-ins occur in the lobby of Derby Dining Center, which offers more space and flexibility than our residence hall lobbies. Air conditioning is a consideration in residence hall lobbies, and space is limited. If a line extends outside a residence hall lobby, participants tend to hold airlock doors open, and the lobby temperature quickly increases. The Derby Dining Center lobby is a much better option for checking in a conference of 50 or more. You will be asked to indicate your preference for check-in and checkout location, as well as starting and ending times, on the Request for Services online. Please visit with the Coordinator for Conferences if a check-in or checkout period of three hours or longer is planned. (We understand that adult groups such as research programs, as well as team camps, will have participants traveling from other states, and an all-day check-in period may be needed.)

Changes in hall assignments and/or check-in locations may be necessary. Sponsors will be notified when a change must be made. We will not change a location unless there is a good reason for doing so.

Some camps ask us to come to their site for the check-in. We will be happy to work with you on this, but we request advance notice. Experience has shown us that it is very helpful to have your conference and housing staff at the same site, as last-minute questions and occupancy changes usually occur.

Checkout

Requested changes to the original checkout time must be discussed with the Guest Services office three business days in advance, as we normally have only one staff person at each reception desk, and desks are not staffed 24/7.

Youth Conferences and Adult Supervisors

Youth room rates are available for qualifying conferences. See page 14. To qualify for the youth rate, a conference must consist primarily of participants who are 17 years of age or younger. A meal package is required.

We require a ratio of one live-in adult supervisor per 15 youths. The required number of adult supervisors will be invoiced at the youth room rate. If there is a significant number of additional adults, beyond the ratio of one adult per 15 youths, the adult room rate will apply for the additional adults.

In our high-rise halls, the occupancy ranges from about 24 on corridors with suites, to 34 on corridors with regular double rooms. Planning for two adult supervisors per corridor would be a good idea.

We understand that sponsors will generally not want to assign adult supervisors to rooms with youth campers; therefore, adult supervisor rooms will be invoiced at the double or multiperson rate, if campers are in double rooms.

Adult supervisors are responsible for supervising their participants, and for educating them on policies included in the *Guidelines for Adult Supervisors*. Printed copies will be provided at the registration. An advance copy will be sent upon request, via e-mail, as a PDF file.

Adult supervisors should remain in the residence hall until all youth have checked out. **Adults who bring youth camp participants must be present in the residence hall with their youth. This is emphasized because of past instances (often involving team camps) of campers having too much fun while their sponsor is out with other sponsors.** The alternative is the camp sponsor providing camp staff to serve as adult supervisors.

Sponsors will be asked to provide names of adult supervisors to the Host Team Coordinator at the time of check-in, if this has not been accomplished previously, so we can efficiently communicate in the event of an emergency. An acceptable notification would be to add (AS) after the sponsors’ last names on the occupancy spreadsheet.

We request that sponsors inform parents of the location for pick-up of youth participants at the end of their conference.
SPONSOR RESPONSIBILITIES

Sponsor Responsibilities - Housing

Request for Services

The first step in arranging a conference is completion of the Request for Services online, ideally eight weeks prior to the conference. See the Request for Services at https://apps2.housing.k-state.edu/conference/step1.php.

When sponsors complete the Request for Services, the following information needs to be known: contact information, check-in and checkout dates and times, special requests, request for early arrivals or late departures, meals requested and other dining details, and an estimated number of participants attending the conference.

Room Assignments

Room assignments and roommate pairings are customarily made by the sponsor. The Tactical Technician in the Guest Services office will e-mail an Excel spreadsheet to be used for submitting room and roommate assignments. The spreadsheet will show the corridors and rooms available for use, and will indicate room styles. Blueprints of residence halls can be e-mailed, upon request, as PDF files. (The spreadsheets will give a general idea of floor layouts.)

Sponsors are asked to return the spreadsheet, via e-mail attachment, several business days prior to the start of the conference. Fee slips (which show room numbers) will be printed for all participants, about two days in advance of the check-in. The efficiency of the check-in process will be directly related to the accuracy of assignments sent to us in advance. We in the Guest Services office will be happy to communicate with you, as needed, to have accurate occupancy information prior to the check-in. We do understand that last-minute changes will often occur.

Changes that occur after the spreadsheet is submitted will need to be communicated by e-mail as updates, if the original spreadsheet has been imported into our occupancy database. Feel free to check with us on the best approach.

Team Camps / Group Check-ins

Some youth camp participants will come as teams, counties, etc., rather than as individuals. We have processes for managing group check-ins, but it will be necessary to work together closely to create an efficient plan. For team camp room assignments, we may be able to import your own spreadsheet if 1. it includes the team name, affiliation, etc., and 2. you add a hall designator and room number for each participant. This will save you having to retype participant and team names in our spreadsheet. On the other hand, our spreadsheet shows a line for each available bed, and helps you avoid assigning too many to a room. With good communication, we can maximize the efficiency of your check-in process. Having participant names in advance reduces the delay caused by our staff having to hand-write information upon arrival; however, if numerous changes are likely, having names in advance may not help.

In Advance

Desk staffing is scheduled up to 2½ weeks in advance of your check-in. In order to appropriately staff reception desks, we request that copies of conference brochures and schedules be sent to the Guest Services office three weeks prior to the start of the conference. We are interested in the times of daily activities and off-campus events. These schedules are also used by Dining Services dietitians to determine how much food to order, how many serving lines will be needed, etc. so we are especially interested in activities around meal times.

When possible, please contact the Guest Services office three weeks prior to the conference to discuss arrangements for persons with disabilities.

Parking

Housing and Dining Services does not issue parking permits. Contact Rose at Parking Services (785 532-7275) for information on acquiring permits to provide for your participants. Participants will need to purchase a temporary
parking permit (if not provided by your conference), in the Parking Garage, or after hours at the K-State Police office, on the west side of Edwards Hall, 1701 Denison Ave. Participants with a permit may park in general lots designated by letters D, GM, J, O, R, T, W and Z, excluding reserved and other restricted stalls in these lots. The web site for Parking Services is http://www.k-state.edu/parking.

Temporary permit charges for 2014 are currently $5 per day, $20 per week and $40 per month. As of publication of this planner, charges for 2015 have not been set.

K-State staff helping with your conference may park in residence hall lots, by displaying any valid K-State permit. In the summer, permits are only required in residence hall lots from 7 a.m. to 5 p.m., Monday - Friday.

If participants' vehicle keys will be collected, it is the sponsor's responsibility to facilitate this, and to keep the keys.

Emergencies
It is important for sponsors to notify Housing and Dining Services staff whenever an incident requiring medical or police attention occurs. We want to work closely with you to assure the well-being of conference participants.

Agreement
The agreement has evolved into a final step before the invoice is sent. It shows the per-person room and meal charges, plus add-ons such as sponsor meals and extra services. Aside from the agreement, the Coordinator for Conferences will be happy to outline per-person charges, in writing, for a sponsor who is considering staying with us, has budget concerns, etc. The agreement will be mailed to the conference sponsor. Please return the original paper document, with signatures, to the Guest Services office, in the envelope provided.

Lost Items
Items abandoned and found in our facilities will be collected by the Guest Services office. Sponsors will need to contact us to collect participants' items. Unclaimed items will be donated to charity or disposed of 14 days after a conference ends. Please encourage participants to label belongings, as many items are lost or forgotten. Our #1 lost item in recent summers has been cellular phone chargers, but retainers and socks have been high on the list.

Sponsor Responsibilities - Dining Services
Sponsors are asked to inform participants on which meals will be provided. If a participant uses their access card for meals not prearranged by the conference, the conference will be invoiced for those meals.

Sponsors should contact the Dining Services Special Events Manager three weeks prior to the start of their conference for special Dining Services events (e.g., receptions, picnics or buffets). Requests received less than three weeks in advance may not be accommodated, and will be subject to a late fee.

Sponsors must contact the Dining Services Special Events Manager to confirm numbers attending special dining events 48 hours in advance, in person, in writing or by e-mail. Conferences will be invoiced at the number given by the sponsor to Dining Services, and received prior to the 48-hour deadline. Under no circumstances will a conference be invoiced at a lower-than-expected number given to Dining Services with less than 48 hours' notice before the event.

Sponsors must notify Dining Services six hours before the scheduled pick-up time if a picnic will be canceled because of inclement weather.

It is the sponsor's responsibility to return borrowed equipment directly to a Dining Services manager. Dropping off equipment without verification of the return by a Dining Services manager can result in charges for lost equipment.

Desk staffing is scheduled up to 2½ weeks in advance. In order to appropriately staff reception desks, we request that copies of conference brochures and schedules be sent to the Guest Services office and Dining Services Special Events Manager three weeks prior to the start of the conference. We are interested in the times of daily activities and off-campus events. These schedules are also used by Dining Services dietitians to determine how many serving lines will be needed, so we are especially interested in activities around meal times.
POLICIES

K-State Basic Policies

Participants are expected to abide by all university, state and federal laws and regulations.

Any violation of the Kansas State University discrimination or harassment policies will be referred to the Office of Student Life. The university's policies can be found at http://www.ksu.edu/policies/ppm/3000/3010.html.

Smoking is not permitted in any university building, or within 30 feet of the residence halls.

The university reserves the right to make changes at any time. Check with Housing and Dining Services to learn if changes have occurred.

Every vehicle parked on campus must have a valid K-State permit. Please see Sponsor Responsibilities - Housing.

Housing and Dining Services Policies

Housing and Dining Services and Kansas State University are not responsible for loss of or damage to, from any cause, the participant's property or any person's property in the residence halls and/or dining centers. Participants must provide their own protection against loss of or damage to their personal belongings.

Housing and Dining Services and Kansas State University are not responsible for injury to the participant, their family or guests which might result from use of the residence halls and/or dining centers.

Housing and Dining Services, Kansas State University and the State of Kansas, their offices, agents and employees, are hereby released from all liability for personal injury or property damage arising from use of the residence halls and/or dining centers, including liability for negligence.

Housing and Dining Services reserves the right, in dealing with disruptive individuals, to remove them from the residence halls and/or dining center when problems occur. Reasons to remove participants include, but are not limited to: threat of or physical violence, physical or verbal threats, verbal abuse or inappropriate language, intentional and flagrant destruction of property, breaking into a building and being on a window ledge. Removal may apply for these occurrences, whether on Housing and Dining Services property or at other campus locations. Conferences will be invoiced the entire per-person room and board contractual amount for anyone removed from the residence halls.

To ensure privacy, a participant's room will not be unlocked by Housing and Dining Services staff if requested by sponsors, adult supervisors or other participants unless a signed statement from the participant allowing entrance into their room is on file with the sponsor, and presented to Housing and Dining Services staff prior to room entry. If the participant is 17 years of age or younger, prior written approval must be granted from a parent or legal guardian. If the sponsor anticipates a need to enter any participant's room, it is the responsibility of the sponsor to obtain a signed statement in advance. The Guest Services office can provide a sample of a release form.

Food safety regulations do not permit conferences to resell nonprepackaged food (e.g., pizza, sub sandwiches, etc.) to participants in residence halls.

Selling of items on the front porch of a residence hall, from a tent or table set up on the lawn outside of a residence hall, or from a vehicle in a residence hall parking lot is not permitted.

Participants may not bring certain items into the halls because of electrical limitations and/or safety concerns. Items not permitted are: air conditioner, space heater, halogen lamp with an exposed bulb, open flame devices (e.g., candles, incense, incense burner), appliances with an open or closed heating element (except for coffee makers and flameless candle warmers), and illegal or unauthorized materials (e.g., alcohol, drugs, fireworks, explosives, stolen property, weapons, including but not limited to: firearms, BB guns, air rifles, paintball guns, knives, switchblades, decorative swords, brass knuckles, martial arts weapons, ammunition, tasers, Airsoft® toy guns, stun guns, bows and arrows, etc.).
Participants who are 21 years of age or older may consume, or be in possession of, alcoholic canned or bottled beverages that are 3.2% or lower in alcohol content. A participant who is 21 years of age or older may be in possession of 30 or fewer containers of 3.2% alcoholic beverages. If a participant is over 21, and their roommate does not meet that qualification, the participant who is 21 may consume 3.2% alcoholic beverages if they have consent of their minor roommate, and the door is closed when alcohol is consumed. Visitors to the hall who are over 21 years of age may drink 3.2% alcohol beverages as long as the hosting participant is over 21 and is present at the time of consumption, and they have the consent of all other roommates.

Open containers are prohibited in all residence hall stairways, elevators, lobbies, front porches, general public areas and in resident rooms with the door open.

The use of alcohol does not circumvent participants' responsibility for the consequences of their behavior under the influence of alcohol, and/or other prohibited substances. Any person 21 years or older is responsible for a minor, if they knowingly supply them with an alcoholic beverage.

Because of copyright laws, VCRs and DVD players are not available for checkout. Each hall has a television room.

Authorized personnel are allowed periodic and emergency access to a participant's room to determine if university property is being maintained satisfactorily, and to ensure the health and safety of all residents and participants.

The only animals permitted in the residence halls and dining center are service and therapy animals. For conferences and guest housing, pets are not allowed. http://www.k-state.edu/policies/ppm/7800/7840.html#S.100

Placement and removal of signage is the responsibility of sponsors. No sign posts or anchors may be put in the ground without consulting with the Guest Services office, because of underground 208-volt wiring and sprinkler systems. Conferences will be invoiced for any damage caused to Housing and Dining Services property by signage.

Conferences may be invoiced for damage and/or misuse of elevators.

Excessive messes caused by participants in rooms, bathrooms, public areas and the dining center may result in additional charges to the conference. The fee for a biohazard cleanup is $50.00.

**Participants may not open windows or remove screens.** Open windows waste energy and increase building humidity, which causes condensation issues. Open windows also encourage noise, items thrown from windows and dangerous situations. Conferences will be invoiced if window screens are removed. Window screens are secured with a red warning seal. If this seal is broken, a $25.00 charge will be assessed for each seal.

The residence halls have appropriate fire protection equipment, including a smoke detector in each room and a general fire alarm system in each hall. It is illegal to tamper with fire protection equipment. This may result in a fine and/or prosecution. Smoke detectors are equipped with either a warning seal or an electronic monitoring device. If the smoke detector is tampered with or removed, a $50.00 charge will be assessed.

The following guidelines for decorations in residence halls are expectations of the Kansas Fire Marshal.

- An open line of sight to exit signs and emergency lights must be maintained, so it is possible to see how to exit the building from all locations in a corridor or lobby.
- Decorations must be kept clear of fire safety equipment (smoke detectors, sprinkler heads and fire extinguishers).
- Nothing may obstruct traffic in the hallways, so nothing may be setting in the hallway.
- Nothing may be hung in front of doorways.
- False walls may not be constructed.
- No more than 25% of a wall or door may be covered.
- Streamers may not be continuous across a ceiling. Gaps are required between streamers, in five-foot sections.
- Electrical cords for lights may not pass under a door, or between the door and frame, and must be three-prong grounded.
- Large amounts of plastic materials (e.g., trash bags) may not be used on walls or floors.
- Hay or leaves may not be used.
Care should be taken with tape. Use of cellophane tape or packing tape on finished wood can pull off varnish. Masking tape is generally safe for use on wood. Use of any kind of tape on ceiling tiles is certain to pull off paint.

For camps that customarily put up decorations, some advance expectations may need to be communicated.

**Courtesy**

Activities are limited to assigned corridors, lobbies and public areas. Participants are asked to respect the privacy of residents in other residence halls and corridors, and in the dining center.

Some participants occasionally fail to observe common courtesy to other attendees, either by creating excessive noise, engaging in horseplay, littering, vandalism or other destructive behavior. Disruptive or destructive behavior will be addressed with sponsors, and may result in termination of services and removal of participants involved.

**Safety and Security**

A exterior door access card will be issued to each participant at check-in. It will allow access to the residence hall from the dining center (Derby Complex), and access to other exterior doors. Residence hall exterior doors (including lobby doors) will be locked 24 hours per day. An exception may be made during the check-in or checkout times for a conference, when many people will be moving through the main lobby. Visitors may call the front desk from a telephone at the main entrance of the hall. We encourage participants to lock their room doors and carry their room keys and access cards at all times. Access cards will only admit participants through the front lobby doors after 9 P.M.

As a safety precaution, sports playing is not allowed anywhere in the buildings.

Elevator abuse (e.g., overloading, jumping, slamming and jamming doors, etc.) is dangerous. Elevator use may be restricted, if necessary. Participants staying on floors 1 through 3 are asked to use the stairs, if possible. Conferences may be invoiced for damage or overloading of elevators.

**Participants may not open windows or remove screens.** Open windows waste energy, increase building humidity, cause condensation issues and increase air conditioning costs. Open windows also encourage noise, items thrown from windows and dangerous situations. Conferences will be invoiced if screens are removed from windows. Window screens are secured with a red warning seal. A $25 charge will be assessed for each broken seal.

The residence halls have appropriate fire protection equipment, including a smoke detector in each room and a general fire alarm system. It is illegal to tamper with fire protection equipment. This may result in a fine and/or prosecution. Smoke detectors are equipped with a warning seal. If the smoke detector is tampered with or removed, a $50 charge will be assessed.

Each participant will be issued a room door key. Participants should not place the registration receipt with the room key set, as it indicates the room number. If a student room key is lost, we always change the lock and replace all keys. The charge for this is $50.00. The cost of lock changes or damages will be included in the conference invoice. We do not collect lock change or damage charges directly from participants.

**Beds**

We set most beds on the floor, since some of our guests are unable to use a lofted or bunked bed.

**Conference participants may not adjust or disassemble beds.** Bunked and lofted beds have safety brackets and pins that must remain in place in order for the beds to remain stable. We use mallets to ensure that bed frames are soundly assembled. Participants must contact residence hall staff if a change in bed height or configuration is needed. Our experienced maintenance staff do not attempt these adjustments alone, or without the proper tools.
**RATES**

<table>
<thead>
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<th>Category</th>
<th>REG. Double</th>
<th>REG. Single</th>
<th>SUITE Multi</th>
<th>SUITE Single</th>
</tr>
</thead>
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<td>Youth</td>
<td>$20</td>
<td>$26</td>
<td>$22</td>
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<tr>
<td>Adult</td>
<td>$27</td>
<td>$35</td>
<td>$30</td>
<td>$42</td>
</tr>
</tbody>
</table>

1 To receive a youth room rate, a meal plan must be taken.

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**Meals in Derby Dining Center (Monday - Saturday)**

- Breakfast ........................................................................................................ $6.00
- Lunch ..................................................................................................................... $7.50
- Dinner ..................................................................................................................... $9.50
- Daily Discounted Meal Rate 2 ........................................................................... $19.00

2 The daily meal rate applies for three meals taken on the same day, Mon. - Sat.

**Meals in Derby Dining Center (Sunday)**

- Sunday Breakfast ................................................................................................. $6.00
- Sunday Noon Meal .................................................................................................. $9.50
- Sunday Evening Meal (normally not served) 3 ...................................................... $7.50

3 A minimum of 150 participants (including participants from other conferences) is required to open a dining center on a Sunday evening.

**Sack Meal (with meal plan)**

- Preparation Charge (per sack) ................................................................. add $1.00
- Beverage (each) ............................................................................................. add $1.00

**Sack Meal (guests not on meal plan)**

- Breakfast .............................................................................................................. $7.00
- Lunch ..................................................................................................................... $8.50
- Dinner ..................................................................................................................... $8.50
- Beverage (each) ................................................................................................. add $1.00

**Extended Stays**

Individuals staying 14 days or longer qualify for a discounted 20-meals-per-week room and board plan. Contact Guest Services (532-6368) or guestrh@ksu.edu.

**Guest Meals**

All meal charges for a conference will be invoiced to the sponsor. The sponsor may request meal access for non-resident guests, participants or staff. The rates are shown above.
Meal Rates for Children

Under 2 Years..................................................................................................................No charge when eating from parent’s plate
2-6 Years ..............................................................................................................................Half price for child's portion
7 Years and Up ...................................................................................................................Full price

Reception, Picnic and Buffet Rates

Party Trays

Cheese Ball & Crackers .......................................................... Serves 20–25.................................$22.50
Includes a 2-pound cheese ball and 24 ounces of crackers.

Cheese Block & Crackers .......................................................... Serves 20–25.................................$22.50
Includes a 2-pound cheese block and 24 ounces of crackers.

Cubed Cheese ........................................................................ Serves 20–25.................................$25.00
May include 2 pounds, 4 ounces cubed Cheddar, Monterey Jack, Swiss and/or Provolone cheese.

Deli Meat & Cheese Sandwich Assembly Package .......................................................... Serves 16–20.................................$37.00
Includes a tray with sliced turkey, ham, and roast beef plus Cheddar, Cojack and Swiss cheese. Price includes assorted buns, condiments and a vegetable toppings tray. Approximately 3½ pounds of meat and 1½ pounds of cheese.

Fresh Fruit Platter ........................................................................ Serves 20–25.................................$38.00
7 pounds of fruit served on a 16" platter. May include melons, grapes, berries, apples and/or pineapple.

Fresh Veggies & Dip ........................................................................ Serves 20–25.................................$32.00
6 pounds of veggies and 2 cups of dip per 16" platter. May include broccoli, cauliflower, carrots, celery, olives, mushrooms and/or radishes with choice of onion or dill dip.

Fruit & Cheese Combo ........................................................................ Serves 20–25.................................$35.00
Includes assorted cheese cubes and 4 different fruit choices. 24 ounces of cheese and 5 pounds of fruit served on a 16" platter.

Layered Fiesta Dip ........................................................................ Serves 10–12.................................$25.00
Includes refried beans, guacamole, sour cream, chopped veggies, black olives and tortilla chips served on a 16" platter.

Nut Bread Tea Sandwiches ........................................................................ Serves 20–25.................................$25.00
Assorted tea sandwiches with cream cheese filling. 48 sandwiches per 16" platter.

Petite Rolls & Sliced Deli Meats .......................................................... Serves 20–25.................................$37.00
40 petite rolls served with American and Swiss cheese slices, tomato and lettuce plus choice of sliced deli beef, turkey or ham. 2½ pounds of meat and 1¼ pounds of cheese.

Sliced Sandwich Wrap ........................................................................ Serves 20–25.................................$35.00
Turkey or ham rolled in a flour tortilla with leaf lettuce, onion, bell pepper, shredded carrots and Caesar mayonnaise. 40 1½" slices on a 16" platter.

Tea Sandwiches ........................................................................ Serves 20–25.................................$30.00
White or wheat bread sandwiches filled with choice of salad filling. 48 tuna, ham or chicken salad sandwiches per 16" platter.
Breads

Bagels & Spreads .................................................................................................................. $1.00 each or $2.50 for 3
Choices include plain, blueberry and cinnamon raisin.

Breads (24 ½” slices) .......................................................................................................... $14.00
Choice of apple cherry, banana nut, banana or pumpkin bread.

Jumbo Cinnamon Rolls (8-oz.) ......................................................................................... $1.50 each or $8.00 for 6

Jumbo Caramel Pecan Rolls (8-oz.) ................................................................................... $2.25 each or $12.00 for 6

Muffins (2½” diameter) ...................................................................................................... $1.00 each or $2.75 for 3
Choice of banana, blueberry, bran raisin, orange streusel or sweet potato muffins.

Beverages

Bottled Water (16-oz) .......................................................................................................... $1.00/bottle

Brewed Coffee ................................................................. Serves 12–14 ........ $4.75 per 2¾-quart pot

Brewed Coffee ................................................................. Serves 16–20 ........ $7.00/gallon

Fruit Punch ......................................................................................................................... $8.00/gallon

Hot Water and Gourmet Tea Bag Assortment .................................................... Serves 10 ........ $2.00

Iced Tea ................................................................................................................................ $5.00/gallon

Lemonade ................................................................................................................................ $8.00/gallon

Orange Juice ...................................................................................................................... $10.00/gallon

Soft Drinks (12-oz. cans) ................................................................................................. $1.00/can

Soft Drinks (20-oz. bottles) ............................................................................................... $1.50/bottle

Cakes

Iced Layer Cake (9” round) ............................................................................................... Serves 10–12 ........ $15.00

Medium Iced Decorated Sheet Cake (18” x 13”) ....................................................... Serves 30–35 ........ $24.00

Medium Iced Sheet Cake (18” x 13”) ............................................................................. Serves 30–35 ........ $20.00

Small Iced Sheet Cake (9” x 13”) .................................................................................. Serves 12–15 ........ $13.00

Cookies

Cookie Bars .......................................................................................................................... $9.00/dozen
Choice of M&M, chocolate chip, brownies, or iced pumpkin.

Home-Style Cookies .......................................................................................................... 65¢ each or $7.50/dozen

Large Gourmet Cookies ..................................................................................................... $1.00 each or $11.00/dozen

Petite Cookies .................................................................................................................... $2.75/dozen

Super Cookies (1½ pounds, decorated) .......................................................................... $10.00 each
**Picnics**

**Barbecue Sandwich Package** ................................................................. Additional $2.50/person, with Agreement $9.50/guest

Includes barbecue beef, buns, sliced dill pickles, chips, vegetable relishes, baked beans, fresh fruit, cookies, water, lemonade or iced tea. Paper supplies and serving utensils are provided. Please specify heated or chilled baked beans. Pick up and return your picnic supplies at the dining center dock at the prearranged times.

**Fried Chicken Package** ................................................................. Additional $2.50/person, with Agreement $9.50/guest

Includes chilled fried chicken, pasta or potato salad, vegetable relishes and dip, baked beans, fresh fruit, cookies, water, lemonade or iced tea. Paper supplies and serving utensils are provided. Please specify heated or chilled baked beans. Pick up and return your picnic supplies at the dining center dock at the prearranged times.

**Team Grilling Package** (previously known as Barbecue) ..................................... Additional $2.50/person, with Agreement $9.50/guest

Includes everything your group needs to grill their own hamburgers and hot dogs with buns, sandwich condiments, chips, vegetable relishes, baked beans, fresh fruit, cookies, water, lemonade or iced tea. Charcoal, lighter fluid, grills, paper supplies and serving utensils are provided. Please specify heated or chilled baked beans. Pick up and return your grilling package at the dining center dock at the prearranged times. (Garden burgers are available on request.)

**Buffets*  

**Dessert Bar** ................................................................. $3.00/person when in conjunction with a meal

Brownies or cake, two flavors of ice cream, hot fudge sauce, caramel sauce, chopped nuts, whipped topping, chilled strawberries, coffee and tea.

**Italian Buffet** ................................................................. $14.00/person

Marinated chicken breast, manicotti, Italian meat sauce, marinara sauce, three pepper Alfredo sauce over linguine or fettucine. Broccoli spears, French bread, tossed salad, and sherbet or ice cream accompany.

**Kansas Buffet** ................................................................. $16.00/person

Carved sirloin of beef or boneless breaded chicken breast, whipped potatoes and gravy, mushroom rice pilaf, cut green beans, whole kernel corn, white and wheat rolls, tossed salad, cake/pie and K-State ice cream. May substitute carved turkey breast and country-fried steak as alternative entrée choices.

**South-of-the-Border Buffet** ................................................................. $13.00/person

Beef tacos, chicken fajitas, beef tostadas, cheese enchiladas and nachos. Mexican rice and refried beans or spicy pinto beans accompany. Shredded lettuce, tomatoes, olives, peppers, cheese, onions, guacamole and picante sauce are included. Ice cream and hot cinnamon fudge sauce complete this meal.

*Prices are for on-premises buffets. Off-premises buffets incur additional charges.*
**Sack Meals**

**Group Make-Your-Own Sack Lunch Line** ........................................................................................ .................. $15.00/hour for setup and break down / Dining Services employee

Conference participants requiring assistance with the make-your-own sack meal will incur attendant fees.

**Group Prepared** .................................................................................................................................................... Additional $1.00/person, with agreement

**Prepared Breakfast Sack** .......................................................................................................................... $7.00/guest

**Prepared Sandwich Sack** .......................................................................................................................... $8.50/guest

Sandwich sacks include meat and cheese sandwich, chips, relishes, fresh fruit, and cookies. Beverages or other menu options may be ordered for an additional fee.

**Services and Charges**

Arrangements must be made at least three business days in advance for these special requests and reservations:

**Telephone lines at registration/check-in** ................................................................................................. $50.00/line

**Residence hall space for storage, displays, store, etc.** (including residence hall rooms) .......................................................................................................................................................................................... $35.00/day (nonsuite) $40.00/day (suite)

**Staging (8 ft. x 16 ft.)** (available for use only on Housing property) .............................................................. $200.00

**Study rooms in residence halls** ................................................................................................................ $26.00/day

**Conference rooms in residence halls** ..................................................................................................... $50.00/day

**Rooms in Derby Academic Resource Center**

- 133B ................................................................................................................................................................. $75.00/day
- 134 ................................................................................................................................................................. $75.00/day
- 134D (not available in 2015) ........................................................................................................................ $50.00/day

**After-hours use of dining centers** ........................................................................................................ $100.00/first hour $30.00/additional hour

**Exhibit/vendor space in dining centers** ................................................................................................ $75.00/exhibit/vendor

**Food and beverage delivery** ........................................................................................................ $10.00/trip (within dining unit complex) $30.00/trip (other on-campus location) $50.00/trip (off-campus location)

**Food and beverage event employee charge** ........................................................................................ $15.00/hour/Dining Services employee

**Food and beverage set-up charge for receptions** ................................................................................ $15.00/set-up/Dining Services employee

**Food and beverage set-up and event employee charge** ........................................................................ $15.00/hour/Dining Services employee

**Dining service linen rentals**

- Linen napkins ........................................................................................................................................... 75¢ each
- Linen tablecloths ....................................................................................................................................... $5.00 each
INVOICE

The invoice will list all charges for a conference, including special dining requests, lost keys, missing property and damages. We do not invoice individual participants for lost keys, damages, etc. associated with a conference.

If individuals need to stay before or after the dates of the conference, we will work with you on options. They may need to be housed in our guest housing hall. Having them make individual arrangements and payment is an option.

Services requested apply to all participants staying in the residence halls. Meals are optional (except to qualify for the youth rate, or the multiple-week discounted rate). Meal and room requests are treated as a package, and the conference will be invoiced accordingly, whether or not all participants utilize the services requested in the agreement (e.g., stay the requested number of nights and/or eat all meals). Charges are not prorated.

Efficient service to the conferences currently with us must be our top priority. In the month of June 2012, we hosted 45 conferences and over 4,000 participants. Work on invoices must sometimes be set aside, especially in June. Invoices including special dining requests require extra time in which to compile charges. We will make every effort to produce the invoice within three weeks of the checkout. Some invoices will be completed much more quickly.

We realize that some sponsors operate on a fiscal year ending on June 30. Some sponsors have found it helpful to encumber state funds sufficient to pay the invoice in the fiscal year beginning in July. The Coordinator for Conferences will be happy to work with you in advance to estimate your costs, based on a projected number of participants. The conference agreement will also be useful for these estimates, since it shows itemized, per-person charges.

Payment will be due upon receipt.

CONTACT INFORMATION

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http://housing.k-state.edu/guest-housing
(Click on Conference Services.)

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