

2009 Summer Conference Planner

Welcome

Welcome to K-State Housing and Dining Services! Our staff is pleased to assist in your conference plans by offering quality services at reasonable rates.

Housing and Dining Services is a self-operated department with functional units responsible for dining services, residence life, apartment living, facilities management, information systems and business operations. Residents, through their contracts and apartment agreements, and conference participants are the primary sources of revenue for all departmental functions. No state funds are received.

We are pleased your participants will stay in K-State's residence halls. We will do our best to accommodate your requests. A Housing and Dining Services student staff is available to attend an orientation meeting to review policies and, on request, give a tour of the residence hall(s) and the dining center. Arrangements must be made with the Guest Services office three business days in advance. To request a special K-State welcome and/or a specialized campus tour, contact Denise Poindexter of New Student Services. Arrangements must be made in advance, and Denise may be contacted at 785-532-6318.

To assist K-State and Housing and Dining Services in their conference recruitment process, photographs may be taken at hall and dining events and 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 by the Association of College and University Housing Officers-International, the National Association of College and University Food Services, and other housing and dining professional publications. If you have questions or concerns about this, please contact the marketing coordinator before the event at 785-532-2645.

Housing—General

The Guest Services office (785-532-6368) is located in the Academic Resource Center of Derby Dining Center. It is open Monday–Friday, 8 a.m.–5 p.m.

All residence halls are air-conditioned and conveniently located on campus within walking distance of recreational facilities and campus activities.

Services requested apply to all participants of a conference staying in the residence hall(s). Although meals are optional (except for youth rate requests and conferences staying two weeks or longer), meal and room requests are treated as a package and the conference is invoiced accordingly. This applies whether or not all participants fulfill the terms of the Housing and Dining Services Agreement (i.e., stay the requested number of nights and/or eat all requested meals). Charges are not prorated.

A television room, vending machines, message board and periodic front desk operations are a few of the conveniences offered to participants in the residence halls.

Each residence hall has a laundry facility. No soap dispensers are available and only a limited amount of liquid soap can be used in the machines. Participants may purchase laundry use cards at the Moore front desk for \$3.00 cash (the price to wash and dry two loads of laundry). These cards may be used in any hall laundry facility. Refunds are not available for unused value. Sponsors may designate staff who may sign for laundry cards for a conference. This dollar amount will be added to the conference invoice.

Public areas within and surrounding the residence halls and other Housing and Dining Services property are not automatically available for meetings.

Residence hall front doors are locked at 9 p.m. Moore is unlocked at 6 a.m., and other residence halls (when in operation) are unlocked at 7 a.m. Visitors may call the front desk or participants' rooms from the telephone provided at the main entrance of each hall.

Sometimes **unforeseen circumstances** occur. Housing and Dining Services is not responsible for last-minute changes in services provided, including utilities (e.g., air conditioning, hot water, etc.), 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 or reduce the inconvenience caused by the problem. Monetary adjustments are not provided.

Guest Rooms

Standard rooms are available for double or single occupancy. Each wing with standard rooms has a community bathroom.

For an additional charge, suites are available. These renovated rooms house from one to four persons. All suites have a connecting bathroom. Some suites have a private bathroom. The most common configuration is separate two-person rooms with a connecting bathroom between them. When assigned to a suite without it being requested, the additional charge is waived.

No more than two participants are allowed to stay overnight in a double-occupancy room.

Amenities include a bath towel, hand towel, washcloth, plastic drinking cup, sheets, blanket, pillow and pillowcase. Towels and linens may be exchanged at the front desk. Extra blankets, pillows and complimentary soap are available at the residence hall front desk. To assist custodial staff, all guest services items must remain in the room when a participant checks out.

A participant has a twin bed, desk and chair, storage drawers, closet space, window blinds and a wastebasket in their room. All furniture provided must remain in the room.

A **telephone** for campus and local calls is provided in each room. Telephones are not provided for participants checking out within seven business days prior to the residence halls opening for the fall semester, regardless of check-in date. Long-distance calls can be made by using a calling card or calling collect. Additional charges are invoiced to a conference if any participant, sponsor or adult supervisor disconnects, damages, tampers with or removes any part of the telephone.

For **Internet** access after check-in, a participant who brings a personal computer and wants an in-room ResNet ethernet connection may get more information at <http://housing.k-state.edu/resnet>. There is no charge for wireless access available in the residence halls. Information for wireless access is available at the residence hall front desk. An ethernet connection allows e-mail, Internet and K-State network access. Printing is available at the Moore front desk for a nominal fee.

Participants may not bring certain items into the halls due to 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 heating element (e.g., toaster, toaster oven, hot plate, grilling appliance, sandwich maker), 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, air soft toy guns, bows and arrows, etc.).

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

Bathrooms

Each wing with standard rooms has a community bathroom. Suites have private or shared bathrooms. Due to fire safety regulations, state law does not allow bathroom doors of a suite sharing a bathroom to be locked from inside each resident's room.

On floors with community bathrooms, male and female participants are not assigned to the same wing (except families) or allowed to use the same bathroom. Although family members may be assigned to the same wing, they need to use appropriate bathrooms on another wing.

Front Desk Services

Hall staff, facilities management staff and front desk staff are available to respond to the needs of participants.

If a participant has a **maintenance** problem or needs instructions on how to operate the room air conditioning, they should go to the front desk of their assigned residence hall.

Sponsors must notify the staff at the residence hall front desk whenever an issue requiring **medical** or **police** attention occurs concerning participants. This assists the staff with inquiries.

Residence hall front doors are locked at 9 p.m. Moore is unlocked at 6 a.m., and other residence halls (when in operation) are unlocked at 7 a.m. Visitors may call the front desk or participants' rooms from telephones provided at the main entrance of each hall.

Mail is available at the residence hall front desk. The sender should include the name of the conference in the mailing address. Participants should check the message board at the front desk to see if they have mail or messages. Identification is required to pick up mail.

Recreational items (e.g., board games, balls, etc.) and irons are not available for conference or guest housing participant checkout from the front desk of the residence halls. An exception is made for adults in Moore staying two weeks or longer.

Due to copyright issues, VCRs and DVD players are not available for checkout through Housing and Dining Services. Each residence hall has a television room. For further clarification, contact the Guest Services office.

For liability reasons, the residence hall front desks are not allowed to take possession of personal items left for distribution to participants.

To ensure the front desk is staffed appropriately, sponsors are responsible for informing the Guest Services office three weeks prior to the start of their conference of times participants will be away from the residence hall(s) (e.g., field trips, classes, activities).

Internet/Computer Lab Access

After check-in, a participant who brings a personal computer and wants an in-room ResNet ethernet connection may get more information at <http://housing.k-state.edu/resnet>. There is no charge for wireless access available in the residence halls. Information for wireless access is available at the residence hall front desk. An ethernet connection allows e-mail, Internet and K-State network access. Printing is available at the Moore front desk for a nominal fee.

E-mail/web browser stations located in some of the residence hall lobbies (Ford, Goodnow, Haymaker, Moore and West) may be used, with proper access, by students with summer contracts, conference and guest housing participants. No special arrangements are needed. Specific instructions necessary for participants to access the university computer network are provided at the residence hall front desk. Be advised this provides unrestricted access. Sponsors should contact the Guest Services office if participants should not have access to e-mail/web browser stations. If e-mail/web browser stations are not used appropriately, their use may be restricted.

Hall computer labs may only be used by individuals who sign a summer contract and adults in Moore staying two weeks or longer.

Common Courtesy

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

Some participants occasionally ignore common courtesy to other attendees, either by creating excessive noise, engaging in water fights, 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

Housing and Dining Services supports funding for a university police officer to walk the perimeter of all halls on a scheduled basis.

An electronic door-access system requires use of a participant's access card to gain entry into their residence hall after designated hours. Only one card is issued to each participant at check-in. If a participant inadvertently receives more than one card, they must return any additional card(s) to the front desk of their assigned residence hall. The card, which is nontransferable, allows access to the assigned residence hall from the dining center (Derby Complex) and after-hours access to the residence hall front doors. Residence hall front doors are locked at 9 p.m. Moore is unlocked at 6 a.m., and other residence halls (when in operation) are unlocked at 7 a.m. Visitors may call the front desk or participants' rooms from telephones provided at the main entrance of each hall. Outside wing doors have electronic sensors that detect when doors are left ajar. A participant is encouraged to lock their room door and carry their room key at all times.

For safety and security reasons, participants should not place the registration receipt in their card/key holder.

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

One of the most serious and dangerous occurrences is elevator abuse (e.g., overloading, jumping, slamming and jamming doors, etc.). Elevator use may be restricted. Participants staying in the basement or first three floors of a hall are encouraged to access these floors using the stairs. Conferences may be invoiced for damage and/or misuse of elevators.

Participants should not open windows or remove screens. This results in excessive building humidity and works against the air-conditioning system. Open windows also encourage noise, items thrown from windows and dangerous situations. Conferences are invoiced if screens do not remain on windows. Window screens are secured with a red warning seal. If this seal is broken, a \$25.00 charge is 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 residence 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 electronic monitoring device. If the smoke detector is tampered with or removed, a \$50.00 charge is assessed.

Hall/Room Assignments

Rooms cannot be occupied before a designated check-in time without prior arrangements and approval from the Guest Services office. This request must be made three weeks prior to the start of each conference and includes, but is not limited to, adult supervisors, camp stores, storage, etc. If boxes are 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 be required to stay temporarily in a different residence hall if the assigned hall(s) is not officially open on the nights requested.

Male and/or female Housing and Dining Services staff on duty will be on the floors when they do rounds. Male or female staff may also live on each floor (not always the same gender as the participants). Please inform participants of this to avoid embarrassing situations.

Multiple conferences may be assigned to the same floor/wing.

The determination of residence hall assignments is made by Housing and Dining Services and indicated on your Agreement. Housing and Dining Services reserves the right to make reassignments.

Changes in residence hall assignments and/or registration/check-in locations may occur. Sponsors are notified by e-mail when any change has been made and should keep this in mind when communicating with participants.

If the number of participants is greater than the guaranteed number, spaces for 10% over the guaranteed number are assured. Every effort is made to accommodate all participants.

Housing and Dining Services attempts to schedule maintenance projects when conferences are not in the residence halls and/or dining centers. However, this is not always possible with the amount of work that needs to be completed during the summer months and other scheduling issues. Housing and Dining Services apologizes for any inconvenience maintenance projects may cause. Every effort is made to inform sponsors in a timely manner regarding these projects.

Registration/Check-In

Each conference has a **host coordinator** who contacts the sponsor prior to the start of the conference and coordinates the registration. A Housing and Dining Services host coordinator is a student staff who serves as a liaison and provides an additional contact for sponsors.

If the number of tables requested for registration exceeds the number Housing and Dining Services can provide, it is the responsibility of the sponsor to make other arrangements. The number available varies depending on how many conferences check in on the same day and what their needs are. The sponsor is requested to contact the host coordinator to find out how many tables are available.

Conferences scheduled to check in on a holiday, or which have fewer than 50 participants, may be required to report directly to the lobby of their assigned residence hall.

Changes in residence hall assignments and/or registration/check-in locations may occur. Sponsors are notified by e-mail when any change has been made and should keep this in mind when communicating with participants.

Sponsors must notify the Guest Services office, three business days in advance, of any requested change in check-in arrangements.

Sponsors must inform family members and the Guest Services office, by scheduled registration/check-in times, of the location to pick up youths at the end of their conference.

Sponsors must provide each adult supervisor with a copy of the Housing and Dining Services Guidelines for Adult Supervisors by scheduled registration/check-in times. Copies are mailed to sponsors with the Agreement form.

Checkout

Conference checkout time is 2 p.m. Exceptions must have prior approval from the Guest Services office and be noted on the Request for Services form. Sponsors must notify the Guest Services office three business days in advance of any requested change in checkout arrangements.

Participants receive a Housing and Dining Services **satisfaction survey** and are encouraged to return this survey to the residence hall front desk when they check out.

Items abandoned and found in the residence halls or dining centers are turned in to the Guest Services office. Sponsors are responsible for contacting this office during or after the conference and facilitating the return of these items to participants. Housing and Dining Services disposes of all items not collected 14 days after a conference ends.

Adult Conferences

Standard rooms are available for double or single occupancy. Each wing with standard rooms has a community bathroom.

For an additional charge, suites are available. These renovated rooms house from one to four persons. All suites have a connecting bathroom. Some suites have a private bathroom. The most common configuration is separate two-person rooms with a connecting bathroom between them. When assigned to a suite without it being requested, the additional charge is waived.

Housing in Van Zile may be available for adult conferences with a minimum of 50 participants at double occupancy (or 40 in one-person rooms) and a maximum of 64 participants. All rooms in Van Zile are suite style.

The majority of rooms in Ford are suite style and may be available for adult conferences.

Housing in Smurthwaite may be available for adult conferences with a minimum of 36 participants in two- and three-person standard rooms (or 30 in one-person rooms) and a maximum of 46 participants. Smurthwaite has a community bathroom on each floor. This facility is an excellent meeting space for conferences seeking a small living environment. Contact the Guest Services office for specifics on accessible rooms.

Youth Conferences

(Including Qualifications And Requirements)

Conferences must consist of participants who are 18 years of age or younger.

A room and board package (all meals) is required based on requested first and last meals.

There must be at least one live-in adult supervisor per 15 youths on each wing on which participants are housed. Youth conferences are charged room and board for the required number of adult supervisors (one per 15 youths) even if the number is not met.

Only youths and adult supervisors are charged the youth rate; additional adults, beyond the ratio of one adult per 15 youths, are charged the guest services rate. This applies to all conferences which include youths and adults.

Sponsors must provide names of adult supervisors to the Guest Services office at the time of registration/check-in.

Sponsors must inform family members and the Guest Services office, by scheduled registration/check-in times, of the location to pick up youths at the end of their conference.

Adult Supervisors

Adult supervisors are responsible for supervising their participants and educating them on policies included in the Housing and Dining Services Guidelines for Adult Supervisors distributed to them by the sponsor.

There must be at least one live-in adult supervisor per 15 youths on each wing on which participants are housed. Youth conferences are charged room and board for the required number of adult supervisors (one per 15 youths) even if the number is not met.

Adult supervisors are required to remain in the residence hall until all participants in their conference have checked out.

Sponsor Responsibilities—Housing

(Also See Sponsor Responsibilities—Dining Services)

Sponsors must complete and return the Request for Services form *as soon as possible or at least eight weeks prior to a conference*. It is understood this information is tentative at this time and numbers are not guaranteed until three weeks prior to the start of the conference.

When sponsors complete the online Request for Services form, the following information needs to be included: general information, check-in and checkout dates and times, special requests (e.g., linen exchanges, outdoor areas, etc.), meals and an estimated number of participants attending the conference.

Sponsors must sign and return the Housing and Dining Services Agreement with original signatures to the Guest Services office as soon as possible. This Agreement is mailed to the sponsor after the completed Request for Services form is received by the Guest Services office. Sponsors should retain a copy of the Agreement for their records.

Sponsors must submit guaranteed participant numbers to the Guest Services office either in writing or by e-mail, three weeks prior to the start of each conference. It is the responsibility of sponsors to update participant numbers by the specified deadline. If the number of participants falls below 90% of the guaranteed number, resulting in no-shows, conferences are invoiced a \$30.00 maximum charge per no-show, regardless of length of conference, unless the actual rate package (unit price) is less. In those situations the lower price is used. An exception is made for conferences which have 20 or fewer participants.

Sponsors are responsible for returning the provided room/roommate Excel file from the Guest Services office via e-mail attachment, participant brochure(s), schedule(s), and other informational materials to the Guest Services office three weeks prior to the start of their conference.

Rooms cannot be occupied before a designated check-in time without prior arrangements and approval from the Guest Services office. This request must be made three weeks prior to the start of each conference and includes, but is not limited to, adult supervisors, camp stores, storage, etc. If boxes are delivered to a hall before a conference arrives, the conference will be invoiced for storage space beginning with the day of delivery.

Sponsors are responsible for informing the Guest Services office three weeks prior to the start of their conference of times participants will be away from the residence hall(s) (e.g., field trips, classes, activities) to ensure the front desk is staffed appropriately.

Sponsors should contact the Guest Services office if participants should not have access to e-mail/web browser stations.

Sponsors should contact the Guest Services office three weeks prior to the start of their conference to discuss special arrangements for persons with disabilities.

For youth conferences, sponsors must arrange for at least one live-in adult supervisor per 15 youths on each wing on which participants are housed. Youth conferences are charged room and board for the required number of adult supervisors (one per 15 youths) even if the number is not met.

Sponsors must provide names of adult supervisors to the Guest Services office at the time of registration/check-in.

Sponsors must provide each adult supervisor with a copy of the Housing and Dining Services Guidelines for Adult Supervisors by scheduled registration/check-in times. Copies are mailed to sponsors with the Agreement.

Sponsors must contact the Guest Services office to place items in participant rooms before check in. This requires coordination between the sponsor, host coordinator and custodial staff and may not be possible until the day of the event because of other conferences occupying the rooms.

Sponsors must inform family members and the Guest Services office, by scheduled registration/check-in times, of the location to pick up youths at the end of their conference.

Public areas within and surrounding the residence halls and other Housing and Dining Services property are not automatically available for meetings. Scheduling must be approved by the Guest Services office a minimum of three business days in advance.

Conference checkout time is 2 p.m. Exceptions must have prior approval from the Guest Services office and be noted on the Request for Services form. Sponsors must notify the Guest Services office three business days in advance of any requested change in check-in and/or checkout arrangements.

The Guest Services office is not responsible for the collection of money for commuter meals if conferences offer this option to participants.

It is the sponsor's responsibility to inform participants on how to obtain parking permits.

If vehicle keys belonging to participants need to be collected and safeguarded it is the sponsor's responsibility to facilitate this process. Housing and Dining Services assumes no responsibility for the process.

Items abandoned and found in the residence halls or dining centers are turned in to the Guest Services office. Sponsors are responsible for contacting this office during or after the conference and facilitating the return of these items to participants. Housing and Dining Services disposes of all items not collected 14 days after a conference ends.

Dining Services—General

Services requested apply to all participants of a conference staying in the residence hall(s). Although meals are optional (except for youth rate requests and conferences staying two weeks or longer), meal and room requests are treated as a package and the conference is invoiced accordingly. This applies whether or not all participants fulfill the terms of the Housing and Dining Services Agreement (i.e., stay the requested number of nights and/or eat all requested meals). Charges are not prorated.

The award-winning dining services provides a variety of convenient and healthful food choices.

Entrees and most accompaniments are served cafeteria style. Beverages, breads, cereals and condiments are self-serve. A fruit and yogurt bar and bread station are available in the dining room at breakfast. Salad, soup, deli and dessert bars are in the dining rooms at both lunch and dinner. Participants are welcome to return for seconds and are encouraged to enjoy meals while in the dining rooms, as food is not to be carried out. All meals must be eaten in the dining rooms. Meal plans do not include a take-out option. Sack meals, picnics, etc., are exceptions.

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

Other services include sack meals/box dinners, picnics, receptions, after-hours use of the dining centers and limited audiovisual equipment.

Due to food safety regulations, outside food, beverage and beverage containers can not be brought into dining centers.

Meal hours and menus are posted in the residence halls and dining centers. Meal hours are set with the needs of most participants in mind. If conference schedules conflict with these meal hours, an adjustment may be possible depending on the size of a conference and changes requested. Sponsors may contact the dining services manager three weeks prior to the start of their conference to see what options are available. There may be an additional charge for changing meal times.

Shoes and shirts must be worn in the dining center.

Meals—Guest/Staff/Commuter

Participants must 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 is issued. Lost or malfunctioning cards may be replaced by the dining services checker.

Many conferences have commuter, staff and guest meals.

Outside **guests** (including guest speakers) may be invited by conference sponsors to dine with participants. Prior arrangements to receive guest passes must be made with the Guest Services office. The guest meal passes used are added to the conference invoice. Meals may also be purchased at the dining services checker's stand on a pay-as-you-go basis. This pay-as-you-go option also applies to conferences choosing not to utilize a meal package. Prices are available in the Meal Rates section of this conference planner.

Sponsors and/or staff who do not stay on campus may be issued a meal card by the Guest Services office for these **staff** meals and the conference is charged only for meals eaten.

The term **commuter** refers to a participant who does not stay on campus. If they are issued access cards, they are charged the entire commuter meal package rate.

The commuter meal package designated on the Request for Services form must apply to all commuters issued access cards, even if some of the commuters do not eat any or all of the requested commuter meals. Include the dinner meal in the package if commuters are expected to participate in evening conference activities. Since no refunds are given for commuter meals not eaten, commuter meal packages are not prorated on the invoice.

Sponsors are responsible for the collection of money for commuter meals if conferences choose to offer this option to participants.

Sack Meals—Individual/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 must be requested three weeks in advance through 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.

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 (e.g., receptions, picnics, buffets). Requests received less than three weeks in advance may not be accommodated and are subject to a late fee.

For additional dining options, please complete the Special Dining Services Request form online. The Special Dining Services Request form is not a contract. The costs listed may not be the final costs invoiced to conferences, due to changes in requests or in services provided. The dining services manager will contact sponsors to assist in planning and finalizing requests.

For special dining services events, the dining room is set for the confirmed number plus 10%. Unfortunately, if attendees exceed the confirmed number plus 10%, dining services cannot guarantee adequate seating or food for the additional participants. Conferences are 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 rented. If sponsors prefer dining services to deliver, set up and staff functions, they need to request pricing. Other reception items may be available, but not listed. Sponsors may contact the dining services manager for ideas and pricing.

For buffets, coffee, tea and iced 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 apply whenever a change in the furniture arrangement is made. Relocating a piano within the dining center results in a piano-tuning fee assessed by Housing and Dining Services and invoiced to the conference.

If conferences need additional services or want to make food substitutions or additions for picnics and sack meals, sponsors may request pricing. Conferences are invoiced replacement cost for 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 are billed at a minimum of one-hour attendant labor. If an attendant is needed to staff a water station, additional labor charges are assessed. Wax paper cups or delivery to another location is an additional charge.

Charges for special dining services requests for a conference are added to the invoice and are either included under "Additional Charges" on the Housing and Dining Services Agreement or calculated separately.

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

Sunday Evening Meals/Events

Sunday evening meals (normally not served) may be scheduled for an additional cost of \$9.50 per person with a minimum of 150 participants necessary to open the dining center. Should the number of participants for a conference (or a combination of smaller conferences) fall below the

required number to open the dining center, a sponsor must choose another dining services option or make arrangements with an outside vendor for this meal. For an additional fee, boxed dinners or picnic supplies are options if the minimum requirement is not met.

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.

Meal Hours

Monday–Sunday

Breakfast.....7:00–8:30

Lunch.....11:30–1:00

Monday–Saturday

Dinner.....5:00–6:30

The dining rooms close at 7 p.m. Please note listed meal hours. Dining room areas may be rented for after-hours use at a charge of \$100.00 for the first hour and \$20.00 for each additional hour. The minimum charge is for one hour. A dining services employee is scheduled for the event. Charges may vary according to conference size.

Sponsor Responsibilities—Dining Services

(Also See Sponsor Responsibilities—Housing)

It is the responsibility of the sponsor to make sure participants understand which meal package they have purchased and that an appropriate package has been selected based on the conference schedule. If a participant uses their access card for meals not prearranged by the conference, the conference is invoiced for those meals, regardless of information on the card label or meals scheduled for the conference.

Sponsors must 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, buffets). Requests received less than three weeks in advance may not be accommodated and are subject to a late fee.

Sponsors must contact the dining services manager to confirm numbers attending special dining services events 48 hours in advance, either 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 canceling picnics due to inclement weather.

Sponsors may contact a dining services dietitian three weeks prior to the start of their conference for **special dietary requests**. Dining services is able to accommodate some requests within regular selections. A light meal may be provided if a participant becomes ill

during their stay. Sponsors may contact a dining services dietitian for food options. Vegetarian choices are served at all meals.

It is the sponsor's responsibility to have borrowed equipment returned directly to a dining services manager. Dropping off equipment without verification of the return by a dining services manager can result in additional charges for lost equipment.

Sponsors are responsible for the collection of money for commuter meals if conferences choose to offer this option to participants.

K-State Basic Policies

(Adopted By Housing And Dining Services)

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

Any violation of the K-State Sexual Harassment policy is referred to the Office of Student Life. Kansas State University's policies prohibiting discrimination can be found on this website: <http://k-state.edu/policies/ppm/3010.html>

For **parking** on campus, participants need to purchase a temporary or conference parking permit if one is not provided by the sponsor. A permit may be purchased at Parking Services or at the information booth near the parking garage. Participants with either 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. Contact Parking Services for information on bus parking.

Smoking is not permitted in any university building and within 30 feet of marked entrances.

The university reserves the right to make changes at any time. Check with Housing and Dining Services to determine changes that may have occurred since this was published.

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 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 or their family or guests which might result from use of the residence halls and/or dining centers, including university or nonuniversity provided or participant built lofted beds.

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 or being on a window ledge. Removal may apply for these occurrences, whether on Housing and Dining Services property or at other campus locations. Conferences are 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 under the age of 18, 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. Contact the Guest Services office for a sample of this 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 any residence hall parking lot is not permitted.

Only participants who are 21 years of age or older may consume or be in possession of 3.2% alcoholic beverages in the residence halls. A single container of 3.2% alcoholic beverage must not exceed one quart. Party balls and kegs are not permitted. Consumption or possession of any other alcoholic beverage is not permitted in the residence halls or on other Housing and Dining Services property. Open containers are prohibited in all residence hall stairways, elevators, lobbies, front porches, general public areas and in a participant's room with the door open. The use of alcohol does not circumvent a participant's responsibility for the consequences of their behavior under the influence of alcohol and/or other prohibited substances. Any participant 21 years or older is responsible for a minor if they knowingly supply them with an alcoholic beverage.

As needed, the only animals permitted in the residence halls and dining center are guide, hearing and service dogs. For conferences and guest housing, no other pets are allowed.

The following guidelines for decorations in residence halls are expectations of the state 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 the fire safety equipment (e.g., smoke detectors, sprinkler heads and the 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 approximately five-foot sections.

Electrical cords for lights may not pass under or by a door.

Large amounts of plastic materials (e.g., trash bags) may not be used on walls or floors.

Hay or leaves may not be used.

In addition, care must be taken with tape. Use of cellophane tape or packing tape on finished wood can pull off the varnish. Masking tape is generally safe for use on wood. Use of any kind of tape on ceiling tiles is likely to pull off paint.

Rates

All residence hall room charges for a conference are invoiced to the conference.

If the number of participants falls below 90% of the guaranteed number, resulting in no-shows, conferences are invoiced a \$30.00 maximum charge per no-show, regardless of length of conference, unless the actual rate package (unit price) is less. In those situations the lower price is used. An exception is made for conferences which have 20 or fewer participants.

For conferences staying less than two weeks, charges are calculated on a per person/night basis.

For conferences staying two weeks or longer, a discounted 20 meals per week room and board package is available. Meals must be requested for the discount to apply. Contact the Guest Services office for specific information.

Youth rates (maximum \$31.00 per person/night, room and board, standard double-occupancy rooms) are available for qualifying conferences (See Youth Conference Section). **There are additional charges for suites, if requested by the sponsor.**

For youth conferences, double occupancy (for both youths and adult supervisors) is provided unless assigned to suites. If space is available, adult supervisors may request single occupancy at an additional charge.

Conferences are invoiced the guest services double/single-occupancy room rate for early arrivals and late departures (\$26.00/\$33.00 per person/night).

For adult conferences, Smurthwaite may be available for an additional charge.

Standard Room Rates (daily per person):

(Double).....	Room and board	\$43.00
.....	Room only	\$26.00
(Single).....	Room and board	\$50.00
.....	Room only	\$33.00

Youth Room Rates (daily per person)

(Double)	Room and board	\$30.00/\$31.00
.....	Room only	\$13.00/\$14.00
(Single).....	Room and board.....	\$37.00/\$38.00
.....	Room only	\$20.00/\$21.00

Adult Suite Rates (daily per person): Boyd, Ford, Haymaker, Putnam, Van Zile, West:

(Multiperson)	Room and Board.....	\$45.00
.....	Room only	\$28.00
(1-person).....	Room and board.....	\$57.00
.....	Room only	\$40.00

Youth Suite Rates (daily per person): Boyd, Ford, Haymaker, Putnam, Van Zile, West:

(Multiperson)	Room and board.....	\$33.00/\$34.00
.....	Room only.....	\$16.00/\$17.00
(1-person).....	Room and board.....	\$43.00/\$44.00
.....	Room only.....	\$26.00/\$27.00

Smurthwaite (daily per person):

(Triple)	Room and board	\$43.00
.....	Room only	\$26.00
(Double).....	Room and board	\$43.00
.....	Room only	\$26.00
(Single).....	Room and board	\$50.00
.....	Room only	\$33.00

Meal Rates

Daily Discounted Meal Rate	\$17.00
Breakfast	\$4.50
Lunch	\$6.50
Dinner	\$9.50
Special Dinner	\$12.00

The discounted or individual meal option is available for conferences staying on campus less than two weeks.

For conferences staying two weeks or longer, a discounted 20 meals per week room and board package is available. Meals must be requested for the discount to apply. Contact the Guest Services office for specific information.

All meal charges for a conference are invoiced to the conference.

The *discounted* meal rate applies when all three meals occur on the same day, with the exception of Sunday, when only breakfast and lunch are served. It is the most cost-efficient.

Conferences choosing part of their meals with dining services each day are charged the *individual* meal rates. This is not applicable for conferences receiving the youth rate.

To qualify for the youth rate, a room and board package (all meals) is required, based on requested first and last meals.

Meals 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.		
Fresh Fruit Platter	Serves 20–25	\$30.00
7 pounds of fruit served on a 16" platter. May include melons, grapes, berries, apples and/or pineapple.		
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.		
Fresh Veggies & Dip	Serves 20–25	\$24.00
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.		
Nut Bread Tea Sandwiches	Serves 20–25	\$25.00
Assorted tea sandwiches with cream cheese filling. 48 sandwiches per 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.		
Petite Rolls & Sliced Deli Meats	Serves 20–25	\$35.00
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.		
Deli Meat & Cheese Sandwich Assembly Package	Serves 16–20	\$35.00
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.		

Breads

Breads (24, ½" slices)	\$8.50
Choice of apple cherry, banana nut, banana or pumpkin bread.	
Muffins (2½" in diameter).....	65¢ each or \$1.75 for 3
Choice of banana, blueberry, bran raisin, orange streusel or sweet potato muffins.	
Bagels & Spreads	\$1.00 each or \$2.00 for 3
Choices include plain, blueberry and raisin.	
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

Cakes

Medium Iced Decorated Sheet Cake (18" x 13")	Serves 30–35	\$22.00
Medium Iced Sheet Cake (18" x 13")	Serves 30–35	\$18.00
Small Iced Sheet Cake (9" x 13").....	Serves 12–15	\$11.00
Iced Layer Cake (8" round)	Serves 10–12	\$14.00

Cookies

Large Gourmet Cookies	75¢ each or \$8.25/dozen
Home-Style Cookies	50¢ each or \$4.50/dozen
Petite Cookies	\$2.75/dozen
Cookie Bars	\$6.00/dozen
Choice of M&M, chocolate chip, brownies, or iced pumpkin.	
Super Cookies (1½ pounds, decorated).....	\$10.00 each

Beverages

Brewed Coffee	Serves 12–14 .. \$4.75/2¾ qt. pot
Brewed Coffee	Serves 16–20 \$7.00/gallon
Hot Water and Gourmet Tea Bag Assortment	Serves 10 \$2.00
Iced Tea	Serves 12–16 \$5.00/gallon
Orange Juice	Serves 12–16 \$10.00/gallon
Fruit Punch	Serves 12–16 \$8.00/gallon
Lemonade	Serves 12–16 \$8.00/gallon
Bottled Water (16 oz.).....	\$1.00/bottle
Soft Drinks (12 oz. cans)	75¢/can
(20 oz. bottles)	\$1.00/bottle

Picnics

Team Grilling Package (previously known as Barbecue).....	Additional \$2.50/person
	with Housing and Dining Services 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 available on request).

Fried Chicken Package	Additional \$2.50/person
	with Housing and Dining Services 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.

Barbecue Sandwich Package **Additional \$2.50/person**
with Housing and Dining Services 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.

Buffets*

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.

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

Marinated chicken breast, manicotti, Italian meat sauce, marinara sauce, three pepper Alfredo sauce over linguine or fettuccine. 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.

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

..... **\$5.00/person**
when not 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.

*Prices are for on-premise buffets. Off-premise buffets incur additional charges.

Sack Meals

Group Make-Your-Own Sack Lunch Line.....**\$10.00/hour**
For setup and break down/employee

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

Group Prepared..... **Additional \$1.00/person**
with Housing and Dining Services Agreement

Prepared Breakfast Sack **\$5.50/guest**

Prepared Sandwich Sack **\$7.50/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.

Charges

Conferences are invoiced for lost keys, missing property and damages caused by participants during their stay in the residence hall(s). Participants are not invoiced directly. It is the responsibility of sponsors to pay these charges. A key replacement charge is \$37.50.

A telephone for campus and local calls is provided in each room. Telephones are not provided for participants checking out within seven business days prior to the residence halls opening for the fall semester, regardless of check-in date. Long-distance calls can be made by using a calling card or calling collect. Additional charges are invoiced to a conference if any participant, sponsor or adult supervisor disconnects, damages, tampers with or removes any part of the telephone.

Placement and removal of additional signage is the responsibility of sponsors. No signs may be put in the ground without consulting with the Guest Services office. Conferences are 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.

There must be at least one live-in adult supervisor per 15 youths on each wing on which participants are housed. Youth conferences are charged room and board for the required number of adult supervisors (one per 15 youths) even if the number is not met.

Only youths and adult supervisors are charged the youth rate. Additional adults, beyond the ratio of one adult per 15 youths, are charged the guest services rate. This applies to all conferences which include youths and adults.

Participants should not open windows or remove screens. This results in excessive building humidity and works against the air-conditioning system. Open windows also encourage noise, items thrown from windows and dangerous situations. Conferences are invoiced if screens do not remain on windows. Window screens are secured with a red warning seal. If this seal is broken, a \$25.00 charge is 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 residence 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 electronic monitoring device. If the smoke detector is tampered with or removed, a \$50.00 charge is assessed.

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 or being on a window ledge. Removal may apply for these

occurrences, whether on Housing and Dining Services property or at other campus locations. Conferences are invoiced the entire per person room and board contractual amount for anyone removed from the residence halls.

Arrangements must be made at least three business days in advance for the following special requests/reservations:

Outdoor recreational spaces

(Derby Complex basketball court, Strong Complex courtyard, Derby Complex picnic area, Kramer Complex tennis court; these recreational spaces cannot be used past 10 p.m.)

.....\$60.00/first hour
..... \$15.00/additional hour

Telephone check

(when adult supervisors request and are permitted, with assistance from Housing and Dining Services staff, to remove and replace handsets)

..... \$15.00/floor
..... \$100.00 maximum

Telephone lines at registration/check-in\$45.00/line

Refrigerator rental.....\$25.00/unit

(Additional charges may apply if cleanup is required.)

Residence hall space for storage, displays, camp store, etc.

(also includes using any residence hall room)

nonsuite \$32.00/day
suite \$37.00/day

Staging

delivery, set up and break down\$85.00

Study rooms in residence halls \$25.00/week

Conference rooms in residence halls \$40.00/day

Rooms in Derby Academic Resource Center

133B..... \$60.00/day
134.....\$60.00/day
134D.....\$30.00/day

Rooms in Kramer Academic Resource Center

120..... \$60.00/day
121B..... \$60.00/day

Failure to cancel rooms in Derby/Kramer Academic Resource Centers

within 24 hours of intended use\$15.00

After-hours use of dining centers

.....\$100.00/first hour
..... \$20.00/additional hour

Exhibit/Vendor space in dining centers \$50.00/exhibit/vendor

Food and beverage delivery

within dining unit complex\$10.00/trip
other on-campus location\$20.00/trip
off-campus location\$30.00/trip

Food and beverage event attendant charge..... \$10.00/hour/attendant

Food and beverage set up charge for receptions \$10.00/set up/employee

Food and beverage set up and event attendant charge \$10.00/hour/attendant

Dining service linen rentals

Linen napkins 35¢ each
Linen tablecloths \$2.00 each

Invoicing

A Housing and Dining Services invoice includes *all* charges for a conference due Housing and Dining Services. Payment is due on receipt of invoice.

Services requested apply to all participants of a conference staying in the residence hall(s). Although meals are optional (except for youth rate requests and conferences staying two weeks or longer), meal and room requests are treated as a package and the conference is invoiced accordingly. This applies whether or not all participants fulfill the terms of the Housing and Dining Services Agreement (i.e., stays the requested number of nights and/or eats all requested meals). Charges are not prorated.

Charges for special dining services requests for a conference are added to the invoice and are either included under "Additional Charges" on the Housing and Dining Services Agreement or calculated separately.

Conferences are invoiced for lost keys, missing property and damages caused by participants during their stay in the residence hall(s). Participants are not invoiced directly. It is the responsibility of sponsors to pay these charges.

For further information, sponsors may contact:

David Yoder
Guest Services Office
Kansas State University
Housing and Dining Services
104 Pittman Building

Manhattan, KS 66506-4601
Phone: 785-532-6368
E-mail: guestrh@k-state.edu
FAX: 785-532-4805