WELCOME

From the Director

Dear K-Stater,

On behalf of Housing and Dining Services, I want to welcome you to our campus community. Our mission is to enhance the quality of life for each and every resident. Our department strongly believes living on campus positively complements your educational experience outside the classroom. We have staff and services ready to assist you during the coming year.

We encourage you to meet new friends, become involved in the numerous activities offered, and enjoy the safety and convenience of on-campus living.

Sincerely,
Derek Jackson
Director of Housing and Dining Services

Handbook Overview

This handbook has been prepared to help you become better acquainted with your new surroundings and give you a better understanding of our procedures and policies. It serves as part of your rental agreement. If you have questions or concerns regarding your residency, please do not hesitate to talk with your area staff member or call the Jardine office.

One of our goals is to maintain the goodwill of residents in the Jardine Apartments community and to keep this relationship at the highest level possible. Therefore, we welcome your suggestions for improvement and invite you to submit your ideas to the Jardine office for consideration. Our staff is eager to hear your concerns and comments about life at Jardine. We are here to serve you and look forward to developing a strong positive relationship with you.

Jardine Apartments Mission

Jardine Apartments, located on the K-State campus, impact lives through educational and social development. A trained, professional staff provides a comfortable, safe and affordable home for residents from all over the world.

Student Living Mission Statement

We will support students by engaging in collaborative relationships that encourage scholarship, community and self-discovery. By creating intentional environments of quality and care, we will enable students, faculty and staff to achieve excellence.

Statement of Inclusion

Kansas State University’s Department of Housing and Dining Services is dedicated to creating a culture that welcomes and embraces students from all backgrounds. By constructing meaningful dialogues and educational programming within our on-campus communities, we strive to engage students and staff members in the exploration and celebration of identities that align with — as well as differ from — their own. Through our continued efforts, it is our mission to enable students and staff alike to develop greater cultural competence in order to foster communities of justice and inclusive excellence.
Eligibility

Residents are generally eligible to continue residency as long as they: (1) continue to be full-time students, and (2) do not violate the terms of the agreement or the rules and regulations of the university. The most common reasons for termination of an agreement by the university are:

- Failure to keep current with rental payments.
- Policy violations involving care of the premises or community life guidelines.
- Limitations imposed by the nonextendable agreement policy for nonstudents.
- Failure to maintain university status by not carrying an adequate academic load or making satisfactory progress toward a degree.
KANSAS STATE UNIVERSITY JARDINE APARTMENTS
OCCUPANCY CALENDAR DATES 2017 – 2018

*Note: Jardine is open 365 days a year, so there are no opening/closing dates.

**Friday, June 30, 2017 – End of Agreement**
Jardine residents vacating and ending their agreement period must be moved out by June 30.

**July 3, 2017 – Roommate Addition for Continuing Jardine Agreement**
Roommates being added to an existing Jardine Agreement may occupy their space and check in starting July 3 and the month that follows. Rental rate is charged at the beginning of the month, regardless of move-in date.

**July 3, 2017-July 18, 2017 – Internal Jardine Transfer Priority**
Residents transferring to another apartment within Jardine will likely transfer in this timeframe in order to give Housekeeping two weeks to turn over their vacated apartment for new residents on Aug. 1.

**Tuesday, Aug. 1, 2017- New Agreement Start Date**
Jardine residents moving in as a new resident can check in and occupy their space starting Aug. 1. They may also check in anytime during business hours (8 a.m. to 5 p.m. Monday-Friday) in the month ahead.

**Friday, Sept. 15, 2017- Jardine and Hybrid Apartments Application Available**
Jardine and Hybrid apartment applications for spring 2018 and fall 2018 are available online.

**Tuesday, Oct. 31, 2017 – Last Day to File Intent to Vacate (ITV) With No Penalty**
Residents breaking agreement early at the end of fall semester must provide 60 days’ notice and written verification from department of graduation, study abroad, or internship PRIOR TO MOVING OUT for approval to be granted an exception to break the agreement.

Jardine and Pittman are closed during this time. HDS Facilities and Housekeeping are still functioning in some capacity; especially to process the Jardine semester checkouts and apartment turnovers. Residents will need to schedule a checkout appointment with the office during business hours or complete a checkout waiver to waive being present at the checkout.

**Sunday, Dec. 31, 2017; 3 p.m. – Last Day to Check Out, if ITV Filed for Semester**
Jardine residents who are terminating their lease early due to graduation, study abroad, etc., must be moved out by Dec. 31.

**Jan. 2, 2018 through January 15, 2018 – New Jardine Agreements Start**
Residents joining at semester may move in when the apartment is ready, as communicated by the Jardine Occupancy Coordinator. It will likely be one of these two dates.

**Monday, April 30, 2018 – Last Day to File ITV With No Penalty**
Residents moving out at the end of the agreement period (June 30), must provide 60 days’ notice. They may file their ITV for June 30, and move it up if they need to check out sooner. They may not move their ITV date back or past June 30.

**Thursday, May 31, 2018 – End of Hybrid Apartment Agreement**
All Hybrid Apartment residents must be moved out by May 31.

**Saturday, June 30, 2018 – End of Jardine Apartment Agreement**
Jardine residents vacating and ending their agreement period must be moved out by June 30.
APARTMENT LIVING AT JARDINE

K-State’s Jardine Apartments feature one-, two-, three- or four-bedroom apartments, in modern, highly renovated, renovated, and traditional construction. Jardine is open to students who are upperclassmen, graduate, nontraditional, married (with or without children) or single parents. Jardine is a smart housing choice with affordable prices (gas, water, trash and Internet are included), an on-campus location, and a strong sense of community.

Traditional Apartments
Feature one- or two-bedroom apartments, furnished or unfurnished. Appliances provided are stove and refrigerator. Some apartments may have additional amenities.

Renovated Apartments
Feature one- or two-bedroom apartments, furnished or unfurnished. Appliances provided are stove and refrigerator. Some apartments may have additional amenities.

Highly Renovated Apartments
Feature one-, two-, or three-bedroom apartments, unfurnished. Appliances provided are full-size stove, microwave, refrigerator, dishwasher, washer and dryer.

Modern Apartments
Feature one-, two-, three- or four-bedrooms or studio, loft, and town house apartments, unfurnished. Appliances provided are full-size stove, microwave, refrigerator, dishwasher, washer and dryer.

Hybrid Apartments
Feature three- or four-bedroom apartments; furnished. Rented by the bedroom on 10-month contract, with roommates assigned by Housing and Dining Services to other bedrooms within the unit. Appliances provided are full-size stove, microwave, refrigerator, dishwasher, washer and dryer. Electricity included in rent. Meal plan for dining centers is optional.

We encourage you to take a look at Jardine as you consider your future housing options. Students living in the residence halls are given priority through the Choose Your Experience process in the spring. To schedule a tour or receive more information about Jardine, contact the main office.

Jardine Apartments Office
2008 Tunstall Circle
Manhattan, KS 66502-2551
Phone: 785-532-3790
FAX: 785-532-3793
Email: apartments@k-state.edu

Rent
Residents have options regarding the payment of rent:

Plan A: Prepayment
One payment will be due July 1, 2016, and one payment will be due Dec. 1, 2016. Payments will be made directly to Housing and Dining Services and may be paid with cash, check, money order or credit card. All payments not made to Housing and Dining Services by closing time on the above dates will be automatically converted to the university billing account (pay each semester) and due as specified.

Plan B: University Billing Account Plan (KSIS)
A resident can choose to charge rent to his or her university KSIS account on a monthly or semester schedule. The first charge will be placed on the student’s university billing account the month prior to occupancy and due as specified. Residents who choose Plan B will be charged a $25 KSIS processing fee at the beginning of each semester.
JARDINE STAFF AND RESIDENTS’ COUNCIL

Associate Director
The associate director is a member of the management team for Housing and Dining Services. Focus areas of responsibility include apartment living, residence life and marketing and communications.

Area Coordinator for Apartment Living
The area coordinator for apartment living provides management and supervision as related to administration, property management and programming activities for the complex. They also directly select, supervise and train full-time staff and indirectly manage undergraduate and graduate student staff. The area coordinator has a master’s degree in student personnel or a related field and is a resource for areas across campus and the community.

Community Coordinators (CCs)
The community coordinators provide direct oversight for their respective neighborhoods including management and supervision as related to administration, property management and programming activities. They also assist with selection and training of undergraduate and graduate student staff. CCs have a master’s degree in student personnel or a related field and are resources for students.

Assistant Community Coordinators (ACCs)
ACCs are live-in graduate student staff. Administrative responsibilities for assistant coordinators consist of the general supervision of buildings, including conducting check-in/checkout procedures and assisting with lockouts. In addition to being advocates for community development and social programming, Jardine ACCs also serve as resource persons and liaisons between residents and Housing and Dining Services.

Resident Assistants
Resident assistants are live-in undergraduate student staff. Resident assistant responsibilities include general supervision of buildings, including conducting check-in/checkout procedures and assisting with lockouts. In addition to being advocates for community development and social programming, resident assistants also serve as resource persons and liaisons between residents and Housing and Dining Services.

Administrative Assistant
The administrative assistant handles daily office operations and residents’ inquiries.

Occupancy Coordinator
The occupancy coordinator is responsible for the implementation of the application and assignment process. This staff member is located in the Pittman Building and coordinates all matters related to a resident’s occupancy while at Jardine.

General Maintenance Repairs Staff
Each neighborhood has a general maintenance and repair technician who is responsible for the day-to-day operation of their neighborhood facilities.

Residents’ Council
The Jardine Residents’ Council is a monthly forum where residents are invited to come hear updates on the Jardine community, learn about housing and campus resources, ask questions of staff and get to know other members of the community. Each month, there is a new central topic and all residents are encouraged to attend.
COMMUNICATIONS

Telephone Directory

Jardine Office
Tower Building .......................................................................................................... 785-532-3790
Office Hours ..............................................................................................................8 a.m.–5 p.m., Monday–Friday

Housing and Dining Services Office
Pittman Building ...................................................................................................... 785-532-6453
Office Hours ..............................................................................................................8 a.m.–5 p.m., Monday–Friday
Housing Cashiers Hours ..........................................................................................8:30 a.m.–4:30 p.m., Monday–Friday

Housing and Dining Services Facilities Management Office
Davenport Building ..................................................................................................... 785-532-6466
Fall/Spring Hours .......................................................................................................8 a.m.–5 p.m., Monday–Friday
Summer Hours ........................................................................................................7:30 a.m.–4 p.m., Monday–Friday

ResNet ......................................................................................................................... 785-532-2711

University Police
Emergency .................................................................................................................. 911 or 785-532-6400
Nonemergency .......................................................................................................... 785-532-6412

How to contact the Jardine office:
Monday–Friday, 8 a.m.–5 p.m.: During office hours, call 785-532-3790.
For after-hours contact or on weekends, you may call the staff-on-duty cell phone at 785-564-2409.
For after-hours maintenance emergencies, contact 785-532-6466. The call is forwarded to on-call facilities management staff.

University Cashier’s Office ....................................................................................... 785-532-6317

Fire Department
Emergency .................................................................................................................. 911
Nonemergency .......................................................................................................... 785-587-4504

Riley County Emergency ........................................................................................... 911

Via Christi Hospital .................................................................................................... 785-776-3322

Lafene
Health Center ............................................................................................................. 785-532-6544
Counseling Services .................................................................................................. 785-532-6927

Riley County Health Department ................................................................................ 785-776-4779

Westar .......................................................................................................................... 800-383-1183

K-State Telecom ............................................................................................................ 785-532-7001
For telephone calls made from telephones serviced by K-State Computing and Telecommunications Services, callers must first dial a “9” to access the outside line.
Email
Residents may use the following email addresses to contact the listed resource areas.

Jardine Office: apartments@k-state.edu  Housing and Dining Services: housing@k-state.edu

Computer terminals with internet access for checking email accounts are available in the Jardine MAP Room. A computer is available for use Monday through Friday from 8 a.m. to 5 p.m. For more information about wireless internet or internet service in an apartment, please contact ResNet at 785-532-1338 or 785-532-2711. You can also learn more at housing.k-state.edu/resources/resnet.

Listserv
The Jardine office has a distribution list to keep residents informed of upcoming events, activities, etc. The Jardine office listserv is also used to disseminate information about upcoming maintenance repairs, policy changes, etc.

An official Jardine residents’ email list is acquired from K-State Computing and Telecommunications Services weekly in order to update the distribution list. Residents not receiving Jardine messages need to subscribe to the list.

To subscribe — Jardine Office Listserv
Residents send a “subscribe Jardine-L” command to listserv@ksu.edu from their preferred email account.

To unsubscribe — Jardine Office Listserv
Residents send a “signoff Jardine-L” command to listserv@ksu.edu from the email account they wish to have unsubscribed.

Forwarding email
Housing and Dining Services often sends official communication to residents via their K-State email address. If residents use email accounts other than their userid@k-state.edu, we strongly advise them to forward their email. To do so, go to the eProfile web page at eid.k-state.edu and input the email that you want your K-State emails forwarded to and then click on the Add Forward button.

Mail
Mailboxes
A central mail facility for all apartments is located in 2012 Tunstall Circle (Building 7) in the Plaza Neighborhood. Your Jardine address will be your official address. To receive mail, your address should read:

NAME
STREET ADDRESS, Apt. #
MANHATTAN, KS 66502

Tampering with mail
It is a violation of federal law for a person to take someone else's packages, magazines or other mail. Children must be made aware that tampering with mail is a federal offense and violators will be prosecuted.

The Jardine office does not accept mail or packages for any resident. If you receive mail that is not yours, please place it in the blue outgoing mailbox in the mail facility.

Bulletin Boards
Bulletin boards are available in the community laundry facilities for posting approved notices. All notices must be approved by the Jardine office. Any bulletin boards located in the mailbox area are reserved for Housing and Dining Services, the Jardine office and the Residents’ Council, with prior approval from the Jardine office.

Web Pages
Residents may use the following web page addresses to find information pertaining to the listed resource areas:

Jardine Office: housing.k-state.edu/living-options/apartments  Housing and Dining Services: housing.k-state.edu

Photo Disclosure Policy
Housing and Dining Services at Kansas State University has the perpetual, world-wide right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of university related photographs or videotaped images taken of on-campus housing residents in public spaces for use in connection with the activities of the university and Housing and Dining Services or for promoting, publicizing or explaining the university and Housing and Dining Services. This includes, without limitation, the right to publish such images in the university’s student newspaper, alumni magazine, on the university’s website, and public relations/promotional materials, such as marketing and admissions publications. These images may appear in any of the wide variety of formats and media now available and in the future to the university and Housing and Dining Services, including, but not limited to print, broadcast, videotape, CD-ROM and electronic/online media. All photos are taken without compensation to the resident or claims for payment or Royalties. All electronic or nonelectronic negatives, videos, slides, photographs and prints are the property and owned by the university. Any questions regarding this photo disclosure policy should be emailed to the Housing and Dining Services Marketing and Communications office at hdmktg@k-state.edu.
RESIDENTS’ RESPONSIBILITIES

General Responsibilities
1. Residents will use apartments only as a residence for those on the agreement, including roommates or spouses and/or dependent children.
2. Residents will notify the Jardine office of any change in their family, roommate or academic status that may affect their eligibility to reside in apartments. This includes bedroom changes in modern apartments.
3. Residents will not sublease the apartment.
4. Residents will not transfer the agreement to another person without the approval of Housing and Dining Services and all roommates where applicable.
5. Residents will not harbor cats, dogs or any other nonapproved animals in the apartment and will follow the pet regulations outlined in this handbook.
6. Residents will comply with requests from the university which are in the best interests of health, safety and aesthetic standards.
7. Residents, including spouses and/or dependent children, and guests will respect the rights and dignity of all other Jardine Apartments community members, including the right to live and study in a quiet and accepting environment.
Insurance

1. Housing and Dining Services and Kansas State University are not responsible for loss of or damage to, from any cause, the resident’s property or any person’s property in the resident’s apartment.

2. Housing and Dining Services and Kansas State University are not responsible for injury to the resident or his/her family or guests which might result from use of the apartment or other facilities, including nonuniversity provided or student built lofted beds, in the Jardine Apartments.

3. The university insurance only covers university buildings. The resident will provide his/her own protection against loss of, damage to, or theft of the property of the resident.

4. 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, damage to, loss, or theft of the property of the resident, including liability for negligence.

5. The resident is encouraged to provide insurance for personal property and personal injury, as well as liability for any damage that might occur to the apartment’s contents which could be attributed to the resident’s negligence. Information about insurance is available through the Office of Student Activities and Services (OSAS) located in the K-State Student Union. OSAS can be reached at 785-532-6541.
GENERAL INFORMATION

Alterations
Residents are not permitted to make interior or exterior alterations, including, but not limited to, painting, reconstruction, and modification of the plumbing, heating, and/or electrical systems. When decorating your apartment, please keep these guidelines in mind:

- All materials (e.g., curtains or wall hangings) must have a flame spread number no greater than 75 (class A or B materials). A label or manufacturer’s statement to this effect must be available for fire inspectors. Draping materials (such as a parachute from the ceiling) may not be used.
- Carpeting and rugs may be used, but floors may not be elevated. Carpeting may not be used on walls.
- Regular beds may be bunked only to the height of 70 inches (to the top of the mattress). Bunked beds cannot be installed where ceilings are not 70 inches or higher. Lofted beds must comply with safety and fire codes. Housing and Dining Services and Kansas State University are not responsible for injury to the student or their family or guests which might result from use of nonuniversity provided or student built lofted beds. Sleeping lofts will not be permitted. A sleeping loft is any bunking made out of wood, etc. that is larger than a 4-by-8-foot platform.
- Doors or passageways which limit egress shall not be permitted.
- Additional wiring, tie-ins, or modifications to electrical equipment, lighting, or outlets are not permitted.
- Furniture and decoration may not obstruct airflow or return vents through the convector units, which must be easily accessible for maintenance. This regulation pertains to all heating units. No furniture will be allowed 1 foot to either side or 3 feet directly in front of the convectors or the door to the utility space for the heating and air-conditioning unit.
- Each apartment must be left in the same condition as prior to the residency. Any damage to the apartment will be the responsibility of the residents.
- Washers and dryers are not permitted in units where they are not already provided by Housing and Dining Services.
- Resident is responsible for disposal or removal of materials at the end of residency.
- Smoke detectors should have free ventilation.
- Damages to common areas will be charged equally for all residents of the apartment unless one resident takes ownership for the damage.

Academic Initiatives
The Derby Student Success Center (DSSC) offers computer stations, free tutoring, study space and printer/copier access. The DSSC and its services are open to all Jardine students.

Bicycles
Bicycles must be parked in the bicycle racks provided. Parking bicycles in the stairwell areas is prohibited. If parked in restricted areas, bicycles are removed by University Police. All bicycles on university property must be registered with Parking Services and display a registration permit. There is no charge for the permit. Registration forms are available from Parking Services in the Parking Garage, 785-532-PARK, from 7:30 a.m.–5:30 p.m., Monday through Friday. Abandoned/unregistered bicycles in the Jardine Apartments community are periodically collected by University Police.

Children
All Jardine Apartments residents are responsible for attending to children and guests on balconies. Parents are responsible for supervision of their children. Unsupervised children will be reported to the proper authorities. Children under the age of 12 are not permitted in the Frith Community Center or out in the community without an adult.

Children under the age of 12 are not permitted at programs or events without adult supervision, unless otherwise noted. Children must be accompanied by a parent to off-site events sponsored by the Jardine Apartments for the entire event, and no exception to this policy will be made. Any damage to K-State property by children living in the Jardine Apartments is the responsibility of the parents. Children locked out of an apartment are not provided entry by Housing and Dining Services staff unless a Right of Entry form has been signed and is on file with the Jardine office. Forms are available on request.
Community Spaces
Visit housing.k-state.edu/event-space/index.html to learn more about our event spaces and how to reserve them.

The Overlook/The Plaza
The Overlook at the pond and The Plaza are attractive outdoor venues. Common events hosted here include weddings, receptions and reunions.

Jardine Tower, Floors One through Five
Each floor of the Tower at Jardine brings a different dynamic, which will help you shape a unique event. The five Tower floors may be rented individually or as one unit.

Plaza Academic Resource Centers
The Plaza Academic Resource Center provides a classroom-type setting.

Frith Community Center
The Frith Community Center is available for private parties, organizational meetings, classes, etc., related to K-State activities. The center houses a kitchen and a large hall with the capacity to hold 132 persons.
Housing and Dining Services Facilities Management Staff

Housing and Dining Services has its own facilities management staff available 24 hours a day. Staff members are university personnel authorized to enter apartments at any reasonable time without prior notice for the purposes of inspection, service, and repair. If residents are not present, facilities management staff will leave a note stating the reason for entry, date and time. Charges may be assessed for nonroutine repairs and damages. Facilities management staff may be contacted at 785-532-6466.

Fire Safety and Fire Safety Equipment

Tampering with fire-safety equipment or falsely setting off a fire alarm is a violation of the law and published university and housing expectations. Smoke detectors are equipped with either a warning seal or electronic monitoring device. This is to discourage residents from tampering with them. If the smoke detector is tampered with or seals are removed or broken, a charge is assessed to the residents of the room.

If you choose to decorate your apartment, we ask that you use flame-resistant or flame-retardant materials. Do not cover more than 20 percent of the wall space and definitely don’t cover the door with combustible materials such as fabric, paper or wrapping paper. Do not obstruct emergency lights, sprinkler systems, fire alarm systems or exit signs. Use lights that have the label of an independent testing laboratory such as UL. Mini light strings should have no more than 60 screw-in bulbs, and connect no more than three strands.

Cut trees are not permitted indoors on campus, but artificial trees are allowed. Use only 14-gauge or larger three-prong grounded cords with molded ends. “Zip” cords are not permitted on campus. Do not run extension cords through doorways, under carpets or above acoustic ceiling tiles. Do not tandem-plug extension cords (connect one cord to another). UL-listed surge suppressors with over current protection are recommended to replace extension cords.

Fire safety in on campus housing is a very serious matter. Residents are expected to learn the fire-safety policies and guidelines. In the event of a fire, it is important to know about near-by fire-safety equipment. When the fire alarm sounds occupants are expected to evacuate the building using the stairs, not the elevators, and to comply with staff instructions.

In accordance with direction from the fire marshal and housing facilities management staff, periodic fire drills will be conducted. The primary reason for conducting fire drills is to practice a response for a real fire situation, for this reason specific dates and times will not be announced to residents. The drills will also provide an opportunity to educate residents about the procedures to follow in the event of an emergency that requires evacuation. Anytime the fire alarm goes off within an apartment, residents are required to evacuate the building.

Grass

Vehicles are not allowed on the grass at any time, including loading or unloading. Vehicles in violation are removed at the owner’s expense and the owner is charged for lawn damage.

Children’s toys must be kept off of the grass when not being used. Unclaimed toys are collected by facilities management staff.

Heating and Air Conditioning System

An air conditioning system is provided in every apartment. Installation of additional units of any kind is not permitted. For window unit air conditioners, filters are maintained on a regular basis by the facilities management staff.

In renovated and traditional apartments, the heating system is operated by facilities management staff. Apartments do not have individual heating controls. The entire building has one heating controller. The temperature controller computes exterior temperatures and heat loss of water returning to the boiler and selects the boiler temperatures needed in order to maintain temperatures of 68 to 70 degrees F in apartments. Any isolated heat loss or restriction of heat flow is not monitored and the room or apartment involved will have lower temperatures and slow heat recovery.

If an apartment is not warm, residents should note the following:

- An air conditioner is a major loss of heat if not properly prepared for the heating season. The facilities management staff will cover the metal cabinet with material that will not allow air infiltration.
- Residents should close and latch all storm and regular windows, open all heater flaps (convector dampers) and remove lint from the piping (convector fins).
- Furniture, carpeting, etc., must not block air intake at bottom of convector covers and must be spaced at least 6 inches from the wall. In modern apartments, each apartment is equipped with a thermostat that regulates a heat pump system. There is concise information about the steps for setting the thermostat and controlling air and heat in the apartment. Please note that if the thermostat is set to “auto” the fan will come on when the thermostat calls for it. If the thermostat is set to “on” the fan will run all of the time, consuming more electricity. Also, only easily moveable furniture should be placed in front of the HVAC closet. Facilities management staff will periodically change the filter on your heating and air-conditioning unit. The emergency heat setting is designed to heat up your apartment quickly in case of an emergency of heat loss. This is only for short, temporary use due to the fact that it is extremely expensive to leave on for longer than absolutely needed. In addition, if a resident adjusts the temperature more than 3 degrees at a time to either heat or cool their unit, the heat pump system will engage in the emergency setting. This can lead to high energy consumption.

Residents should report any heating problem to facilities management staff at 785-532-6466.

Internet Connection

For information about internet service in the apartments, please see the ResNet website at housing.k-state.edu/resnet or you may call the ResNet office at 785-532-2711.

Keys

Traditional and Renovated Apartments

Each resident may be provided with two door keys, one mailbox key and a keycard for the laundry/mail facilities... An additional mailbox key and laundry room keycard may be requested for a spouse. If the mailbox key is lost, the mailbox lock system will have to be changed to ensure proper security, charging the resident responsible for the loss. Residents must report lost keys to the Jardine office. Additional apartment keys may be ordered for a fee, but must be returned to the Jardine office when
residents check out. There are no refunds for keys. Residents are charged for a lock change if all the keys are not returned to the office at time of checkout.

**Modern Apartments**
Each resident is issued a door access card and a bedroom key, if applicable. One mailbox key per person is provided. Residents must report lost keys to the Jardine office. If an access card is lost, this must be reported to the Jardine office. A new access card will be created for a fee. If a room key is lost, the locksmith will make another copy of the bedroom key for a fee. There are no refunds for keys. Residents are charged for lock changes if all the keys they are issued are not returned to the office at time of checkout.

**Lockouts**
Residents may contact the Jardine office at 785-532-3790 from 8 a.m. to 5 p.m. Monday through Friday for lockout problems. Free lockout service is available during regular office hours. If a resident is locked out after hours, please contact staff on duty or facilities management staff. A charge is assessed for after-hours lockouts.

During business hours for residents of traditional and renovated apartments, a lockout key will be issued for 15 minutes at the Jardine office. Proper identification will be required for the key to be released to the resident. The key must be returned to the Jardine office.

If a resident is locked out of their bedroom in the apartment, staff from the Jardine office will accompany the resident to the apartment and admit them to their room. Proper identification will be required to admit a resident to their apartment. If the resident is locked out of the apartment due to not having a door access key, a time-sensitive emergency unlock code will be issued at the Jardine office.

**Kitchen Shelves/Cabinets**
Contact paper should not be placed on kitchen shelves; only nonadhesive shelf paper is allowed on kitchen shelves. Aluminum foil, plastic wrap, wallpaper, newspaper, etc., should not be used to cover kitchen cabinets, stove or walls in the apartments. Materials on kitchen cabinets and walls pose a pest and fire hazard. Any damage is assessed at checkout.

**Laundry Facilities**
Centralized laundry facilities are available 24 hours daily for residents of renovated and traditional apartments. Washers/dryers are not permitted in these buildings. Residents are issued a keycard which allows them to enter any laundry facility at any time. Nonresidents who use Jardine Apartments laundry facilities should be reported to University Police at 785-532-6412 or Jardine staff.

Any mechanical problem should be reported to facilities management staff at 785-532-6466.

Lost laundry facility keycards should be reported to the Jardine office at 785-532-3790. A replacement charge is assessed for a lost keycard. No coin changers or soap dispensers are provided. If money is deposited in a broken machine, a request for a laundry refund may be submitted to the Jardine office. Fire extinguishers are available in each laundry facility should a fire occur.

Residents are expected to leave the laundry facilities in clean condition. Empty soap boxes, tissues, newspapers, etc., should be discarded in trash receptacles. When washing or drying cycles are complete, residents should promptly remove their clothes from the machines in order to offer greater availability to other residents and prevent theft. Housing and Dining Services is not responsible for stolen items.

Smoking is not allowed in laundry facilities. This area is not a play area for children and children under the age of 12 should not be left alone in a laundry facility.

If residents of modern apartments experience problems with their washers or dryers, they should contact facilities management staff at 785-532-6466.

**Light Bulbs**
If you are in need of replacing a burned out light bulb, please contact the Housing and Dining Services Facilities Management office at 785-532-6466 so that facilities management staff can help you.

**Parking**
Residents who want to park their vehicles in the Jardine Apartments parking lots must have a current Jardine Apartments parking permit. Permits can be purchased on KSIS or directly from Parking Services, which is located on the first floor of the Parking Garage adjacent to the Student Union.

**Visitor Parking**
After 5 p.m., visitors may park in the parking lots of Edwards Hall, the Chester E. Peters Recreation Complex, Veterinary Medicine Complex or the Davenport Building, except during home football and some basketball games. There are a limited number of metered parking stalls for visitors.

**Motorcycles**
Motorcycles may be parked only in marked areas.

**Bicycles**
Bicycle racks are available for bicycle storage.

**Mopeds**
Mopeds must be registered as either a motorcycle or a bicycle. Whichever type of parking area the resident wishes to utilize, bike racks or motorcycle parking areas, will depend on what permit they will have. Mopeds, due to being fuel driven, are not allowed in any portion of the apartment or balcony.

**Pet Regulations**
In order to protect the rights of all residents, ensure humane treatment of pets, and meet sanitation policies of the Jardine community, pets are not allowed at Jardine with the exception of fish in a tank not exceeding 30 gallons. No other pets are allowed.

Assistant animals that are necessary to allow a student an equal opportunity to use and enjoy University housing are permitted as needed. Any resident seeking an accommodation for an assistance animal must complete the Request for University Housing Accommodations, which is available on the Student Access Center website at goo.gl/F3BBd5.

**Playground Areas**
Playground areas are located in the Jardine Apartments community. Children under 12 years old and guests must be supervised at all times by an adult. Quiet hours also apply to these areas.

The Chester E. Peters Recreation Complex offers equipment rental (e.g., volleyball nets, basketballs, baseball supplies, etc.) to students. Call 785-532-6950 for details.

**Porch Areas**
The space in front of a ground-level apartment is commonly referred to as a porch. Elevated porches, in all types of construction, are referred to as a balcony. Barbecue grills, lawn chairs, and flower pots with live plants in them are permitted on porch areas or balconies. Some apartments in modern buildings may not have adequate space on the balcony or porch to place barbecue grills or other large decorations as they may
restrict access. You will be notified at time of check-in if your apartment does not have adequate porch space for storage of such items. Furniture, clothing, toys and boxes are not to be stored on porches or balconies. Electric lights and seasonal decorations may be used on balconies and porches in moderation, but lighting requiring flame (i.e., lanterns, tiki torches, citronella candles) is strictly prohibited. Residents are responsible for any damages associated with attaching or removing electric lights and/or seasonal decorations. For safety reasons, it is a violation of community policy to hang off of or climb up on a balcony. Some apartments have small storage tubs assigned to them and are located outside of the front door, but they are not securable so it is the responsibility of those residents to secure what they deem is valuable.

Radio/Satellite Dish
Residents with shortwave radios must use radios with built-in antennas. Installation of shortwave antennas and/or satellite dishes is not permitted inside or outside of apartments.

Recycling
Jardine is community that cares about its environment. We encourage our residents to recycle what they can by utilizing the blue recycle bins in every apartment in our community. The larger blue recycling receptacles for residents to empty their individual bins into are located by the dumpsters adjacent to each apartment building.

Safety
Firearms
Please refer to the university weapons policy, which can be found at goo.gl/uadZHyv.

Pedestrian Walkways
Motorized vehicles, with the exception of maintenance and emergency vehicles, are not permitted on pedestrian walkways throughout the Jardine community. Bikes and motorbikes should not be ridden on sidewalks in accordance with university policy.

Pond Safety
Residents are asked to exercise caution when near the pond. The pond is not for recreational use. At no time should residents or their guests be in or on the pond for any reason including, but not limited to, swimming, the use of watercraft, fishing and walking or skating on icy surfaces.

Skate Board Policy
For the safety of Jardine residents, skateboarders and in-line skate usage is prohibited on the inner perimeter of the Jardine community and on any surface that could be damaged. Skateboards should be used for transportation purposes only, and should be steered at a low speed with caution to pedestrians. Recreational stunting (grinding or jumping off of benches, ramps, or steps) is prohibited.

Snow Removal
Residents are responsible for removing snow from apartment entrances, as well as porch and balcony walkways. Snow shovels are available for free use and can be found under the stairwells or in the storm shelters. Ice melt is located at the top of the stairs in the apex of the traditional and renovated apartments. Ice melt for modern apartments is located in the storm shelters. Please return snow shovels when done using to allow other residents to use the resource. The streets and parking lots are the responsibility of the K-State Division of Facilities and Parking Services respectively. You will be notified if you need to move your vehicle to aid in the snow removal procedure. Main sidewalk areas are cleared by facilities management staff.

Flammable Liquids
Flammable liquids may not be stored inside or outside apartments.

Children
For the safety of all children who reside in the Jardine Apartment community, residents should not leave a child unattended for any period of time.

Sinks, Tubs and Toilets
Sinks, tubs and toilets should not be used for any purpose other than that for which they are designed. Only toilet paper should be flushed down the toilet. No grease or food should be poured down the kitchen drain. Hot water should be run periodically to flush the drains. Should drains or toilets become clogged, residents may contact the Housing and Dining Services Facilities Management office at 785-532-6466.

Smoking
Smoking — including cigarettes, pipes, hookah, vapor, or other smoking devices — is not permitted in any university buildings, including Jardine Apartments. In Jardine, outdoor smoking is allowed only in designated areas. See your apartment staff for additional information.

Stadium Events
Traffic in and out of the Jardine Apartments area is limited for events held at the Bill Snyder Family Stadium or Bramlage Coliseum northwest of the Jardine Apartments. Persons who do not have Jardine Apartments parking permits will not be allowed to enter the area.

Storage
The state fire marshal prohibits the installation of small buildings or sheds outside of apartments on porches or balconies.

Trash Bins
Large trash receptacles are located throughout the Jardine community for use by residents living in the Jardine Apartments. All garbage and trash must be placed in sacks, tied shut, and placed in the trash bin. Trash is collected anytime after 8 a.m., Monday through Saturday. It is the responsibility of K-State Division of University Facilities to empty all bins, wash out bins when the need arises and keep bins in good repair.

Guests
Guests are permitted to stay two weeks at a time and must be registered with the Jardine office. Nonfamily guests who are registered with the Jardine office are permitted to stay two weeks at a time.

Extended family members are limited to no more than a two-months stay per agreement year and must be registered with the Jardine office. Extended family members are limited to no more than a two-months stay per agreement year and must be registered with the Jardine office. All roommates must give permission before a guest is registered with the Jardine office. Residents who do not register their guests or allow persons to reside for a longer period of time are in violation of their agreement. Residents are responsible for the actions and behaviors of their guests and are held accountable for their guests’ actions. Guests are expected to abide by Jardine Apartments’ policies, procedures, and rules.
Walls
Residents of traditional and renovated apartments are encouraged to use the molding strips near the ceiling to hang decorative items (e.g., pictures). If residents choose to use nails or tape, fees are assessed at time of checkout for damage/alteration to the walls.

Window Screens
Window screens should not be removed for any reason. The screens ensure that pests do not enter the apartment. Residents who remove these screens will be charged for any associated damages in addition to any removal penalty.

Storm Warnings
The city of Manhattan and Riley County have implemented a system of storm Warnings to assist citizens in using safety precautions should a tornado occur. Below are suggested procedures to follow if a storm is approaching.

Residents may tune in to local radio and television stations for updated weather information, such as: B104.7 FM Country, 94.5 Country FM, 1350 AM News Talk, Sunny 102.5 FM and 101.5 K-Rock.

Residents must be aware of developing storm situations so they are not taken by surprise. When a storm Watch is issued, residents should mentally rehearse a plan of action so it seems routine when the Warning sirens sound. The Warning is sounded by a three-minute blast of the Jardine Apartments horn on top of Building V, the university whistle, and other sirens in the city. The Warning provides very little time to act — a few seconds to a few minutes.

During storm Warnings, personnel from University Police may drive patrol cars through the Jardine Apartments community with auto sirens, flashing red lights, and bullhorns as aids in warning individuals to take cover.

In the event of a tornado Warning residents should proceed to the nearest storm shelter. Storm shelters are located on the first floor of all modern buildings — Buildings 1, 1A, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 and 16 (see map: goo.gl/BVLfDx (PDF)). If it is impossible to go to a shelter, residents should seek protection in the first floor apartments, stay away from windows and try to get under a table or bed. The bathroom is another alternative; however, residents are encouraged to go to a shelter if possible since a basement is the safest place during a storm.

It is advisable all residents have a battery-powered portable radio and a flashlight. Storms occur at night as well as during the daytime.

The All Clear comes from 1350 KMAN and 91.5 KMKF-FM radio stations in Manhattan. No one should leave shelters or premises until an All Clear from these stations is given. A second blast of the siren indicates another storm has been sighted. It is not an All Clear signal.

On the first Monday of each month at 10:20 a.m., the city sirens, the siren on Building V, and the power plant whistle are activated for test purposes only.
JARDINE POLICY OVERVIEW

Alcohol and Drug Policy
Residents are expected to abide by all Kansas and city of Manhattan laws and ordinances, as well as by K-State’s alcohol policy. The apartment community is part of a larger community, and as such, is not only governed by its own regulations, but by university policies and state law. The State of Kansas establishes the age at which alcohol consumption is legal. Because many apartment residents are underage, the privilege of drinking alcohol is extended only to those of legal age in their apartments with the door closed. A resident or guest under the age of 21 is not permitted by policy or law to consume alcohol in the residence halls. Residents found responsible for violations of alcohol and/or drug policy violations will be referred to the campus judicial offices and/or University Police. Consumption of alcoholic beverages is not permitted outside of apartments, regardless of legal age. In addition, open containers are prohibited in all stairways, elevators, lobbies, front porches, storm shelters, general public areas and in your apartment with the door open. The legal consumption of alcoholic beverages may not interfere with the academic endeavors of another resident.

Indoor Health, Safety and Aesthetic Standards Policy
The following guidelines are utilized in determining indoor health, safety and aesthetic standards within the Jardine Apartments:

1. Aluminum foil, plastic wrap, contact paper, wallpaper, etc., should not be used to cover kitchen cabinets, stove or walls in the apartments. In addition, paper and loose plastic bags should not be stored as they provide a hiding place for insects and create a fire hazard.
2. Raw meat should not be stored outside of the freezer/refrigerator. If exposed to the elements, meat attracts insects and poses a health hazard for residents.
3. Food items should not be evident on the tile/carpet. Failure to keep food items in sealed containers attracts insects to the apartments.
4. Dishes and food storage containers should not be left for an extended period of time without cleaning with soap and water. Washing is necessary to avoid attracting insects.
5. Carpeting should not extend into the kitchen area. Placement of carpet under the refrigerator and by the stove creates a harboring place for insects and potential fire hazard. Indoor carpeting should be cut to fit the floor area, providing a 6-inch space between the carpet and the wall. Rolled carpet provides a hiding place for insects.
6. Smoke detectors are not to be tampered with. Detectors may not be removed or covered with any type of wrap. Working batteries are to be left in the detector at all times. If the colored safety seal is removed or tampered with, a penalty will apply.
7. Excessive clutter is not tolerated. Personal property should be organized and general housekeeping performed to ensure the safety of occupants. Trash should be removed to the dumpster. Flooring should be vacuumed/swept thoroughly to remove excessive debris.

Housing and Dining Services staff conduct indoor aesthetics checks for all apartments. When an apartment is checked, a notification card is left indicating the date of inspection and concerns noted. Below is a breakdown of the penalty system established to respond to violators.

1. The first violation results in a written warning.
2. The second violation results in a written warning and a $50 fine. A cleaning workshop conducted by the Jardine custodial staff may be recommended for residents at this step of the penalty system.
3. The third violation results in a $50 fine and eviction at the end of the semester.

This violation is documented for any rental history inquiry submitted to the Jardine office. If residents wish to contest the evaluation of their apartment, they have the opportunity to contact the Jardine office in the form of a written appeal and may call 785-532-3790 to discuss this matter.

Outdoor Health, Safety and Aesthetic Standards Policy
To preserve the community’s aesthetic appearance, the following rules apply:

1. Rugs, clothing articles, etc., must not be hung over railings and picnic tables or put on lawns. Clotheslines are provided near each laundry facility.
2. Flower boxes or pots must be kept to a reasonable number, not use the building for support, and include only live plants. Empty flower boxes or pots must be stored inside the apartments.
3. Toys must not obstruct clear passage in case of emergency; toys not in use should not be left on the porch area.
4. Mopeds, motorcycles or any motorized vehicle must not be stored in apartments, under the stairs, on balconies or porches at any time. Mopeds are required to be registered on campus through the Parking Services office.
5. Furniture, boxes or other personal property except lawn chairs, barbecue grills and bicycles are not permitted to be stored outside on porches or balconies nor attached to poles or air conditioner supports.
6. Storage is not allowed in any stairwell. Items placed in stairwell areas are removed at the owner’s expense, without notice. Kansas State University, Housing and Dining Services, and the Jardine office are not responsible for any damage, loss, etc., that may happen to items found in the stairwell area.

7. Residents may only park their registered bicycles in the bicycle racks provided. Tricycles, big wheels, strollers and other multi-wheeled vehicles are not allowed to be stored outside.

8. Bird feeders are permitted as long as they are hung in a tree located 15 feet away from the edge of the concrete sidewalk and hung at least 5 feet high.

9. Trash of any kind is not allowed to be left outside of the apartment, to include the porch/balcony area.

Housing and Dining Services staff conduct outdoor aesthetic checks for all apartments on a continuous basis. If an apartment has a violation, notification is left indicating the date of inspection and concerns noted. Below is a breakdown of the penalty system established to respond to violators.

1. The first violation and all following violations result in the removal of the items not permitted by Housing and Dining Services. Following the collection, items are held by the Jardine office for a period of 30 days. Failure to retrieve confiscated items results in disposal of the collected items after 30 days.

2. The second violation results in removal of the item and a $50 fine.

3. The third violation results in removal of the item, a $50 fine and eviction at the end of the semester.

This violation is documented for any rental history inquiry submitted to the Jardine office. If residents wish to contest the evaluation of their apartment, they may submit a written appeal to the Jardine office within 24 hours of receiving notice.

Judicial Policy
Behaviors that may be in violation of municipal, state and federal laws are reported and referred to appropriate agencies. If in violation of established and published university policies and the Jardine Apartments regulations and expectations, individuals who are reported may be referred for disciplinary action. The area coordinators, in consultation with the assistant director, primarily handle the disciplinary process with assistance from the Dean of Student Life office.

Noise Levels — Quiet Hours Policy
One of the residents’ responsibilities noted in the agreement is the provision on disturbances. Residents are asked to observe the academic interests and close quarters of the community. Residents should not make or permit noise which may be objectionable to other residents.

Simple behaviors can help to reduce unnecessary noise. Residents should take off boots or heavy shoes when in the apartment; and keep the volume on the stereo, TV or radio at a reasonable level. The placement of rugs on the floor can also significantly reduce the amount of noise between apartments.

While noise can be a problem, it is important to realize people make a certain amount of noise under normal circumstances. Residents should be aware of and tolerant of individual differences in lifestyles and routines.

The best way of dealing with noise problems is for residents to get to know their neighbors before a problem starts. Then, if a noise problem develops, it is easier to address the issue with their neighbor.

Residents must respect the rights of others in regard to noise level and obey the Jardine Apartments quiet hours policy:

Sunday through Thursday
10 p.m. – 7 a.m.

Friday through Saturday
11 p.m. – 7 a.m.

Courtesy hours are in effect 24 hours a day, seven days a week. If a resident requests a neighbor be quiet, the neighbor should be respectful of their request.

Should a problem with a neighbor persist, a resident may contact their neighborhood staff. Disturbance of the peace issues may require police involvement as well. A complaint may be filed with the Jardine office if the noise problem cannot be worked out. Each complaint is reviewed and addressed accordingly.

Most noise problems can be avoided early on by residents communicating with one another. They should get to know their neighbors before a problem starts. Then, if a problem develops, it is easier to address.
Pest Control Policy

Housing and Dining Services has partnered with a pest control company to inspect their buildings in order to prevent and regulate infestations of cockroaches, other insects and rodents. This service is offered at no additional cost to residents. Each apartment is inspected once a month. All residents are required to participate and cooperate with the pest control program. It is imperative residents permit entrance to their apartments on the designated inspection date even in their absences. A notification email is sent to notify residents that their apartment has been inspected. If residents have medical conditions prohibiting extermination in their apartments, written documentation from a physician must be filed with the Jardine office.

Apartments identified by the pest control technician as infested are required to participate in the mandatory full intensive service program. Residents in this program are notified of steps they must take to prepare their apartment for treatment. Failure to prepare an apartment results in review of their agreement and possible eviction.

When an apartment is inspected, notification is given indicating the date of inspection. The Jardine office contacts residents if concerns are noted. Below is a breakdown of the penalty system established to respond to violators.

1. The first violation results in a written warning.
2. The second violation results in a $50 fine.
3. The third violation results in a $50 fine and eviction at the end of the semester.

This violation is documented for any rental history inquiry submitted to the Jardine office. Residents may follow instructions on the violation notice or contact the Jardine office at 785-532-3790 to discuss the matter.

Residents must do the following:

- Practice cleanliness.
- Wash dishes daily.
- Do not store paper or loose plastic bags in the apartment.
- Thoroughly clean the kitchen weekly; do not let grease accumulate on the stove and cabinets.
- Get rid of garbage on a regular basis.
- Avoid excess clutter or piles of clothing.
- Keep food in covered containers and/or dishes.
- Check boxes and sacks brought into the apartment.
- Common places to check for pests include: around the sink, stove, cupboards, pipes, and baseboards, as well as under tables and chairs.
Sales and Solicitation Policy

The following guidelines are established by Housing and Dining Services and the Jardine Residents’ Council. These guidelines are established: (1) to limit harassment of students and disruption of their academic endeavors; (2) to protect students from commercial exploitation, including misleading, unethical or high pressure sales tactics; and (3) to protect and promote safety, security and a clean, litter-free environment. The Jardine Apartments community upholds these guidelines which are construed and applied in a manner consistent with applicable university and Kansas Board of Regents policies and federal, state and local laws.

A. Advertising shall conform to the following guidelines:
1. Advertising shall tell the truth and shall reveal significant facts, the concealment of which would mislead the public.
2. Advertising shall avoid the use of exaggerated claims. Advertisers shall provide proof of claims on request.
3. Advertising shall be free of statements, illustrations or implications which are libelous or obscene.
4. Advertising shall offer only merchandise or service which is readily available for purchase at the advertised price.
5. Advertising of guarantees and warranties shall be explicit, including the nature and extent of the guarantee or warranty and the identity and responsibility of the guarantor or warrantor.
6. Advertising containing testimonials shall be limited to those of competent witnesses who are reflecting a real and honest choice.

B. Door-to-door solicitation, fundraising, campaigning, advertising and sales are not permitted.
1. However, advertisements, product samples, coupons, campaign posters and displays may be placed in the three laundry facilities in the areas designated for that purpose. Prior approval must be made by the Jardine office so rules regarding the placement of such materials may be discussed (e.g., size restrictions, responsibilities for removal of materials, time limitations, etc.).
2. In addition, public areas of the Jardine Apartments community may be reserved through the Jardine office for public speaking engagements.
3. Events sponsored by recognized student groups may be advertised in the Jardine Journal. Advertisements must be submitted two weeks prior to printing and are subject to change as deemed appropriate by the editor.

C. Door-to-door research (e.g., surveys, interviews, questionnaires, etc.) shall be completely voluntary and shall meet all university guidelines. Prior approval must be made by the Jardine office so rules regarding the manner in which the research is to be conducted may be discussed.

D. No business or charitable fundraising may be conducted from the Frith Community Center and apartments. This includes, but is not limited to, babysitting, typing service, rentals, and all other money-making activities. The only exceptions to this would be the community-wide garage sale and annual farmers market.

Transfer Policy

Residents who are transferring will pay the current rental rate through the end of their current agreement period and will begin paying their new rate at the beginning of the new agreement unless otherwise determined by the Jardine Apartments staff with advanced notice to the resident. When offered a transfer apartment, residents will be granted three days to complete the transfer.

All transfer requests will be coordinated by the Jardine occupancy coordinator who will advise the resident of their options and any charges that may apply.

All residents must be checked out of their current apartment before the end of the semester in which they transfer unless otherwise determined by the Jardine Apartments staff with advanced notice to the resident.

All transfer requests filed in the Jardine office will expire on Jan. 31 of each year.

If residents refuse an offered apartment, they are moved to the end of the transfer list. Residents may only decline a transfer twice before they are removed from the transfer list.

There is a $200 transfer fee per person for Jardine-to-Jardine transfers unless the resident has experienced a life event (e.g., acceptance into graduate school) or a change in family status (e.g., marriage or childbirth/adoption) within a predetermined time. The predetermined time is dependent on when the resident officially requests a transfer and the circumstances related to the specific situation. Residents must contact the Jardine Apartments office to discuss specific details regarding transfer eligibility and for a complete listing of the situations in which the transfer fee may be waived.

Transfer requests during the Choose Your Experience process

Any current Jardine resident may choose to preference a transfer during the annual Choose Your Experience Jardine Agreement renewal process.

A move-in date will be coordinated with the occupancy coordinator with advanced notice based on availability of the new apartment.

Transfer requests at times other than the Choose Your Experience process

Residents must reside in the assigned apartment for a period of three months before they may request any transfer to another apartment.
Vacating Policy

To vacate without penalty, a resident of Jardine Apartments must:

- Complete an Intent to Vacate form (ITV) at least sixty (60) days in advance of the end of their contract, which for all residents on an apartment agreement is June 30.
- Meet the criteria for vacating at the end of the semester during the window of opportunity (a period of days in the month of December during which residents are able to vacate for approved reasons with no penalty).

Any resident wishing to vacate their apartment at any time other than the conclusion of their contract must contact the Jardine Apartments office to see if they qualify to vacate early. A resident who want to vacate prior to or at the conclusion of the fall semester must also submit an ITV form at least sixty (60) days in advance of vacating. **Failure to provide this notice will result in additional penalties including loss of the deposit.** The student will be responsible for 100 percent of the rent through the end of December.

Residents graduating at semester or participating in an academic program (student teaching, internship, cooperative study or study abroad) may terminate this agreement at the end of the fall semester without penalty if they have submitted an ITV at least sixty (60) days in advance of vacating and provided documentation from their advisor.

If a resident vacates early, all remaining resident(s) are still liable for payment of the full amount of the apartment rental rate, but the remaining eligible residents may designate a new eligible resident(s) to replace the vacating resident(s). The new resident(s) must be mutually agreeable to the remaining resident(s) and to the Jardine office. If approved, the new resident(s) may replace the vacating resident on the agreement via a signed addendum. Failure to checkout properly will affect your rental history with Housing and Dining Services.

**Vacating in emergency situations:**

In case of fire or other catastrophe that makes the apartment uninhabitable, the university will either provide other housing or the agreement will terminate immediately.
UTILITY SERVICES

Electrical Service (Westar Energy: 800-383-1183)

Electricity is on in each apartment when residents check in, and billing is switched to the designated renter’s name at that time. A Westar employee reads electrical meters each month. There is no need to enter apartments for this. Residents receive bills by mail or email each month from Westar. Payment is made directly to Westar and any questions or concerns about these bills should be directed to them. It is the responsibility of residents to request cancellation.

Maintaining continuous Westar service in an occupied apartment is the responsibility of all roommates, regardless of which roommate is the official account holder. Failure to properly set up electricity prior to moving into Jardine or maintaining continuous service or an up-to-date account with Westar is a violation of this agreement and may result in a contractual hearing with a representative of Housing and Dining Services and penalties, including monetary fines such as service reconnection fees and up to termination of this agreement (see “Termination Policy”).

Charges incurred will result in Housing and Dining Services posting charges, in equal shares, for all electrical services including a nonrefundable $25 per-person processing fee for each transaction to a student’s university KSIS account. Such charges include, but are not limited to, penalties for failure to establish and/or maintain utilities as requested, reconnection fees for noncontinuous service during a transfer of account holder among roommates, or reconnection fees following an action or lack of response from the resident. Charges posted to a student’s KSIS account will be due as specified.

Gas Service

Traditional apartment stoves, heat and hot water operate on gas. The cost for gas service is included in the monthly rent; no additional fees are assessed for this service. If problems or strange smells associated with gas are noticed, residents must immediately contact the Housing and Dining Services Facilities Management office at 785-532-6466.

Telephone Service

Local Service

K-State Computing and Telecommunications Services: 785-532-7001

Listed below is information residents need when ordering new service:

1. Personal Information:
   - Name
   - Manhattan Address (including apt. #, Zip code, etc.)
   - Social Security Number

2. Previous Telephone Service:
   - Telephone Number (including area code)
   - when established and when disconnected

3. Parent/Guardian/Reference Information:
   - Name and Telephone Number (including area code)

4. Employment Information:
   - Employer
   - Work Telephone Number
   - Job Title
   - Length of Employment or Start Date

5. Resident/Apartment Information:
   - Name of Apartment Community (Jardine)
   - Name of New Building Number/Address
   - New Apartment Number

Long Distance Service: Residents may choose their own long-distance service from any provider.
Dining Services

Dining Services at K-State provides students with a variety of convenient dining options that offer contemporary, great-tasting and nutritious meals.

Our on-campus dining program has been recognized by the National Association of College and University Food Services (NACUFS) for having the best daily menus in the nation. Dining services has also earned several of NACUFS’ top awards for special event dinners, nutrition education initiatives and for the best recipe using locally grown foods. We’ve won the National Frozen Food Association grand prize distinction three times for creativity shown in using fruits, vegetables and other frozen foods. Dining services has also won several top awards in industry-sponsored national recipe competitions.

Another notable aspect of our operations is the source of several of our ingredients. How many university dining operations do you know that are able to get beef and milk supplies from their own campus? Thanks to Weber and Call halls, we can. We also obtain locally grown fresh produce when available. Learn more about our sustainability efforts at housing.k-state.edu/dining/sustainability.

Menus

Menus are written by a committee of registered dietitians and management staff with input from residents. A file of over 8,000 recipes is continuously updated by a research and development team that gleans the best ideas from the marketplace, modern cookbooks and stylish food publications. Talented staff, creative recipes and a from-scratch production system supports a menu that represents the quality expectations of an award-winning dining program.

Menus never repeat exactly the same food item selections. Weekly menus are posted on the web at housing.k-state.edu/dining.

Breakfast features a hot entrée and continental selections including hot and cold cereal, toast, bagels, homemade muffins and coffee cakes, fruit and yogurt, Call Hall milk and a variety of juices and beverages.

Lunch and dinner menus include two or three traditional entrées and a variety of specialty-line options. Menu selections also include such items as hot side dishes, homemade soup, freshly prepared salads from a salad bar, fruit, ice cream, beverages, homemade cookies, cakes and other desserts. Our all-you-care-to-eat model allows you to get all the fuel you need to support your active university lifestyle. To avoid waste, however, we ask that you take what you want, but eat what you take.

Meal Plans for Purchase

Jardine residents wishing to purchase a meal plan, may do so in person at the Pittman Building or online at goo.gl/KBYupK.

On-the-Go Meals

When you need to take your meal with you, On-the-Go Meals are available at scheduled times during the day in Kramer and Derby dining centers. These portable, convenient meals are available with your campus meal plan.

Meal Hours

Meal hours are posted in the residence halls and dining centers and on the web at housing.k-state.edu/dining. Dining times may vary between dining centers.

Please enjoy your meal in the dining room — unless you choose the On-the-Go option, we request that no food items be taken from the dining rooms.
Special Diets and Needs

All Dining Services locations are staffed with registered and licensed dietitians who are available to assist residents following a medically necessary diet plan. The dietitian in your facility will be happy to help you plan your meals and locate the appropriate foods within the dining center to keep you healthy and safe. Also, nutrition information is available for each item featured on the daily menu pages to further assist you.

Students who live in our residence halls and anticipate the need to follow a medically necessary diet plan should complete our allergy accommodations form (housing.k-state.edu/dining/nutrition/index.html) along with their physician. The student can then request a meeting with a dietitian at their dining center and provide them with the completed allergy accommodations form.

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 ultimately your responsibility to determine whether to question ingredients or eat selected foods. Please note that we may not be able to accommodate all food allergies. Housing and Dining Services cannot guarantee the safety of students with life-threatening allergies.

Dining Center Entry, Meal Plans and Meal Refunds

Residents enter our dining centers using a biometric screening process. This system will scan your finger and match it with your Wildcat ID Card, then deduct a meal from your meal plan. It will make meal times faster and more efficient, and you will no longer need to worry about locating your ID card for every meal. How it works: A random number sequence, which identifies your finger’s pressure points, will be tied to your WID. These numbers are only applicable to our system, and no image of your actual fingerprint is stored. Your K-State ID does serve as a meal card and can also be used to gain access. To sign up for biometric screening, visit your dining center.

Each meal plan has been priced assuming some meals will not be eaten. Meals are not refundable and not credited from one week to another because the overall price is less than the cost of every available meal. Unused meals cannot be transferred to another resident who has run out of meals during a given week. Students can increase their meal plan at any time throughout the year. Meal plans can be decreased one time each semester no later than Sept. 15 for fall and Feb.15 for spring.

Students are eligible for a partial meal refund (raw food cost credit) on confirmation that they have withdrawn from the university. Contact Housing and Dining Services (104 Pittman Building; 785-532-6453) to initiate changes or refunds, or for answers to questions.

Guests

Students' friends, parents or other guests are welcome. Guests may pay the guest meal price at the checker's stand or use a student's guest passes.

Meals may be used for guests, depending on the meal plan purchased. Please refer to goo.gl/KBYupK for more details. Guest meals can be used at any meal except Thanksgiving Dinner (November), Holiday Dinner (December) and Spring Dinner (March or April). Guest tickets for special dinners must be purchased at least 24 hours in advance from the dining center secretary.

Guest rates are updated at housing.k-state.edu/dining

Dining Room Decorum

We want students to enjoy themselves while dining with friends and guests. Since others will sit at the same tables throughout the meal period, we ask that students be courteous and leave the dining area as tidy as possible.

For safety reasons, shoes and shirts must be worn in the dining centers. All dining centers are smoke-free.
ATA Shuttle

K-State Housing and Dining Services and the Flint Hills Area Transportation Agency (ATA) have partnered up to provide students, faculty and staff with a free shuttle service during the academic year. The fixed-route loop connects Jardine Apartments and Derby Dining Center.

Go to housing.k-state.edu/shuttle-index.html to view the schedule. This service is not available during the summer.

A shopping shuttle is also available for transportation to Walmart on Saturdays. An up-to-date schedule and shuttle stop locations can be found at www.k-state.edu/issss/services. All K-State students with a valid K-State ID may use this free service. Spouses and children may ride for a small fee.

The shopping shuttle service is sponsored by the K-State Association of Residence Halls, the Office of International Student and Scholar Services and the Department of Housing and Dining Services.