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, impacts 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 2018 – 2019

*Note: Jardine is open 365 days a year, so there is no Opening/Closing

Saturday, June 30, 2018 – End of Agreement
Jardine residents vacating and ending their agreement period, must be moved out by June 30.

July 3, 2018 – 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 when the resident moves in.

July 3, 2018 through July 18, 2018 – Internal Jardine Transfer Priority
Residents transferring to an apartment within Jardine, will likely transfer in this timeframe in order to give housekeeping two weeks to turnover their vacated apartment for an Aug. 1 move-in for new residents.

Wednesday, Aug. 1, 2018 – 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 any time during business hours (8 a.m. to 5 p.m. Monday-Friday) in the month of August.

Saturday, Sept. 15, 2018 – Jardine and Hybrid Apartments Application Available
Jardine and Hybrid Apartment applications for Jardine 2019 spring semester and 2019-2020 academic year are available online.

Wednesday, Oct. 31, 2018 – Last Day to file Intent to Vacate (ITV) with no penalty
Residents breaking agreement early at end of fall semester must provide 60 days notice and written verification from department of graduation, study abroad or internship, PRIOR TO MOVING OUT to have approval granted for an exception to break Agreement.

Friday, Dec. 21; 5 p.m., 2018 through Wednesday, Jan.2, 2019; 8 a.m. – Jardine Office & Pittman closed for regular business
Jardine and Pittman are closed during this time. HDS facilities and housekeeping are still functioning in some capacity; especially for processing the Jardine semester check outs and apartment turnovers. Residents will need to schedule a check-out appointment with the office during business hours or complete a check-out waiver to waive being present at the check-out.

Monday, Dec.31, 2018; 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 Jan. 15, 2019 – New Spring Semester Jardine Agreements start
Residents joining at semester, may move in when apartment is ready, as communicated by Jardine Occupancy Coordinator; likely during these dates.

Monday, April 1, 2019 – Hybrid Contract Residents – Last Day to File ITV with no penalty
Residents moving out at end of agreement period (May 31), must provide 60 days notice. They may file their ITV for May 31 and move it up if they need to check out sooner. They may not move their ITV date back or past May 31.

Tuesday, April 30, 2019 – Jardine Contract Residents – Last Day to File ITV with no penalty
Residents moving out at end of 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.

Friday, May 31, 2019 – End of Hybrid Apartment Agreement
All Hybrid Apartment residents must be moved out by May 31.

Sunday, June 30, 2019 – 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 a stove and refrigerator. Some apartments may have additional amenities.

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

Highly Renovated Apartments
Feature one-, two-, or three-bedroom apartments, unfurnished. Appliances provided are a 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 a 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 a full-size stove, microwave, refrigerator, dishwasher, washer and dryer. Electricity is included in rent. Freshmen who are approved to live in hybrid apartments are required to have a meal plan. For all other hybrid residents, meal plans are 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.

Rent
Residents have options regarding the payment of rent:

Plan A: Prepayment
One payment will be due July 1, 2018, and one payment will be due Dec. 1, 2018. 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.
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

Fire Department

Riley County Emergency

Via Christi Hospital

Lafene

Riley County Health Department

Westar

K-State Telecom

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
From time to time, Kansas State University takes and uses photographs or videotaped images of housing residents while in public spaces for promoting, publicizing or explaining Housing and Dining Services, without compensation or any form of payment to the resident or claims for payment or royalties. All ownership of the photos remains solely with the university. If you want to opt out of your image being used in photographs, please email the Housing and Dining Services Marketing and Communications office at hdmkng@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.
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 bunched 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/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.

Apartment Entry/Access
A Housing and Dining Services staff member may authorize entrance to a student’s room for these reasons, but not limited to:

1. The resident’s permission.
2. To shut off TVs, radios, persistently ringing alarm clocks, telephones, etc.
3. During emergencies that present potential danger or threat to life, safety, health or property.
4. By lawfully issued search warrant.
5. To provide room maintenance, repair service, health and safety inspections, or pest control, some of which may occur over break periods.

**Bicycles**

All bicycles on university property must be registered and display a bicycle permit. Bicycle permits are available at no cost from Parking Services at www.ksu.edu/parking/forms.

Bicycles must be parked in the bicycle racks provided. Parking bicycles in the stairwell areas is prohibited. Bicycles that are parked on or locked to permanent fixtures (e.g., access ramps, light posts, trees, etc.) may be removed at any time by Housing and Dining Services (HDS) and impounded at the owner’s expense.

Abandoned and unregistered bicycles, including any bicycles that have been registered online but do not display a registration permit, will be periodically tagged and subsequently collected by HDS. Unclaimed bicycles will be donated to charity.

More information about campus bicycle regulations is available from Parking Services at 785-532-PARK (7275) or parking@k-state.edu. If you have questions about your tagged bicycle or would like to inquire whether your bicycle has been collected by HDS, you may contact the Residence Life office at 785-532-7659 or reslife@k-state.edu.

**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.

**Communicable Diseases**

Residents are expected to immediately report to RAs, RLAs, CCs and ACCs any infections or contagious diseases within the facility. Housing and Dining Services will work with medical professionals in Lafene Health Center for proper course of action in regards to communicable/infectious diseases.

**Communication**

Housing and Dining Services staff may contact you by phone, mail or email about a variety of issues such as maintenance requests, information about holiday breaks, safety issues, and other important information. Information may also be dispersed through floor/area meetings, bulletin boards, and paper notices delivered to your room and apartment. Your K-State email is the primary source of communication at Kansas State University and Housing and Dining Services. You are responsible for checking your email and physical mailbox frequently. Residents’ physical mailboxes are located in the lobbies of your community (for Strong Community residents, mailboxes are located in Van Zile Hall) or the mailroom in Jardine Apartments. Any notices to a resident shall be deemed received by residents on the date delivered to the resident’s K-State email or mailbox.
Community Spaces
Visit [housing.k-state.edu/event-space/index.html](http://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.
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 will be assessed to the resident(s) 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. Decorative lights may be used within student rooms, but must not be attached to door frames, metal bed frames, windows, fire alarms, sprinkler heads or life safety equipment. 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 about 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.

Guests
Guests are permitted to stay two weeks at a time 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 and must sign the Guest Registration form. 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.

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.

HDS 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.
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 of a modern apartment 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 parking permit. Permits can be purchased at www.ksu.edu/parking.

Visitor Parking
After 5 p.m., visitors may park in the parking lots W, O, T, and Z, except during home football and some basketball games. There are a limited number of metered parking stalls for visitors. Visitors who wish to park at Jardine will need to purchase a visitor permit for $5/day. These are available at Parking Services or the KSU Police Department.

Motorcycles
Motorcycles may be parked only in marked areas, and must have a motorcycle permit.

Bicycles
Bicycle racks are available for bicycle storage and should be registered through Parking Services.

Mopeds
Mopeds must have a motorcycle permit. Mopeds, due to being fuel driven, are not allowed in any portion of the apartment or balcony.

Any other questions should be referred to Parking Services at 785-532-PARK (7275) or parking@ksu.edu.

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.

Assistance 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/F3BBs5.

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 tubes 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 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 at [app.q/iud2H4](app.q/iud2H4).

**Drill Rifles**
Drill rifles and related material as issued by Kansas State University ROTC or precision military drill team are permitted in the residence halls/apartments upon notification to a Student Living staff member of involvement with these programs. The drill rifles must be properly stored in the students assigned room at all times. These items may not be used to play with, shoot projectile of any kind, or intimidate others. All practicing of or usage of drill rifles and related materials may not occur on Housing and Dining Services property. Predetermined practice fields are shared with members of the precision military drill team by ROTC.

**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.

**Skateboard 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.

**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: 8104.7 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).
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.

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.

Technology Usage Policy
When using the computing resources of Housing and Dining Services, you agree to
the following:

• It is the responsibility for the user to be aware of and follow all University policies
  and procedures listed in the KSU Policies and Procedures Manual. View K-State’s
  complete set of policies.
• Usage must always be legal, ethical, reflect academic honesty and community
  standards, and show restraint in the consumption of shared resources.
• To refrain from viewing, copying, altering or destroying anyone’s files without
  explicit permission from the owner of the files.
• It is the responsibility to follow all University policies including PPM 3010.
• To refrain from making, distributing or using unauthorized copies of licensed
  software, music or literature, videos or copyrighted materials.
• To refrain from damaging files or intentionally damaging or destroying
  equipment, software or data belonging to K-State or individual users.
• To refrain from using residential network connections for monetary gain.
• To refrain from providing a server of any kind (i.e. FTP, SMTP, DHCP, P2P, HTTP or
distributed transaction server) via the residential network.
• To refrain from connecting a router (or similar device) on the residential network.
• Violation of any policy could result in sanctions, including, but not limited to,
  administrative cancellation of computing resources and services, cancellation of
  housing contracts, dismissal from the university or legal action.

Prohibited Network Devices:
Certain devices are prohibited on the K-State network due to their potential to cause
issues or outages with the network. These issues can range from decreased network
performance to complete outages for a building or multiple buildings.

IT policy prohibits installation or use of any and all networking equipment on the
K-State network such as a router, switch, repeater, bridge, VPN server/concentrator,
hardware firewall, wireless access point (WAP), or any similar equipment.

Any type of Network Address Translation (NAT) device (software or hardware based)
is prohibited.

Running a server of any kind on the K-State network is prohibited, (i.e. FTP, SMTP,
DHCP, P2P, HTTP or distributed transaction server).

Network printers and print servers are not supported.

These policies can also be found on the ResNet webpage at housing.k-state.edu/
resources/resnet.

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.
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 Jardine Apartments. 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.

Decoration
Decorative lights may be used in students’ rooms but must not be attached to door frames, metal bed frames, windows, fire alarms, sprinkler heads or life safety equipment.

Fire Safety
Residents are encouraged to talk with roommates regarding fire safety practices and related behavioral issues. Depending on the circumstances, all residents living in a room, suite, or apartment can be held accountable for violations that are discovered within the room.

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.

Room and Kitchen Responsibilities

1. Each resident is responsible for the proper care and cleaning of their individual bedroom including the guidelines for break and holiday periods and check outs. Individual residents will pay for any charges assessed for damages in their rooms, as determined by the staff member completing the final inspection of the space.
2. All residents are responsible for cleaning the stoves, ovens, sinks, counters, microwaves, and removing all trash from the kitchen after use.
3. With reasonable notice, Housing and Dining Services staff may dispose of abandoned property in the apartment. Each resident is responsible for properly disposing of garbage and boxes, including taking cardboard boxes to the proper outside receptacle.

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 are prohibited 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.

Conduct Processes and Procedures

Housing and Dining Services staff members are expected to report any significant event that occurs in Housing and Dining Services communities. An incident report

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.
is a written account of an event or situation by the person who has the earliest and most direct involvement with the incident. Charges of policy violations originating from an incident report are considered alleged pending completion of the student conduct process. Any member of the Housing and Dining Services community can report behavior that is inconsistent with community standards. If the alleged misconduct occurs in or on Housing and Dining Services property complaints should be brought to a Housing and Dining Services staff member (RA, RLA, ACC, CC, AC, etc.).

All student conduct procedures are designed to minimize disruption to the Housing and Dining Services community. When an incident takes place, the following conduct protocol occurs until the case is concluded with a final decision. If a formal complaint is filed against a student, usually through an incident report, a conduct hearing officer is assigned to consider charges against the student. A conduct hearing officer will be assigned according to the severity of the situation, previous conduct record, and the community where the violation occurred. The conduct hearing officer may be an Assistant Community Coordinator, Assistant Coordinator for Departmental Initiatives, Community Coordinator, or Area Coordinator. The conduct officer for an alleged violation may not be in the same community where the violation occurred. In some situations, a case may be handled by the Office of Student Life or Office of Institutional Equity.

All residents must abide by the conduct standards set forth in university policies, including but not limited to the Student Code of Conduct (www.k-state.edu/sqa/judicial/student-code-of-conduct.html), the anti-discrimination/anti-sexual violence/anti-stalking and domestic/dating violence policy at PPM 3010 (www.k-state.edu/policies/ppm/3000/3010.html), and the Threat Management Policy (www.k-state.edu/policies/ppm/3000/3015.html) and Critical Incident Response Team process (www.k-state.edu/studentlife/cirt). To make a report concerning the Student Code of Conduct please visit cm.maxient.com/reportingform.php?KansasStateUniv&layout_id=10

To make a report concerning the anti-discrimination/anti-sexual violence/anti-stalking and domestic/dating violence policy at PPM 3010 please visit cm.maxient.com/reportingform.php?KansasStateUniv&layout_id=18

To make a Threat Management Report please contact the Director of Labor Relations. To make a Student of Concern Report please visit cm.maxient.com/reportingform.php?KansasStateUniv&layout_id=16.

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.

Roommate Conflict

Living in the on-campus is a community living experience where all members have certain rights and responsibilities. Since the members of a residence hall/apartment community are unique individuals with different perceptions and values, the interpretation of these rights and responsibilities can sometimes conflict. When conflict between members of a community occurs, it is important to address the conflict rather than let it escalate. While resolving conflict is not easy, it can lead to understanding, respect among community members, and help build a positive living environment.

To avoid conflict with your roommate(s) or another resident:

- All Jardine residents will be required to complete a roommate agreement shortly after all occupancy changes. These agreements will include:
  - Communicating: Sit down and talk about habits, preferences, and personal values.
  - Establishing Room/Apartment Rules - common topics include: cleaning, borrowing belongings, study times, and guests.
  - Utilize your apartment staff to help be proactive!

Should conflict with your roommate(s) or another resident develop, our best advice is to:

- Talk to your roommate(s) when neither of you are angry or upset.
- Carefully explain what the issue is and why it frustrates/upsets you.
- Be specific and tactful.
- Do not threaten or give ultimatums (e.g. “if you don’t ___ I’ll…”).
- Be prepared to make compromises.
- If you aren’t able to have a civil conversation on your own, seek help from your Housing and Dining Services student staff within your community (RA).
- If relocation is necessary/wanted, keep in mind that it is usually the person who requests the change that will move.

Safety of Yourself and Others

Students are not permitted to engage in activity that would endanger the safety or security of themselves or others. This includes but is not limited to: climbing trees, structures, roofs, buildings, window ledges, balconies, or propping open doors, etc.

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 disruption of students’ 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.

Self-Destructive Behavior
Kansas State University has a clear and distinct interest in maintaining a safe and educational environment in the residence halls and apartments. The regular operation and day to day activities of residential communities and individual residents can be seriously disrupted by self-destructive behavior. Please refer to the University Policy found at www.k-state.edu/studentlife/policies/studentlifehandbook/withdrawdisruptivebehavior.html. Behavior reported to or observed by Housing and Dining Services staff will be referred to the Office of Student Life.

Tampering with University Property
Tampering with or manipulating university property is strictly prohibited. This includes but is not limited to: thermostats, air vents, electronic devices (i.e. tvs, computers, printers), furniture, kitchen and laundry appliances, mailboxes, doors/locks, keys, electrical outlets, etc.

Threatening Behavior
Please refer to the university Threat Management Policy that can be found at www.k-state.edu/policies/ppm/3000/3015.html#Threat

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 transfers 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/adoptions) 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.
• For all residents on a Hybrid Agreement, the contract ends May 31. If you are not staying in Jardine for the summer, you must fill out an ITV. If there is a gap in your agreement where you will not be living with us from June 1 to Aug. 1, fill out the ITV.
• 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.

**Room Checkout Procedures:**
As set forth by your Jardine Apartment Agreement, checkout procedures include: The resident(s) agrees to be responsible for the cost of cleaning, replacement and repairs of equipment, furniture and/or fixtures on the premises. Residents will be charged for a lock change and new keys if a key is lost or not returned at checkout. This includes all apartment, laundry facility and mailbox keys. Residents will be charged for a new keycard if a keycard is lost or not returned at checkout. The resident(s) must also conclude a checkout process with apartment staff and clean their residence and return the apartment to at least as good of condition as when you moved into the apartment. To satisfactorily clean, follow these steps:

- Sweep and mop the floor.
- Clean windows and window ledges.
- Dust shades/blinds.
- Clean and dust all furniture, including inside drawers.
- Ensure all original furniture is inside the room.

If a resident does not file an ITV Form prior to vacating the apartment at any time, then the resident will continue to be assessed rent charges through the end of the Term of the Agreement or until such time as the university has knowledge that the resident no longer occupies the apartment, whichever occurs last, and the resident further agrees that the university also will retain the $400 deposit previously paid by the resident, along with an amount equivalent to two months (measured from the end of the Term of the Agreement or when the university has knowledge that the resident no longer occupies the apartment, whichever occurs last) of that resident’s rent charge, as liquidated damages. Additionally, if you elect to do a waiver checkout, you agree to accept all charges that are found by the staff that check your apartment. If you elect to do a waiver checkout you agree to accept all charges that are found by the staff that check your apartment.

**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 be terminated.

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**Voyeurism**
Video voyeurism (including photo voyeurism) is prohibited at Kansas State University Housing and Dining Services, and is illegal under Kansas law, which can be viewed at [law.justia.com/codes/kansas/2017/chapter-21/article-61/section-21-6101](http://law.justia.com/codes/kansas/2017/chapter-21/article-61/section-21-6101). Video voyeurism is defined in part as an act for their own amusement, entertainment, sexual arousal, gratification, or profit, or for the purpose of degrading or abusing another person, intentionally uses or installs and imaging device to secretly view, broadcast, or records a person, without a person’s knowledge and consent, who is dressing, undressing, or privately exposing the body, at a place and time when that person has a reasonable expectation of privacy. At Kansas State University Housing and Dining Services, a reasonable expectation of privacy exists in most areas, including but not limited to, student rooms, suites, apartments, bathrooms, including showers and changing areas.

**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.
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 and Meal Plans

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/KBYupX 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 office.

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](http://housing.k-state.edu/shuttle-index.html) to view the schedule. This service may not be available during university breaks and/or 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/isss/services](http://www.k-state.edu/isss/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.
JARDINE APARTMENTS CONTACT INFO

2008 Tunstall Circle, Manhattan, KS 66502-2551
785-532-3790 • apartments@k-state.edu

After Hours
785-564-2409 (Staff on Duty) • 785-532-6466 (Maintenance Emergencies)

K-STATE DEPARTMENT OF HOUSING AND DINING SERVICES

104 Pittman Building, 1531 Mid Campus Dr. North
Manhattan, KS 66506
785-532-6453 • 888-568-5027 • housing@k-state.edu

@KStateHDS

KANSAS STATE UNIVERSITY NOTICE OF NONDISCRIMINATION

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801. Telephone: 785-532-6220 | TTY or TRS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at charlott@k-state.edu or 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TRS 711.

Revised Aug. 29, 2017.