Summer 2020 Conference Planner

INTRODUCTION

The staff of K-State Housing and Dining Services want to help make your event successful. The Guest Services office (785 532-6368) will be open in the summer on Monday - Friday from 8 a.m. to 5 p.m. We coordinate our department's services, assign residence hall space, check groups into and out of our halls and staff our halls.

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

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

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

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

Kramer Dining Center is expected to serve all groups from May 26 (breakfast) until the end of summer conferences on August 14. Click for the Kramer Dining Center menu.

There are web page links (bold purple) in this Planner. In the PDF version, the links should be clickable.

RESIDENCE HALLS

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

Residence hall exterior doors will be locked 24 hours per day. Access cards will be issued to all participants and staff.

Services requested apply to all participants of a conference. Meals are optional, but a meal plan must be requested to receive reduced room rates for youth. Discounted room and board plans for groups staying two weeks or longer include 20 meals per week. Meal and room requests are treated as a package. The conference will be invoiced accordingly, whether or not all participants stay the requested number of nights, and/or take all requested meals. Charges are not prorated for individual variations from arranged arrival and departure dates and times of a conference.

Vending machines, wireless Internet access and periodic front desk operations are available to participants.

A bath towel, hand towel, washcloth, plastic drinking cup, blanket, sheets, pillow and pillowcase will be provided in the room, at no charge. Beds are not made. Towels may be exchanged at the front desk, as needed. Linens may be exchanged once per week. Complimentary hotel soap bars are available at the front desk.

Each person will have a single bed, desk and chair, closet or wardrobe, storage drawers and a wastebasket. Guest rooms do not have telephones. Housekeepers prefer that on checkout day, guests leave bedding in place on the beds, and hang wet towels on the racks provided in the room, or on closet clothes bars.

Each hall has a laundry room. Liquid detergent (in limited amounts) should be used in our high-efficiency washers. Laundry cards may be purchased with cash (only) at the Haymaker Hall front desk for $7.00 (the price to wash and dry two loads), and may be used in all of our laundry rooms. Refunds are not provided for unused service.
Public areas within and outside the residence halls are not always available. Additional charges apply for conference rooms and other areas. Scheduling should be approved by the Guest Services office, as far in advance as possible.

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

**Guest Rooms and Suites**

Each residence hall has more than one room style and occupancy, which may be helpful to you. Blueprints for the floors assigned to you, in PDF format, can be e-mailed. Here is some information on room styles:

**Regular Rooms**

- Most halls primarily have standard, two-person rooms, available for double or single occupancy.
  - Most corridors with standard rooms have one community bathroom. Wefald and West central bathroom areas contain four lockable rooms, with a sink, shower and toilet.
  - No more than two participants may stay in a two-person room.
  - In Haymaker Hall, most floors have standard, two-person rooms on the A corridors, and suites on the B corridors.

**Suites**

- Suites house from one to four persons, with an attached bathroom. There is an additional charge.
  - Ford and Haymaker have two quad suites per corridor, each with four beds. These suites are partially-divided, with a private bathroom at one end of the rectangular suite. Quads are charged as multiperson suites.
  - **Most Ford and Haymaker suites are room-bathroom-room suites** (two two-person rooms, with the bathroom between them). Each resident room has a sink, mirror and cabinets. Residents have access to the student room on the other side of the bathroom, so we require a gender match in room-bathroom-room suites.
  - Any conference requesting suites, or requesting to be placed in Ford or Van Zile, will be charged the suite rate.
  - Many single and two-person suites share a bathroom (shower and toilet) with one other suite.
  - Rates for suites are either single or multiperson (two, three or four occupants), and are based on how many people will be sleeping in the same room. There is a single rate and a multiperson rate.
  - Each hall with suites has more than one configuration and number of beds. Call to learn more.
  - Each corridor in Haymaker and Moore has one small single room. The bed is permanently lofted in many of these rooms. These singles are not prepared for summer use, and will be crossed off room assignment spreadsheets. Please do not assign them. If you have need for a single room, the answer is to assign a double room as single.

- **Three-person rooms are very limited in availability.** Boyd and Putnam each have 15 three-person rooms. If a three-person room is needed, a multiperson or quad suite ($3 more per-person, per-night) may be the answer.

**Bathrooms**

Corridors with regular rooms have a community bathroom. Suites have attached bathrooms, which may be shared with one adjacent room. Wefald Hall and West Hall corridor bathrooms have within them four lockable rooms, each with a shower, toilet and sink/counter. On floors with community bathrooms, male and female participants (except families) are not assigned to the same wing. Families will need to use bathrooms marked for males and females.
Front Desk Services

A participant with a concern, questions, or who wishes to exchange towels, is welcome to visit the front desk of the residence hall. The usual pattern of staffing of our desks is during meal times and 9 p.m. to midnight.

Residence hall exterior doors are normally locked 24 hours per day. Each participant will be provided an access card. Main lobby doors may be unlocked during the check-in and checkout times of a large conference. Visitors will be asked to call participants down to the main lobby to escort them. We ask that sponsors of youth camps make participants and parents aware of your camp's policies on visitors, and our escort policy.

Recreational items for ping pong, foosball and billiards are available for checkout by conference or guest housing participants. We will ask to hold the conference access card until equipment is returned. For short-term campers, we only check out items (balls, cues, paddles) needed for the game tables visible in lobbies.

Mail and Packages

Mail may be picked up at the front desk, once the participant's identity is checked. Participants may check the message board at the front desk to see if they have mail or messages. The mailing address must include the name of the conference, the room number and name of the residence hall, and the street address. The name of the conference must be included. Here is an example address format for Haymaker Hall:

Willie Wildcat, Livestock Judging Camp
213 Haymaker Hall
1301 Claflin Rd. ☉ A street address (available at your front desk) is required by package carriers.
Manhattan, KS 66506

Participants of groups staying with us for multiple weeks will have letters and package notices placed in their mailboxes. The room door key opens the corresponding mailbox. Mailboxes are located in the main lobby.

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

Internet and Computer Room Access

Student rooms in the Derby and Kramer complexes have Aruba wireless ethernet hubs, with three ethernet jacks. Guests may use the KSU Guest wireless service. The first use requires accepting terms of service, which must be renewed every eight days (password not needed). Learn more at https://housing.k-state.edu/resources/resnet.

Information is available at https://wireless.k-state.edu and https://housing.k-state.edu/resources/resnet. Basic wireless access is available in the residence halls and dining centers, via KSU Guest.

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

Hall computer labs (locked rooms, as opposed to computers in main lobbies) are only available to adults staying two weeks or longer.

Printing

Laser printing will be available at the Haymaker Hall front desk; however, the printer can only be accessed via the print release station at the front desk. There is a charge of 10¢ per page, payable via Cat Cash, accomplished by a swipe of a K-State ID card. Charges increase (at sites capable of additional services) for larger or color copies. Learn more about Cat Cash at https://union.k-state.edu/shopping-services/cat-cash.
DINING SERVICES

Dining Services - General

Kramer Dining Center plans to serve summer groups from May 26 (breakfast) until Derby Dining Center re-opens around August 17. Click for the Kramer Dining Center menu.

A Sunday evening meal is not served in our dining centers, unless a group of 150 or more makes a special request.

Services requested apply to all participants staying in the residence halls. Meals are optional (except that a meal plan is required in order to receive the youth room rate). The conference will be invoiced accordingly, whether or not all participants stay the requested number of nights, and/or take all requested meals. Meal and room requests are treated as a package. Charges are not prorated. There is a discounted room and board rate (double room and 20 meals per week) for groups or individuals staying 14 nights or longer.

Entrées and accompanying items are served cafeteria style. Beverages, breads, breakfast cereal and condiments are self-serve. Fruit, yogurt and bread are available in the dining room. Salad, soup and dessert bars are available at lunch and dinner. Participants may return for seconds of any item. Food items may not be taken from the dining center, except for sack meals arranged for a group. Outside food, beverages and containers may not be brought into the dining centers. Shoes and shirts must be worn in the dining center.

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

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

An ATA bus will be available during the summer. There will be a continuous route, which is expected to be Monday - Saturday from 7:30 A.M. to 7:00 P.M., and on Sundays from 7:30 A.M. to 1:00 P.M. Stops will be at the Ford/West corner of Derby, Marlatt Hall and Jardine Apartments.

Meals - Guest / Staff / Commuter

Access Cards

Participants present their access card as their meal card (for meals arranged by the sponsor), or must pay to enter dining areas. Access is granted only once during each meal period. The card is only for use by the person to whom it was issued. Lost or malfunctioning cards can be replaced at the dining center checker's stand.

Guest Meals

Outside guests may be invited by sponsors. Prior arrangements for guest passes must be made with the Guest Services office, if the sponsor intends to pay. (One-time passes will be issued.) Charges will only be made for guest passes that were used, and will be added to the conference invoice.

Pay-as-you-go meals

Individual meals may be purchased with cash or check (and by credit card at Kramer) at the checker's stand in the dining center. If you did not arrange a meal plan, but expect that a number of participants will want individual meals, please inform us in advance, so adequate food can be ordered and prepared. See page 14.

Staff Meals

Conference or camp staff not residing in our halls may be issued an access card. The conference will be charged for meals eaten. Advance arrangements with Guest Services (or via the request for services) will be necessary, so sufficient cards will be available. Access cards for staff cannot be created at the registration site or dining center.

Commuter Meals

Commuter refers to a non-staff participant who will not be staying in the residence halls, but is to have meals.
The sponsor and the Guest Services office must have a clear understanding on which meals will be available to commuters. We need to notify dietitians of how many commuters to expect. Commuter access cards are encoded differently, and will be labeled accordingly. Sponsors are asked to inform commuters on which meals will be provided.

Commuter meals taken via the requested plan will be looked up and added to the invoice. Please send us the names of those who are to be issued cards, as special cards will be created. Paying cash on the line is not practical for a large group. We suggest that you consider including the dinner meal in the package if commuters will participate in evening activities. Sponsors are responsible for collection of charges for commuter meal packages.

Staff and Commuter Meals Policy

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

Sack Meals - Individual or Group

An individual participant who needs a sack meal may complete a sack meal request form at the Dining Services checker's stand 24 hours in advance. There will be no additional charge.

Group sack meals should ideally be requested via the online request for services for the conference. If there is a change of plans, please communicate with the Dining Services Special Events Manager as far in advance as possible. All group sack meal requests (five or more sacks) are assessed a $1.00-per-sack assembly charge. For those not on a meal plan, there will be a sack meal charge, but no assembly charge. (See page 14.)

Special Requests

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

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

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

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

For buffets, coffee, tea and ice water accompany all selections. There will be an additional charge for linen tablecloths for buffets and guest tables.

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

If conferences need additional services, or want to inquire about picnics and sack meals, the cost may be requested. Conferences will be invoiced for the replacement cost of any damaged or lost equipment. Nonreturnable styrofoam coolers are available for an additional fee. Charges for special Dining Services requests will be added to the invoice.

Requests for ice water, ice water stations and ice for camp injuries will be billed at a minimum of one-hour attendant labor. If an attendant is needed to staff a water station, additional labor charges will be assessed. If paper cups or delivery to another location are requested, there will be an additional charge.
Sponsors are asked to contact a Dining Services dietitian three weeks prior to their conference for special dietary requests. Dining Services can accommodate some requests within regular selections. A light meal may be provided if a participant becomes ill. Please contact a dietitian for food options. Vegetarian choices are served at all meals.

**Sunday Evening Meals and Events**

Sunday evening meals (normally not served) may be scheduled, with a minimum of 150 participants (or a combination of smaller conferences) necessary to open the dining center. For an additional fee, boxed dinners or picnic supplies are options.

**Meal Hours**

**Monday - Friday**

- Breakfast ......................... 7:00 - 8:30
- Lunch ............................. 11:30 - 1:00
- Dinner ............................ 5:00 - 6:30

**Saturday**

- Breakfast ......................... 7:00 - 9:00
- Lunch ............................. 11:30 - 1:00
- Dinner ............................ 5:00 - 6:30

**Sunday**

- Breakfast ......................... 7:00 - 9:00
- Lunch ............................. 11:30 - 1:00

The dining rooms close at 7 p.m. Please note the listed meal hours. Dining room areas may be rented for after-hours use at a charge of $100.00 for the first hour, and $30.00 for each additional hour. The minimum charge is for one hour. A Dining Services employee will be scheduled for the event. Charges may vary according to conference size. An event scheduled after 3 p.m. on Sundays (when a dinner meal is not contracted) is also considered after-hours, so after-hours fees will apply.

**Food Allergies**

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

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

For questions regarding ingredients and allergies, please see Dining Services contact information on page 19. A specific dietitian will be designated as the primary contact for questions on food allergies, etc.
CONFERENCE DETAILS

Hall and Room Assignment Policies

More than one conference may be assigned to a floor or corridor; however, this is more common for long-term groups than for youth camps, for example. Public areas will be available to all participants.

Residence hall building and corridor assignments are made by the Coordinator for Conferences. The sponsor will be notified of the plan. Housing and Dining Services reserves the right to change assignments and registration locations. Sponsors will be notified if an assignment change becomes necessary. The conference sponsor (or designee) will make participants’ room assignments. (See page 9.)

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

Housing and Dining Services attempts to schedule maintenance projects when conferences are not in the residence halls and dining centers. This is not always possible, with the amount of work that needs to be completed during the summer. Housing and Dining Services will attempt to minimize any inconvenience caused by maintenance projects. Our practice is to post notice at least 24 hours in advance of a non-emergency entry.

Male and female Housing and Dining Services staff live and work in each residence hall. Conference staff will do rounds every evening, usually between 9 p.m. and 10 p.m., and may need to be on floors at unexpected times to respond to concerns. Custodial and maintenance staff will also be working throughout the halls.

Conference Staffing

The Coordinator for Conferences will work with you, whenever needed, on the details of the Request for Services, and will be pleased to answer any questions. (See page 19 for contact information.)

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

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

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

Early Arrivals and Late Departures

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

- If boxes will be shipped to a hall before a conference arrives, or will be held after checkout, the conference will be invoiced for storage space, beginning with the day of delivery. Using a valid shipping address will be essential.

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

- In case of early or late room occupancy and/or meals provided, the sponsor and Guest Services will need to agree on whether the additional cost will be invoiced to the conference, or will be paid by each participant. Customarily, any additional charges are added to the conference invoice.
Registration / Check-in

We use the terms registration and check-in interchangeably.

Check-in Logistics

Many check-ins occur in the dining center lobby, which offers more space and flexibility than our residence hall lobbies. Air conditioning is a consideration in residence hall lobbies. If a line extends outside a residence hall lobby, participants tend to hold airlock doors open, and the lobby temperature will quickly increase. The dining center lobby may be a better option for checking in a conference of 50 or more. You will be asked to indicate your preference for check-in and checkout location, as well as starting and ending times, on the online Request for Services. Please visit with the Coordinator for Conferences if a check-in or checkout period of three hours or longer is planned. (We understand that adult groups such as research programs, as well as team camps, often have participants traveling from other states, and a longer check-in period may be needed. We want to accommodate your needs, but we need advance notice in order to appropriately staff the reception desk.)

Changes in hall assignments and/or check-in locations may be necessary. Sponsors will be notified when a change must be made. We will not make late hall assignment changes unless circumstances leave no good alternative.

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

Checkout

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

Access cards, card holders and room keys are university property, and are all reused. While some may be broken, the conference may be charged if participants do not return them. There is a $50 lock change charge for lost room keys.

Youth Conferences and Adult Supervisors

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

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

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

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

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

Adult supervisors must remain in the residence hall until their youth have checked out. Adults who bring youth camp participants (for example, coaches with their team), must be present in the residence hall with their youth. The alternative is the camp sponsor providing camp staff to serve as adult supervisors.

Sponsors will be asked to provide names of adult supervisors to Guest Services, so we can efficiently communicate in the event of an emergency. An acceptable notification would be to add (AS) after the sponsors’ last names on the room assignments spreadsheet.

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

Sponsor Responsibilities - Housing

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

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

Room Assignments
Room assignments and roommate pairings are customarily made by the sponsor. The Tactical Technician in the Guest Services office will e-mail a spreadsheet to be used for submitting room and roommate assignments. The spreadsheet will show the corridors and rooms available, and room styles. Blueprints can be e-mailed to the sponsor, as PDF files. It is critical that only first and last names are entered on the spreadsheet, in the format firstname (space) lastname. Any deviation from that format (or trying to drag a name from room to room) will break the spreadsheet formula associated with each residence hall bed.

Please return the spreadsheet, via e-mail attachment, several days prior to the conference. Check-in materials will be printed one or two days before arrival. The efficiency of the check-in will depend on the accuracy of assignments. We will be happy to communicate with you closely. We understand that last-minute changes occur.

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

Team Camps / Group Check-ins
Some youth camp participants will come as teams, counties, etc., rather than as individuals. We have processes for managing group check-ins, but we hope to work with you to create an efficient plan. For team camp room assignments, we may be able to import your own spreadsheet if 1. it includes the team name, affiliation, etc., and 2. you add a hall designator and room number for each participant. This will save you having to retype participant and team names in our spreadsheet. On the other hand, our spreadsheet shows a line for each available bed, and helps you avoid assigning too many to a room. With good communication, we can maximize the efficiency of your check-in process.

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

Please contact Guest Services three weeks before a conference to discuss arrangements for persons with disabilities. Please contact us as far in advance as possible if you'll need to enter participant rooms before check-in (to deliver packets, shirts, etc.). This will require coordination between the sponsor, host team and housekeeping staff.

Parking
Housing and Dining Services does not issue parking permits. Contact Parking Services (785 532-7275) for information on permits for your participants. Participants will need to purchase parking permits (if not provided by your conference) in the Parking Garage, or after hours at the K-State Police office, on the west side of Edwards Hall, 1810 Kerr Drive (across Denison Ave. from Vet School). Participants with a permit may park in general lots designated by letters D, GM, J, O, R, T, W and Z, excluding reserved and other restricted stalls. https://www.k-state.edu/parking Temporary permit charges are currently $5 per day, $20 per week and $40 per month.

K-State staff or students helping with your conference may park in residence hall lots, by displaying any valid K-State permit. In the summer, permits are only required in residence hall lots from 7 a.m. to 5 p.m., Monday - Friday. If participants' vehicle keys will be collected, the sponsor will be responsible for collecting and keeping the keys.
Emergencies
It is important for sponsors to notify Housing and Dining Services staff whenever an incident requiring medical or police attention occurs. We want to work closely with you to assure the well-being of conference participants, and we are required by the federal Clery Act to report on-campus incidents such as crimes, fires and injuries.

Agreement
At any time, the Coordinator for Conferences will be happy to estimate per-person charges for a group that is considering staying with us. We have a database that can be used to extend out itemized cost categories, based on the number of participants served. This is not done routinely, but is available on request, if needed for budgeting, etc.

The agreement has evolved from being involved with guaranteed participant numbers to being the final step before the invoice is sent. It will show the per-person room and meal charges, plus add-ons such as staff meals, commuter meals and extra services. The agreement will be e-mailed as a PDF to the person who submitted the request for services. Please contact us ASAP if you need clarifications, or if you believe information needs to be corrected or explained.

The terms that had been incorporated in the agreement are now included on page 18 of this Planner. A step of submitting the request for services is affirming awareness of - and acceptance of - those terms.

Lost Items
Items abandoned and found in our facilities will be collected by the Guest Services office. Sponsors may contact us to collect participants’ items. Unclaimed items will be donated to charity or disposed of 14 days after a conference ends. Please encourage participants to label belongings, as many items are lost or forgotten. We ask that sponsors remind campers to check their rooms (especially drawers) carefully at checkout time. Our #1 lost item in recent summers has been cellular phone chargers, but retainers and socks remain high on the list!

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

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

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

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

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

We request that copies of conference brochures and schedules be sent to the Guest Services office and Dining Services Special Events Manager three weeks prior to the start of the conference. We are interested in the times of daily activities and off-campus events. These schedules are also used by Dining Services dietitians to determine how to assign staff for meals, so we are especially interested in conference activities around meal times.
POLICIES

Kansas State University Policies

Participants are expected to abide by all university, state and federal laws and regulations. The university reserves the right to make policy changes at any time. Check with Housing and Dining Services to learn if changes have occurred.

Participants must abide by the University Weapons Policy, which can be referenced at https://www.k-state.edu/policies/ppm/3700/3770.html.

As of June 1, 2018, smoking on any university property is only permitted in individuals' vehicles.

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

Every vehicle parked on campus on Monday - Friday from 7 a.m. to 5 p.m. must have a valid K-State permit, Please see Sponsor Responsibilities - Housing in this Planner.

Housing and Dining Services Policies

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

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

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

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

To comply with university contracts and food safety policy, conferences may not bring in or sell outside food or beverages, in a store or other location in our halls. Individual participants may bring in their own food. A conference sponsor organizing group purchase of food is not permitted by the policy.

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

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

Authorized personnel are allowed periodic and emergency access to a participant's room to determine if university property is being maintained satisfactorily, and to ensure the health and safety of all residents and participants.
Prohibited Items
Participants may not bring certain items into the halls because of electrical limitations and/or safety concerns. Items not permitted are: air conditioner, space heater, halogen lamp with an exposed bulb, open flame devices (e.g., candles, incense, incense burner), appliances with an open or closed heating element (except for coffee makers and flameless candle warmers), and illegal or unauthorized materials (e.g., alcohol, drugs, fireworks, explosives and stolen property).

Alcohol Policy: Age Restriction, Consumption Location and Conditions, Responsibility for Minors
Participants who are 21 years of age or older may consume, or be in possession of, alcoholic canned or bottled beverages that are 3.2% or lower in alcohol content. A participant who is 21 years of age or older may be in possession of 30 or fewer containers of 3.2% alcoholic beverages. If a participant is over 21, and their roommate does not meet that qualification, the participant who is 21 may consume 3.2% alcoholic beverages if they have consent of their minor roommate, and the door is closed when alcohol is consumed. Visitors to the hall who are over 21 years of age may drink 3.2% alcohol beverages as long as the hosting participant is over 21, and is present at the time of consumption, and they have the consent of all other roommates.

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

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

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

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

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

The following guidelines for decorations in residence halls are expectations of the Kansas Fire Marshal.
- An open line of sight to exit signs and emergency lights must be maintained, so it is possible to see how to exit the building from all locations in a corridor or lobby.
- Decorations must be kept clear of fire safety equipment (smoke detectors, sprinkler heads and fire extinguishers).
- Nothing may obstruct traffic in the hallways, so nothing may be setting in the hallway.
- Nothing may be hung in front of doorways.
- False walls may not be constructed.
- No more than 25% of a wall or door may be covered.
- Streamers may not be continuous across a ceiling. Gaps are required between streamers, in five-foot sections.
- Electrical cords for lights may not pass under a door, or between the door and frame, and must be three-prong grounded.
- Large amounts of plastic materials (e.g., trash bags) may not be used on walls or floors.
- Hay or leaves may not be used.

Care should be taken with tape. Use of cellophane tape or packing tape on finished wood can pull off varnish. Masking tape and blue tape are generally safe for use on wood. Use of any kind of tape on ceiling tiles is certain to cause damage.
**Beds**

We set most beds on the floor, since some of our guests are unable to use a lofted or bunked bed, and a variety of groups will occupy rooms over the summer.

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

**Clery Act**

All conference staff are designated as Campus Security Authorities, have received basic training and are required to report all alleged crimes, as well as certain personal offenses. [https://www.k-state.edu/report/clery](https://www.k-state.edu/report/clery)

**Courtesy**

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

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

**Safety and Security**

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

**Sports Activity Indoors**

As a safety precaution, sports activities are not allowed anywhere in the buildings.

**Elevator Use and Safety**

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

**Participants may not open windows or remove screens.** Open windows waste energy, increase building humidity, cause condensation issues and increase air conditioning costs. Open windows also encourage noise, items thrown from windows and dangerous situations. There will be a charge if screens are removed from windows.

**Fire Safety Equipment**

The residence halls have appropriate fire protection equipment, including a smoke detector in each room and a building fire alarm system. It is illegal to tamper with fire protection equipment. This may result in a fine and/or prosecution.

**Keys**

Each participant will be issued a room door key. Participants should not place the registration receipt with the room key set, as it indicates the room number. If a student room key is lost, we always change the lock and replace all keys. The charge for this is $50. The cost of lock changes or damages will be included in the conference invoice. We do not collect lock change or damage charges directly from participants.
Summer Conference Rates 2020

<table>
<thead>
<tr>
<th>Category</th>
<th>REG. Double</th>
<th>REG. Single</th>
<th>SUITE Multi</th>
<th>SUITE Single</th>
<th>WEFALD Double</th>
<th>WEFALD Single</th>
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<tr>
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<td>$33</td>
<td>$44</td>
<td>$33</td>
<td>$38</td>
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</tbody>
</table>

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

Meals in Derby or Kramer Dining Center (Monday - Saturday)

- Breakfast ................................................................. $7.00
- Lunch ....................................................................... $9.00
- Dinner ...................................................................... $10.00
- Daily Discounted Meal Rate 2 ...................................... $24.00

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

Meals in Derby or Kramer Dining Center (Sunday)

- Sunday Breakfast ....................................................... $7.00
- Sunday Noon Meal ........................................................ $10.00
- Sunday Evening Meal (normally not served) 3 ................ $9.00

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

Sack Meal (guests on meal plan)

- Preparation Charge .................................................. $1.00
- Beverage ................................................................. $1.00

Sack Meal (guests not on meal plan, including preparation)

- Breakfast ................................................................. $7.00
- Lunch ...................................................................... $9.00
- Dinner ...................................................................... $9.00
- Beverage ................................................................. $1.00

Extended Stays

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

Guest Meals

All meal charges for a conference will be invoiced to the sponsor. The sponsor may request meal access for non-resident guests, participants or staff.
Reception and Picnic Rates

Party Trays

Cheese Ball & Crackers ................................................................. Serves 20–25 ......................................................... $24.00
Includes a 2-pound cheese ball and 24 ounces of crackers.

Cheese Block & Crackers ............................................................. Serves 20–25 ......................................................... $24.00
Includes a 2-pound cheese block and 24 ounces of crackers.

Cubed Cheese ............................................................................... Serves 20–25 ......................................................... $32.00
May include 2 pounds, 4 ounces cubed Cheddar, Monterey Jack, Swiss and/or Provolone cheese.

Fresh Fruit Platter ....................................................................... Serves 20–25 ......................................................... $42.00
7 pounds of fruit served on a 16" platter. May include melons, grapes, berries, apples and/or pineapple.

Fresh Veggies & Dip .................................................................... Serves 20–25 ......................................................... $36.00
6 pounds of veggies and 2 cups of dip per 16" platter. May include broccoli, cauliflower, carrots, celery, olives, mushrooms and/or radishes with choice of onion or dill dip.

Fruit & Cheese Combo ................................................................. Serves 20–25 ......................................................... $38.00
Includes assorted cheese cubes and 4 different fruit choices. 24 ounces of cheese and 5 pounds of fruit served on a 16" platter.

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

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

Petite Rolls & Sliced Deli Meats .................................................. Serves 20–25 ......................................................... $37.00
40 petite rolls served with American and Swiss cheese slices, tomato and lettuce plus choice of sliced deli beef, turkey or ham. 2½ pounds of meat and 1½ pounds of cheese.

Sandwich Condiment Tray .......................................................... Serves 16–20 ......................................................... $18.00
Includes lettuce, tomato, green peppers, red onion, pickles and assorted condiment sauces.

Sliced Assorted Buns for Sandwiches ......................................... Serves 20 ............................................................. $6.00
A perfect match for our Sliced Deli Meat & Cheese Tray.

Sliced Deli Meat & Cheese Tray .................................................. Serves 16–20 ......................................................... $37.00
Includes a tray with sliced turkey, ham, and roast beef plus Cheddar, Cojack and Swiss cheese. Approximately 3½ pounds of meat and 1½ pounds of cheese.

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

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

Breads

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

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

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

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

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

- **Bottled Water** (16-oz) .......................................................... $1.00/bottle
- **Brewed Coffee** ........................................................................ Serves 12–14…… $4.75 per 2 3/4-quart pot
- **Brewed Coffee** ........................................................................ Serves 16–20…… $7.00/gallon
- **Fruit Punch** ............................................................................... Serves 12–16…… $8.00/gallon
- **Hot Water and Gourmet Tea Bag Assortment** ........................... Serves 10 ……………………….. $2.00
- **Iced Tea** .................................................................................. Serves 12–16…… $5.00/gallon
- **Lemonade** ................................................................................ Serves 12–16…… $8.00/gallon
- **Orange Juice** ........................................................................... Serves 12–16…… $10.00/gallon
- **Soft Drinks** (12-oz. cans) .......................................................... $1.00/can
- **Soft Drinks** (20-oz. bottles) ...................................................... $1.50/bottle

### Cakes

- **Cookie Cake** (9" round, decorated) ........................................... $10.50
  
  Choice of monster, chocolate chunk or sugar.
- **Iced Layer Cake** (9" round) ..................................................... $15.00
  
  Serves 10–12
- **Medium Iced Decorated Sheet Cake** (18" x 13") ...................... $24.00
  
  Serves 30–35
- **Medium Iced Sheet Cake** (18" x 13") ....................................... $20.00
  
  Serves 30–35
- **Small Iced Sheet Cake** (9" x 13") ........................................... $13.00
  
  Serves 12–15

### Cookies

- **Cookie Bars** ............................................................................ $9.00/dozen
  
  Choice of M&M, chocolate chip, brownies, or iced pumpkin.
- **Home-Style Cookies** .............................................................. .65¢ each or $7.50/dozen
- **Large Gourmet Cookies** .......................................................... $1.00 each or $11.00/dozen
- **Petite Cookies** ........................................................................ $2.75/dozen

### Picnics

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

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

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

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

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

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

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

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

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

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

Prepared Sandwich Sack ...................................................................................................................................... $9.00/guest

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

**Services and Charges**

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

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

Residence hall space for storage, displays, store, etc. (including residence hall rooms) .................................................. $36.00/day (nonsuite) $40.00/day (suite)

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

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

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

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

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

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

Food and beverage event employee charge ................................................................................................. $20.00/hour/Dining Services employee

Dining service linen rentals

  - Linen napkins ................................................................................................................................................ 75¢ each
  - Linen tablecloths ............................................................................................................................................. $6.50 each
AGREEMENT

Instead of sending an Agreement document requiring your signature, the text of the agreement is incorporated here. By submitting an online request for services, it is understood that you have read this Conference Planner, and you are familiar with - and agree to - the information and terms included here.

The conference details and cost breakdown that have been in the Agreement will still be sent. Think of it as a preview of the invoice. Two weeks later, if we have received no questions or concerns about charges, the invoice will be sent.

1. Sponsors are asked to provide updates, prior to the conference, of significant changes in participant numbers. This will allow Housing and Dining Services to prepare properly, and provide better service. Close communication will take the place of guaranteed numbers and charges for no-shows.

2. The sponsor understands and agrees that:
   a. Housing and Dining Services and Kansas State University are not responsible for loss of or damage to, from any cause, participants' property or any person's property in the residence halls and/or dining centers.
   b. Housing and Dining Services and Kansas State University are not responsible for injury to a participant, or their family or guests, which might result from use of the residence halls and/or dining centers.
   c. Participants will provide their own protection against loss of, or damage to, their personal belongings.
   d. The sponsor must claim participants' lost and abandoned items within 14 days of the end of the conference, or they will be disposed of or donated.
   e. Housing and Dining Services, Kansas State University, and the State of Kansas, their offices, agents, and employees, are hereby released from all liability for personal injury or property damage arising from use of the residence halls and/or dining centers, including liability for negligence.

3. Changes to this Agreement must be approved by the Guest Services office, and will be confirmed by e-mail.

I have read, understand and agree to the terms, conditions and policies of this Housing and Dining Services Agreement, and included in this Summer 2020 Conference Planner. If the request is for a youth conference, it meets Housing and Dining Services' qualifications and requirements for youth conference supervision and rates.

INVOICE

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

If individuals need to stay before or after the dates of the conference, we will work with you on options. They may need to be housed in our guest housing hall. Having them make individual arrangements and payment is an option, but often it is easier to make arrangements for all staff or participants needing extra nights. Youth in residence before or after the conference will need an adult supervisor, provided by the conference.

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

Efficient service to the conferences currently with us must be our top priority. We normally have hosted most of our conferences by late June. Work on invoices must sometimes be delayed. Invoices including special dining requests require extra time in which to compile charges. We will make every effort to produce the invoice within three weeks of the checkout. If you have need for an early invoice, please let us know.

We realize that some sponsors operate on a fiscal year ending on June 30. Some sponsors have found it helpful to encumber state funds sufficient to pay the invoice in the fiscal year beginning in July. The Coordinator for Conferences will be happy to work with you in advance to estimate your costs, based on a projected number of participants, or if you have a concern about the timing of your invoice.
CONTACTS - CONFERENCE & GUEST SERVICES

David Yoder
Coordinator for Conferences
104 Pittman Building
Manhattan, KS 66506
office: 157 Kramer (Retail area, next to ResNet)
dyoder@ksu.edu
Phone: 785 532-6368

Kourtney Rumback
Summer Conference Operations Tactical Technician
104 Pittman Building
Manhattan, KS 66506
office: 157 Kramer (Retail area, next to ResNet)
guestrh@ksu.edu
Phone: 785 532-6637

CONTACTS - DINING SERVICES

Chelsea Paul
for special events
146A Kramer Dining Center
Manhattan, KS 66506
chelseapaul@ksu.edu
Phone: 785 532-2140

Kristi Baonga
for questions on food allergies
146A Kramer Dining Center
Manhattan, KS 66506
kristil@ksu.edu
Phone: 785 532-6107

Missy Schrader, R.D., L.D.
Unit Director, for general questions
265B Kramer Dining Center
Manhattan, KS 66506
schrader@ksu.edu
Phone: 785 532-6438

CONTACTS - MEETING AND EVENT ACCOMMODATIONS

Contact Meeting and Event Accommodations about meeting rooms and services in Kramer Dining Center and Jardine Apartments. For residence hall housing and meals in our dining centers, contact Conference and Guest Services.

meeting room reservations and questions: food and catering for Kramer and Jardine meeting rooms:
Meeting and Event Accommodations Office Brett Engleman
Housing and Dining Services Service and Catering Manager, JP’s Sports Grill
hdsevents@k-state.edu KstateJPs@ksu.edu
Phone: 785 532-2267 Phone: 785 532-0844
https://housing.k-state.edu/event-space/index.html

LINKS
(clickable in the PDF)

Conference and Guest Housing overall link for our conference and guest housing services
Conference Housing *** information specific to camp and conference housing
Conference Planner the document you’re looking at!
Guest Housing residence hall guest housing for individuals and families
Request for Services Online for conference sponsors to request conference housing
University Guest Housing apartments for visiting professors and researchers

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.