



CONFERENCE PLANNER

*HOUSING AND DINING SERVICES
KANSAS STATE UNIVERSITY*

2022

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SUMMER 2022 CONFERENCE PLANNER

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POLICY ON PROGRAMS FOR MINORS

URLs displayed in bold purple in the *Conference Planner* (if viewed as a PDF) are set up as clickable links.

Not everyone sponsoring camps and programs at Kansas State is employed by the university. This section of the *Conference Planner* is intended to outline and update the policies, requirements and documents established, beginning in 2021. Contact information for individuals who can clarify this information will be included. The requirements are related to both the federal Clery Act, as well as COVID-19.

Summer Youth Camps and Programs

<https://www.k-state.edu/report/clery/summercamps.html>

Program directors must complete a registration form in advance of the event. **Any activity involving outside visitors to campus under 18 years of age (other than concerts or NCAA sporting events) is required to be registered using this form.** Examples of activities include private music lessons, private tutoring of non-K-State students, art programs, and sports camps. (link): https://kstate.qualtrics.com/jfe/form/SV_1XP0EsUgUuhHBae This Qualtrics form will be directed to the university's Compliance and Conflict Resolution Manager, Ryan VanDusen, in 112 Dykstra Hall. His telephone number is 785 532-2832, and his e-mail address is rvandusen@ksu.edu.

Policy for the Protection of Minor Children Participating in University Programs

<https://www.k-state.edu/policies/ppm/3100/3130.html>

Issued February 24, 2021

Kansas State University has implemented a detailed policy, with requirements for university employees and third parties participating in university programs who may interact with individuals under 18 years of age. It applies to university programs that provide educational, recreational and other opportunities for minor children, and third-party programs occurring on university property.

This six-page policy begins with a summary of its scope. Its full text is not included here, but it is linked above. It is critical that sponsors study it carefully. It has definitions of terms used. There is a summary of requirements, standards that apply to programs involving minors, best practices and reporting obligations. It includes web page links to pertinent Kansas State University policies.

Among other requirements, program staff must have a satisfactory background check, and complete an annual training online. There is a chart showing the ratio of adult supervisors required, based on the ages of youth participants. Certain records must be kept. Incidents must be reported, as required by the federal **Clery Act**.

Along with the Summer Program Registration, linked here, three additional steps apply:

https://kstate.qualtrics.com/jfe/form/SV_1XP0EsUgUuhHBae

Minors Protection on Campus Required Online Training

(If you do not have a KSU eID, contact Ryan VanDusen, as a login is required.)

<https://k-state.instructure.com/enroll/F4W8FJ>

Background Check Process for Camp Volunteers and Staff

<https://t.secure-screening.net/y/n6K9Jbe>

Volunteer List (e-mailed to rvandusen@ksu.edu 7 days prior to the start of your program)

(This step also involves staff who are paid by the program.)

<https://www.k-state.edu/report/clery/documents/MOC%20Emp-Vol%20List%202021.xlsx>

<https://www.k-state.edu/covid-19>

K-State strongly encourages – but does not require – that everyone wear masks while indoors on university property, but those not wearing masks (with exceptions such as buses and Lafene Health Center) will not be confronted.

KSU Updates Face Covering, Physical Distancing Guidance, March 2, 2022

<https://www.k-state.edu/today/info/announcement/?id=75513>

On March 2, 2022, Kansas State University changed the **face covering** guidance. Masks are generally optional but recommended, except that a mask requirement remains for ATA shuttle buses, Lafene Health Center and patient-facing settings. Unvaccinated students, faculty and staff who can receive the COVID-19 vaccine are strongly encouraged to do so.

According to CDC guidance, people may choose to mask at any time, and high-risk individuals should consult with their health care providers, as should those who live with or care for higher risk people. Individuals who had exposure to someone with COVID-19 should also wear a mask. People with symptoms or a positive test should stay home.

Lafene Health Center continues to offer COVID-19 vaccinations for students, faculty and staff. ([information](#))

Guidance for Summer 2022 Youth-Serving Programs

April 7, 2022

In addition to the guidance for summer 2022 programs for visitors, program directors who lead youth-serving programs must include the following in their COVID-19 plans:

- Inform parents / legal guardians about the COVID-19 health and safety policies and guidelines the university has implemented to minimize the risk of COVID-19 exposure.
- Develop communication strategies for informing parents / legal guardians about any potential contact their child may have had with a suspected or confirmed case of COVID-19. Immediately notify parents / legal guardians if their child(ren) is experiencing symptoms of COVID-19.

UPDATES THAT APPLY FOR SUMMER 2022

This section has random bits of information.

- Desk staffing is scheduled up to 2½ weeks in advance of your check-in. In order to appropriately staff reception desks, we request that your conference schedule be sent to us (guestrh@ksu.edu and schrader@ksu.edu) at least **three weeks prior** to your check-in. We are interested in the times of daily activities and off-campus events. 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.
- The first day of operation for Kramer Dining center will be on Tuesday, May 31, for breakfast.
- Kramer Dining Center will be serving through July 24, and Derby Dining Center will take over until August 12.
- The plan is for Wefald, Marlatt and Goodnow halls to house most of our summer operations. Wefald Hall rates are generally \$2 to \$3 higher, per-person, per-night.
- Parking Services visitor permits will be \$6 daily, \$22 per week and \$45 per month. See page 9 for further details. For multiple permits for your group, you may call 532-7275, or send an e-mail to parking@ksu.edu for information.
- We will not be operating a 24-hour reception desk. Operating hours will be posted. The present plan is to staff two hours at meal times, 9 P.M. until midnight, and certainly during conference check-in and checkout times. A number for staff on duty (available 24 hours per day) will be posted at main lobby entrances, and at the front desks.
- We plan to have fresh towels available at the reception desk area when the desk is closed.
- Guest meals that are not arranged by a conference sponsor will be available for purchase on arrival at the dining center, by credit card or cash. Breakfast \$7 Lunch \$9 Dinner \$10 Sunday Lunch \$10
- The Conference and Guest Services office is located in 157 Kramer, within the Retail area, which is near the dining center's lobby. Our office is near ResNet, and a large photocopy machine. The phone number is 785 532-6368. If the 157 outside door is unlocked, you're welcome to come in and look for us. The Retail area lights may not be on when we're in our office. Flip a light switch by the door, if you like, and turn left.
- Most residence hall rooms are equipped with a **Synexis** device. It uses dry hydrogen peroxide to reduce viruses, bacteria and mold, in the air and on surfaces. The device is mounted on the wall, and looks somewhat like a fan. A switch on the side adjusts the fan speed.

Summer 2022 Conference Planner

INTRODUCTION

The staff of K-State Housing and Dining Services want to help make your event successful. We in the Guest Services office (785 532-6368) 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. The plan, at present, is for housing in Wefald Hall.

Housing and Dining Services is a self-operated, auxiliary university department, with units responsible for Dining, Residence Life, Apartments, Facilities, Information Systems and Business. Students living in our residence halls and apartments, as well as conference participants, are the primary sources of revenue for the department.

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 Recruitment and Admissions 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.

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 normally be locked 24 hours per day. Access cards will be issued to all participants. The main lobby of Wefald Hall is open, but a card is required to take stairways and elevators to resident floors.

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 small soap bars will be 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 Wefald Hall front desk for \$8.00 (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 or five lockable rooms, each 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 occupying 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. Suites in the Kramer Complex are available to a degree, but limited.

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 four or five 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 Wefald Hall:

Willie Wildcat, Livestock Judging Camp
 360 Wefald Hall
 1805 Claflin Rd. ← A street address (available at your front desk) is required by package carriers.
 Manhattan, KS 66506

The address for Marlatt Hall is 1855 Claflin Rd. The address for Goodnow Hall is 1825 Claflin Rd.

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).

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 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

The plan is for Kramer Dining Center to serve summer groups from May 31 (breakfast), through July 24. Derby Dining Center will serve from July 25 to August 12. ([Kramer Dining Center menu](#)) ([Derby Dining Center menu](#))

A Sunday evening meal is not served in our dining centers, unless a group of 200 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 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, 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.

The ATA bus serves the community. Bus routes and schedules change. Call 785 537-6345 (toll-free: 877 551-6345) for information. The web page is: www.fhata.org.

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, check or credit card 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. If there is a change of plans, please communicate with the Dining Services Special Events Manager as far in advance as possible. To add a request later, please contact a Dining Services representative. (See page 18.) Charges for sack meals depend on the meal plan in place. See page 14 for more information.

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 200 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, 785 532-6637 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. We ask 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

The university's new policy on programs involving minors is beyond the scope of this document. Links to policies, guidelines and registration materials can be found in the first four pages, along with contact information.

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.

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 required ratio of adults per 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. We will expect that the required adult supervisors be distributed among youth corridors.

Adult supervisors are responsible for supervising their participants, and for educating them on policies included in our *Guidelines for Adult Supervisors*. 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. A very useful approach 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 six 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, and 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 avoid assigning too many to a room. With communication, we can maximize the efficiency of your check-in process.

Your Schedule In Advance, Please

Desk staffing is scheduled up to 2½ weeks in advance of your check-in. In order to appropriately staff reception desks, we request that your conference schedule be sent to us (guestrh@ksu.edu and schrader@ksu.edu) at least **three weeks prior** to your check-in. We are interested in the times of daily activities and off-campus events. 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

Please contact Parking Services (785 532-7275) for information. 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 will be \$6 per day, \$22 per week and \$45 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 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 an 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.

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. The exception for weekends applies only in the summer.

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 for removing 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. Examples are required periodic fire safety inspections and filter changes. Advance notice will be posted.

Prohibited Items

Participants may not bring some 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 signs.

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 or sheetrock walls. Use of any kind of tape on ceiling tiles is certain to cause damage.

Beds

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

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>

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 lead to 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. 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 2022

ROOM ONLY (per person, per night)						
Category	REG. Double	REG. Single	SUITE Multi	SUITE Single	WEFALD Double	WEFALD Single
Youth ¹	\$29	\$35	\$32	\$40	\$32	\$37
Adult	\$32	\$38	\$35	\$43	\$35	\$40

¹ To receive the youth room rate for participants under age 18, 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	\$10.00

³ A minimum of 200 participants (including participants from other conferences) is required to open a dining center on a Sunday evening.

Sack Meal (guests on the Daily Discounted Rate)

additional charge per sack.....	\$1.25
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Sack Meal (guests not on the Daily Discounted Rate)

Breakfast	\$8.25
Lunch	\$10.25
Dinner	\$10.25

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.

Sack Meal (guests on the 14+ Day Discounted Rate)

additional charge per-guest, per-meal for 6 or more requesting sack meals \$1.25
(There is no additional charge for 5 or fewer participants of a long-term group requesting sack meals at same time, but sign-up a day in advance is required.)

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.

4/06/22

Reception and Picnic Rates

Party Trays

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.		
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.		

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 ¾-quart pot
Brewed Coffee	Serves 16–20..... \$7.00/gallon
Hot Water and Gourmet Tea Bag Assortment	Serves 10..... \$2.00
Iced Tea	Serves 12–16..... \$5.00/gallon
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)	Serves 10–12\$15.00
Medium Iced Decorated Sheet Cake (18" x 13")	Serves 30–35\$24.00
Medium Iced Sheet Cake (18" x 13")	Serves 30–35\$20.00
Small Iced Sheet Cake (9" x 13")	Serves 12–15\$13.00

Cookies

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

Sack Meals

Lunch and dinner sandwich sacks include a meat and cheese sandwich, chips, relishes, fresh fruit and cookies. Beverages or other menu options may be ordered for an additional fee. (See page 14 for details on charges.)

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, 5-10 days 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 2022 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. 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 SERVICES

David Yoder
Coordinator for Conferences
104 Pittman Building
Manhattan, KS 66506

office: 157B Kramer (Retail area, next to ResNet)

dyoder@ksu.edu

Phone: 785 532-6368

Sonja Killough and Madeline Wolford
Summer Conference Operations Tactical Technicians
104 Pittman Building
Manhattan, KS 66506

office: 157B Kramer (Retail area, next to ResNet)

guestrh@ksu.edu

Phone: 785 532-6637

CONTACTS - DINING SERVICES

Missy Schrader, R.D., L.D.
Unit Director, for special events
265B Kramer Dining Center
Manhattan, KS 66506

schrader@ksu.edu

Phone: 785 532-6438

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:

Meeting and Event Accommodations Office
Housing and Dining Services

hdsevents@ksu.edu

<https://housing.k-state.edu/event-space/index.html>

Phone: 785 532-2267

food and catering for Kramer and Jardine meeting rooms:

Brett Engleman
General Manager, Catering Manager, JP's Sports Grill

KstateJPs@ksu.edu

Phone: 785 532-0844

LINKS

(clickable in the PDF)

[Conference and Guest Housing](#)
[Conference Housing ***](#)
[Conference Planner 2022](#)
[Guest Housing](#)
[Request for Services Online ***](#)
[University Guest Housing](#)

overall link for our conference and guest housing services
information specific to camp and conference housing
the document you're looking at!
residence hall guest housing for individuals and families
for conference sponsors to request conference housing
apartments for visiting professors and researchers

NOTICE OF NONDISCRIMINATION

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