



WELCOME

MISSION

The mission of Housing and Dining Services is to provide you with an affordable, safe and pleasant living environment that supports your ability to succeed at K-State. We're confident you'll find the residence halls well-maintained and staffed with people to assist you. Our dining centers offer nutritious and satisfying meals. We also provide many social, educational and cultural programs that enhance your experience at K-State.

We encourage you to become involved in your new environment. Use this year to take some risks and try new activities. Students living in the halls represent diverse values, backgrounds, cultures and lifestyles. We hope you'll challenge yourself to meet those who are different. The residence halls offer rich and unique opportunities to learn about yourself and others.

This handbook is an important source of information. It outlines policies and procedures that apply to life in the K-State residence halls. You're expected to understand and abide by these policies, as you have agreed through your residence hall contract. This handbook also contains information about your staff and your hall's services. Please ask a staff member if you have questions about these policies, procedures or other information in this handbook.

MISSION STATEMENT

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

STATEMENT OF INCLUSION

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

FROM THE DIRECTOR

Dear K-Stater,

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

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

Sincerely,

Derek Jackson, Director of Housing and Dining Services

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ELIGIBILITY

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

- Failure to keep current with rental payments.
- Policy violation involving care of the premises or community life guidelines.
- Limitations imposed by the nonextendable agreement policy for nonstudents.
- Failure to maintain university status by not carrying an adequate academic load or making satisfactory progress toward a degree.

COMMUNICATIONS

EMAIL

Residents may use the following email addresses to contact the listed resource areas.

Jardine Office: apartments@k-state.edu

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

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

LISTSERV

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

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

TO SUBSCRIBE —

JARDINE OFFICE LISTSERV

Residents send a "subscribe Jardine-L" command to listserv@k-state.edu from their preferred email account.

TO UNSUBSCRIBE —

JARDINE OFFICE LISTSERV

Residents send a "signoff Jardine-L" command to listserv@k-state.edu from the email account they wish to have unsubscribed.

FORWARDING EMAIL

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

TELEPHONE DIRECTORY

JARDINE OFFICE

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

HOUSING AND DINING SERVICES OFFICE

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

HOUSING AND DINING SERVICES FACILITIES MANAGEMENT OFFICE

Davenport Building 785-532-6466
Fall/Spring Hours 8 a.m.–5 p.m., Monday–Friday
Summer Hours 7:30 a.m.–4 p.m., Monday–Friday

Maintenance emergency service is available after hours and on weekends.

ResNet 785-532-2711

UNIVERSITY POLICE

Emergency 911 or 785-532-6400
Nonemergency 785-532-6412

UNIVERSITY CASHIER'S OFFICE 785-532-6317

FIRE DEPARTMENT

Emergency 911
Nonemergency 785-587-4504

RILEY COUNTY EMERGENCY 911

Via Christi Hospital 785-776-3322

LAFENE

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

RILEY COUNTY HEALTH DEPARTMENT 785-776-4779

WESTAR 800-383-1183

K-STATE TELECOM 785-532-7001

For telephone calls made from telephones serviced by K-State Computing and Telecommunications Services, callers must first dial a "9" to access the outside line.

JARDINE CALENDAR

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

SATURDAY, JUNE 30, 2018 **END OF AGREEMENT**

Jardine residents vacating and ending their agreement period must be moved out by June 30

JULY 3, 2018 **ROOMMATE ADDITION FOR CONTINUING** **JARDINE AGREEMENT**

Roommates being added to an existing Jardine Agreement may occupy their space and check in starting July 3 and the month that follows. Rental rate is charged at the beginning of the month, regardless of when the resident moves in.

JULY 3, 2018 **INTERNAL JARDINE TRANSFER PRIORITY**

Residents transferring to an apartment within Jardine will likely transfer in this time frame in order to give housekeeping two weeks to turnover their vacated apartment for an Aug. 1 move-in for new residents.

WEDNESDAY, AUG. 1, 2018 **NEW AGREEMENT START DATE**

Jardine residents moving in as a new resident can check in and occupy their space starting Aug. 1. They may also check in any time during business hours (8 a.m. to 5 p.m. Monday - Friday) in the month of August.

SATURDAY, SEPT. 15, 2018 **NEW AGREEMENT START DATE**

Jardine and Hybrid Apartment applications for Jardine 2019 spring semester and 2019-2020 academic year are available online.

WEDNESDAY, OCT. 31, 2018 **LAST DAY TO FILE INTENT TO VACATE (ITV) WITH** **NO PENALTY**

Residents breaking agreement early at end of fall semester must provide 60 days notice and written varification from department of graduation, studey abroad or internship, PRIOR TO MOVING OUT to have approval granted for an exception to break Agreement.

FRI., DEC. 21; 5 P.M., 2018 - **WED., JAN. 2, 2019 8 A.M.** **JARDINE OFFICE AND PITTMAN CLOSED FOR** **REGULAR BUSINESS**

Jardine and Pittman are closed during this time. HDS facilities and house-keeping are still functioning in some capacity, especially for processing the Jardine semester check outs and apartment turnovers. Residents will need to schedule a check-out appointment with the office during business hours or complete a check-out waiver to waive being present at the check-out.

MONDAY, DEC. 31, 2018; 3 P.M.

LAST DAY TO CHECK OUT, IF ITV-FILED FOR SEMESTER
Jardine residents who are terminating their lease early due to graduation, study abroad etc., must be moved out by Dec. 31.

JAN. 2, 2018 - JAN. 15, 2019 **NEW SPRING SEMETER JARDINE AGREEMENT START** Residents joining at semester may move in when apartment is ready, as communicated by Jardine Occupancy Coordinator; likely during these dates.

MONDAY, APRIL 1, 2019 **HYBRID CONTRACT RESIDENTS - LAST DAY TO FILL OUT** **ITV WITH NO PENALTY**

Residents moving out at end of agreement period (May 31) must provide 60 days' notice. They may file their ITV for June 30 and move up if they need to check out sooner. They may not move their ITV date back or past June 30.

FRIDAY, MAY 31, 2019 **END HYBRID APARTMENT AGREEMENT** All Hybrid Apartment residents must be moved out by May 31.

SUNDAY, JUNE 30, 2019 **END OF JARDINE APARTMENT AGREEMENT** Jardine residents vacating and ending their agreement period must be moved out by June 30.

PHOTO DISCLOSURE POLICY

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

APARTMENT LIVING AT JARDINE



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

TRADITIONAL APARTMENTS

Feature one- or two-bedroom apartments; furnished or unfurnished.

Appliances provided are a stove and refrigerator. Some apartments may have additional amenities.

RENOVATED APARTMENTS

Feature one- or two-bedroom apartments; furnished or unfurnished.

Appliances provided are a stove and refrigerator. Some apartments may have additional amenities.

HIGHLY RENOVATED APARTMENTS

Feature one-, two-, or three-bedroom apartments; unfurnished.

Appliances provided are a full-size stove, microwave, refrigerator, dishwasher, washer and dryer.

MODERN APARTMENTS

Feature one-, two-, three- or four-bedrooms or studio, loft, and town house apartments; unfurnished.

Appliances provided are a full-size stove, microwave, refrigerator, dishwasher, washer and dryer.

HYBRID APARTMENTS

Feature three- or four-bedroom apartments; furnished.

Rented by the bedroom on 10-month contract, with roommates assigned by Housing and Dining Services to other bedrooms within the unit.

Appliances provided are a full-size stove, microwave, refrigerator, dishwasher, washer and dryer. Electricity is included in rent.

Freshmen who are approved to live in hybrid apartments are required to have a meal plan. For all other hybrid residents, meal plans are optional.

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

RENT

Residents have options regarding the payment of rent:

PLAN A: PREPAYMENT

One payment will be due July 1, 2018, and one payment will be due Dec. 1, 2018. Payments will be made directly to Housing and Dining Services and may be paid with cash, check, money order or credit card. All payments not made to Housing and Dining Services by closing time on the above dates will be automatically converted to the university billing account (pay each semester) and due as specified.

PLAN B: UNIVERSITY BILLING ACCOUNT PLAN (KSIS)

A resident can choose to charge rent to their university KSIS account of equal payments on a monthly or semester schedule. The first charge will be placed on the student's university billing account the month prior to occupancy and due as specified. Residents who choose Plan B will be charged a \$25 KSIS processing fee at the beginning of each semester.



KNOW YOUR STAFF

ASSOCIATE DIRECTOR

The associate director is a member of the management team for Housing and Dining Services. Focus areas of responsibility include apartment living, residence life and conference services and guest housing.

AREA COORDINATOR FOR APARTMENT LIVING

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

COMMUNITY COORDINATOR (CCs)

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

ASSISTANT COMMUNITY COORDINATORS (ACCs)

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

RESIDENT ASSISTANTS (RAs)

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

ADMINISTRATIVE ASSISTANT

The administrative assistant handles daily office operations and residents' inquiries.

OCCUPANCY COORDINATOR

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

GENERAL MAINTENANCE REPAIRS STAFF

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

STUDENT OFFICE ASSISTANTS (SOAs)

SOAs staff the front desk of the Jardine Apartments office, working directly with the administrative assistant to answer questions and help with check-ins. They are the first point of contact for all residents.

JARDINE APARTMENTS

GENERAL INFORMATION

ACADEMIC INITIATIVES

The Derby and Kramer Student Success Centers offer computer stations, free tutoring, study space and printer/copier access. The centers and their services are open to all Jardine students.

APARTMENT ENTRY/ACCESS

A Housing and Dining Services staff member may authorize entrance to a student's room for these reasons, but not limited to:

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

COMMUNICABLE DISEASES

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

COMMUNICATION

Housing and Dining Services staff may contact you by phone, mail or email about a variety of issues such as maintenance requests, holiday breaks, safety issues, and other important information. Information may also be dispersed through floor/area meetings, bulletin boards, and paper notices delivered to your room and apartment. Your K-State email is the primary source of communication at Kansas State University and Housing and Dining Services. You are responsible for checking your email and physical mailbox frequently. Residents' physical mailboxes are located in the mailroom in Building 7 at Jardine Apartments, north of the Jardine office/Tower building. Any notices to a resident shall be deemed received by residents on the date delivered to the resident's K-State email or mailbox.

COMMUNITY SPACES

Visit housing.k-state.edu/event-space/index.html to learn more about our event spaces, how to reserve them and the costs associated with reserving them.

THE OVERLOOK/THE PLAZA

The Overlook at the pond and The Plaza are attractive outdoor venues.

Common events hosted here include weddings, receptions and reunions.

JARDINE TOWER, FLOORS ONE THROUGH FIVE

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

PLAZA ACADEMIC RESOURCE CENTERS

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

FRITH COMMUNITY CENTER

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

CONDUCT PROCESSES AND PROCEDURES

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

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

HEATING AND AIR CONDITIONING SYSTEM

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

In renovated and traditional apartments, the heating system is operated by facilities management staff. Apartments do not have individual heating controls. The entire building has one heating controller. The temperature controller computes exterior temperatures and heat loss of water returning to the boiler and

selects the boiler temperatures needed in order to maintain temperatures of 68 to 70 degrees F in apartments. Any isolated heat loss or restriction of heat flow is not monitored and the room or apartment involved will have lower temperatures and slow heat recovery.

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

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

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

HDS FACILITIES MANAGEMENT STAFF

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

INSURANCE

In consideration of being permitted to use the premises, the resident agrees to waive any claims, including claims for negligence, against the State of Kansas, Kansas State University, Housing and Dining Services, and their employees or agents for loss of property or for personal injury to the resident(s) or their family or guests arising from use of the premises. Residents are encouraged to carry their own health and personal property insurance.

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

KEYS

TRADITIONAL AND RENOVATED APARTMENTS

Each resident may be provided with two door keys, one mailbox key and a keycard for the laundry/mail facilities. An additional mailbox key and laundry

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

MODERN APARTMENTS

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

LOCKOUTS

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

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

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

LAUNDRY FACILITIES

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

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

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

LIGHT BULBS

If residents are in need of replacing a burned out light bulb, please contact the

Children locked out of an apartment are not allowed entry by the Jardine office unless a Right of Entry form has been signed and is on file with the Jardine office.



In consideration of being permitted to use the premises, the resident agrees to waive any claims, including claims for negligence, against the State of Kansas, Kansas State University, Housing and Dining Services, and their employees or agents for loss of property or for personal injury to the resident(s) or their family or guests arising from use of the premises. Residents are encouraged to carry their own health and personal property insurance.

Housing and Dining Services Facilities Management office at 785-532-6466 so that facilities management staff can help.

PARKING

Residents who want to park their vehicles in the Jardine Apartments lots must have a current Jardine parking permit. Permits can be purchased at www.k-state.edu/parking.

VISITOR PARKING

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

BICYCLES

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

PLAYGROUND AREAS

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

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

RECYCLING

Jardine cares about its environment. We encourage our residents to recycle what they can by utilizing the blue recycle bins in every apartment in our community. The larger blue recycling receptacles for residents to empty their individual bins

into are located by the dumpsters adjacent to each apartment building.

REMODELING GUIDELINES

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

- All materials (e.g., curtains or wall hangings) must have a flame spread number no greater than 75 (class A or B materials). A label or manufacturer's statement to this effect must be available for fire inspectors. Draping materials (such as a parachute from the ceiling) may not be used.
- Carpeting and rugs may be used, but floors may not be elevated. Carpeting may not be used on walls.
- At the resident's own risk, regular beds may be bunked only to the height of 70 inches (to the top of the mattress). Bunked beds cannot be installed where ceilings are not 70 inches or higher. Lofted beds must comply with safety and fire codes. Housing and Dining Services and Kansas State University are not responsible for injury to the student or their family or guests which might result from use of nonuniversity provided or student built lofted beds. Sleeping lofts are not permitted. A sleeping loft is any bunking made out of wood, etc. that is larger than a 4-by-8-foot platform.
- Doors or passageways which limit egress shall not be permitted.
- Additional wiring, tie-ins, or modifications to electrical equipment, lighting, or outlets are not permitted.
- Furniture and decoration may not obstruct airflow or return vents through the convector units, which must be easily accessible for maintenance. This applies to all heating units. No furniture will be allowed 1 foot to either side or 3 feet directly in front of the convectors or the door to the utility space for the heating and air-conditioning unit.

- Each apartment must be left in the same condition as prior to the residency. Any damage to the apartment, including all provided appliances and furniture, will be the responsibility of the residents.
- Washers and dryers are not permitted in units where they are not already provided by Housing and Dining Services.
- Resident is responsible for disposal/removal of materials at the end of residency.
- Smoke detectors should have a surrounding area that allows for free ventilation.
- Damages to common areas will be charged equally for all residents of the apartment unless one resident assumes responsibility for the damage.

SELF-DESTRUCTIVE BEHAVIOR

Kansas State University endeavors to maintain a safe and educational environment in the residence halls and apartments. The regular operation and day-to-day activities of residential communities and individual residents can be substantially disrupted by self-destructive behavior. Please refer to the University Policy found at www.k-state.edu/studentlife/policies/studentlifehandbook/withdrawdisruptivebehavior.html. Alleged conduct of this nature reported to or observed by Housing and Dining Services staff will be referred to the Office of Student Life.

SINKS, TUBS AND TOILETS

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

SMOKING

Please refer to the university smoking policy that can be found at www.k-state.edu/vpaf/cleanair/index.html.

SNOW REMOVAL

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

STADIUM EVENTS

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

STORAGE

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

STORM WARNINGS

The city of Manhattan and Riley County have implemented a system of storm **Warnings** to assist citizens in using safety precautions should a tornado occur.

Below are suggested procedures to follow if a storm is approaching. Residents may tune in to local radio and television stations for updated weather information, such as: B104.7 FM Country, 94.5 Country FM, 1350 AM News Talk, Sunny 102.5 FM and 101.5 K-Rock. Residents must be aware of developing storm situations so they are not taken by surprise. When a storm **Watch** is issued, residents should mentally rehearse a plan of action so it seems routine if/when the **Warning** sirens sound. The **Warning** is sounded by a three-minute blast of the Jardine Apartments horn on top of Building V, the university whistle, and other sirens in the city. The **Warning** provides very little time to act — a few seconds to a few minutes.

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

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

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

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

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

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

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

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

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

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

TRANSFER REQUESTS DURING THE CHOOSE YOUR EXPERIENCE PROCESS (MID-JANUARY THROUGH FEBRUARY, YEARLY)

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

A move-in date will be coordinated with the occupancy coordinator with

advanced notice based on availability of the new apartment.

TRANSFER REQUESTS AT TIMES OTHER THAN THE CHOOSE YOUR EXPERIENCE PROCESS

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

TRASH BINS

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

TECHNOLOGY USAGE POLICY

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

- It is the responsibility for the user to be aware of and follow all University policies and procedures listed in the KSU Policies and Procedures Manual. View K-State's complete set of [policies](#).
- To adhere to legal requirements, reflect academic honesty, and show restraint in the consumption of shared resources.
- To adhere to Housing and Dining Services Residential Networking policies that can be found at housing.k-state.edu/resources/resnet.
- To refrain from viewing, copying, altering or destroying anyone's files without explicit permission from the owner of the files.

- To follow all university policies including [PPM3010](#), which prohibits stalking and unlawful harassment that constitutes discrimination.
- To refrain from posting, mailing, displaying, or otherwise distributing obscene materials.
- To refrain from making, distributing or using unauthorized copies of licensed software, music or literature, videos or copyrighted materials.
- To refrain from damaging files or intentionally damaging or destroying equipment, software or data belonging to K-State or individual users.
- To refrain from using residential network connections for monetary gain.
- To refrain from providing a server of any kind (i.e. FTP, SMTP, DHCP, P2P, HTTP or distributed transaction server) via the residential network.
- To refrain from connecting a router (or similar device) on the residential network.
- Violation of any policy could result in sanctions, including, but not limited to, administrative cancellation of computing resources and services, cancellation of housing contracts, dismissal from the university or legal action.

PROHIBITED NETWORK DEVICES:

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

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

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

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

Network printers and print servers are not supported.

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

UTILITY SERVICES

ELECTRICAL SERVICE (WESTAR ENERGY: 800-383-1183)

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

Maintaining continuous Westar service in an occupied apartment is the responsibility of all roommates, regardless of which roommate is the official account holder. All residents shall properly set up electricity prior to moving into Jardine and maintain continuous service and an up-to-date account with Westar.

Charges incurred for any violation of these provisions will result in Housing and Dining Services posting charges to a student's KSIS account, in equal shares, for all electrical services including a nonrefundable \$25 per-person processing fee for each transaction to a student's university KSIS account. Such charges include, but are not limited to, penalties for failure to establish and/or maintain utilities as



Community spaces are available for residents to rent. There are both indoor and outdoor spaces in which to host meetings or social gatherings.

requested, reconnection fees for noncontinuous service during a transfer of account holder among roommates, or reconnection fees following an action or lack of response from the resident.

GAS SERVICE

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

VACATING POLICY

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

- Complete an Intent to Vacate form (ITV) at least sixty (60) days in advance of the end of their contract, which for all residents on an apartment agreement is June 30.
- For all residents on a Hybrid Agreement, the contract ends May 31. If you are not staying in Jardine for the summer, you must fill out an ITV. If there is a gap in your agreement where you will not be living with us from June 1 to Aug. 1, fill out the ITV.
- Meet the criteria for vacating at the end of the semester during the window of opportunity (a period of days in the month of December during which residents are able to vacate for approved reasons with no penalty).

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

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

If a resident vacates early, all remaining resident(s) are still liable for payment of the full amount of the apartment rental rate, but the remaining eligible residents may designate a new eligible resident(s) to replace the vacating

resident(s). The new resident(s) must be mutually agreeable to the remaining resident(s) and to the Jardine office. If approved, the new resident(s) may replace the vacating resident on the agreement via a signed addendum. Failure to checkout properly will affect your rental history with Housing and Dining Services.

ROOM CHECKOUT PROCEDURES:

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

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

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

VACATING IN EMERGENCY SITUATIONS:

In case of fire or other catastrophe that makes the apartment uninhabitable, the university will either provide other housing or the agreement will be terminated.

WALLS

Residents of traditional and renovated apartments are encouraged to use the molding strips near the ceiling to hang decorative items (e.g., pictures). If residents choose to use tape, fees are assessed at time of checkout for damage to the walls.

Traditional and renovated apartments do not have individual heating controls. The entire building is on one heating controller. This control is set to maintain temperatures of 68 to 70 degrees F.

UNIVERSITY POLICIES

UNIVERSITY POLICIES ON CONDUCT

All residents must be familiar with and abide by the conduct standards set forth in university policies, including but not limited to:

- The Student Code of Conduct (www.k-state.edu/sga/judicial/student-code-of-conduct.html)
- The anti-discrimination/anti-sexual violence/anti-stalking and domestic/dating violence policy at PPM 3010 (www.k-state.edu/policies/ppm/3000/3010.html)
- The Threat Management Policy (www.k-state.edu/policies/ppm/3000/3015.html)
- The Critical Incident Response Team process (www.k-state.edu/studentlife/cirt).

To make a report concerning the Student Code of Conduct, please visit cm.maxient.com/reportingform.php?KansasStateUniv&layout_id=10.

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

To make a Threat Management Report, please contact the Director of Labor Relations at 785-532-6277.

To make a Student of Concern Report, please visit cm.maxient.com/reportingform.php?KansasStateUniv&layout_id=16.

WEAPONS

Please refer to the university firearms and weapons policy that can be found at k-state.edu/policies/ppm/3700/3770.html.

DRILL RIFLES

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

SMOKING

Please refer to the university smoking policy at www.k-state.edu/vpaf/cleanair/index.html.

VIOLENT GAMES POLICY

K-State has a policy (Chapter 8590 in K-State's Policies and Procedures Manual) regarding games that are violent or perceived as violent. This

policy is in effect in the residence halls, dining centers, and all other campus locations. More information regarding this policy can be found at k-state.edu/policies/ppm/8590.html.

THREATENING BEHAVIOR

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

If you receive annoying, harassing or threatening telephone calls, emails, texts or social media interactions, please report them immediately to a staff member as well as the K-State Police Department. You will be given a telephone harassment form to complete. Placing annoying or harassing calls or making threats by telephone is a violation of the law, university regulations and residence hall expectations.

TECHNOLOGY USAGE POLICY

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

- It is the responsibility for the user to be aware of and follow all University policies and procedures listed in the K-State Policies and Procedures Manual. View K-State's complete set of policies at www.k-state.edu/its/policies.
- Usage must always be legal, ethical, reflect academic honesty and community standards, and show restraint in the consumption of shared resources.
- To refrain from viewing, copying, altering or destroying anyone's files without explicit permission from the owner of the files.
- It is the responsibility to follow all University policies including PPM 3010 at www.k-state.edu/policies/ppm/3000/3010.html.
- To refrain from posting, mailing, displaying, or otherwise distributing obscene materials.
- To refrain from making, distributing or using unauthorized copies of licensed software, music or literature, videos or copyrighted materials.
- To refrain from damaging files or intentionally damaging or destroying equipment, software or data belonging to K-State or individual users.
- To refrain from using residential network connections for monetary gain.
To refrain from providing a server of any kind (i.e. FTP, SMTP, DHCP, P2P, HTTP or distributed transaction server) via the residential network.
- To refrain from connecting a router (or similar device) on the residential network.
- Violation of any policy could result in sanctions, including, but not limited to, administrative cancellation of computing resources and services, cancellation of housing contracts, dismissal from the university or legal action.

MENINGOCOCCAL VACCINE POLICY

It is a policy of the Board of Regents of the State of Kansas that all incoming students residing in the residence halls be vaccinated for meningitis or sign a waiver refusing the meningitis vaccine.

JARDINE

POLICY OVERVIEW

ALCOHOL AND DRUG POLICY

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

BICYCLES

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

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

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

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

CHILDREN

All Jardine Apartments residents are responsible for attending to children and guests in all locations, including without limitation, on balconies. Parents/guardians are responsible for supervision of their children. Children under the age of 12 are not permitted in the Frith Community Center or out in the community without an adult.

Children under the age of 12 are not permitted at programs or events without adult supervision, unless otherwise noted. Children must be accompanied by a parent/legal guardian to off-site events sponsored by the Jardine Apartments for the entire event, and no exception to this policy will be made. Any damage to K-State property by children living in or visiting the Jardine Apartments is the

Locate your nearest storm shelter when you move in — severe weather can happen at any time, and residents should have supplies and a plan ready when it develops. Speak to your staff if you have any questions about where your shelter is located.

responsibility of the parent(s) and hosting resident(s), if not the parent(s). Children locked out of an apartment are not provided entry by Housing and Dining Services staff unless a Right of Entry form has been signed and is on file with the Jardine office. Forms are available on request.

DAMAGES

If you accidentally or intentionally damage jardine apartment property, you are expected to make restitution for the cost of repair or replacement. You may not alter or make repairs to any university property.

Charges for room damages in shared spaces will be divided equally between the apartment residents, unless one of the residents accepts full responsibility or is found individually responsible.

DECORATION

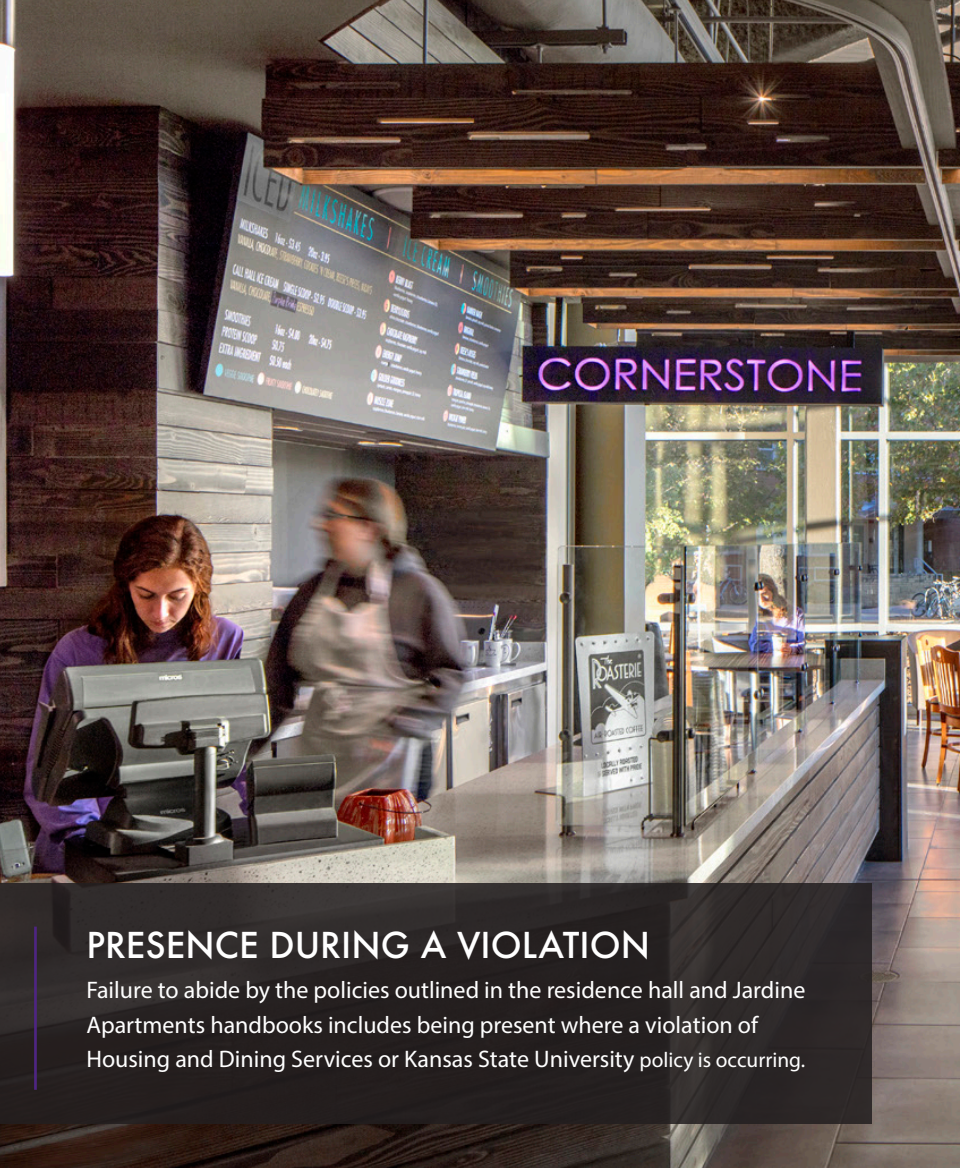
Decorative lights may be used in students' rooms but must not be attached to door frames, metal bed frames, windows, fire alarms, sprinkler heads or life safety equipment. All lights must be UL-listed.

FIRE SAFETY

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

Detectors may not be removed or covered with any type of wrap. Working batteries are to be left in the detector at all times. Tampering with fire-safety equipment or falsely setting off a fire alarm is a violation of the law and published university and housing rules. Smoke detectors are equipped with either a warning seal or electronic monitoring device. This is to discourage residents from tampering with them. If the smoke detector is tampered with or seals are removed or broken, a charge will be assessed to the resident(s) of the room.

If you choose to decorate your apartment, we ask that you use flame-resistant or flame-retardant materials. Do not cover more than 20 percent of the wall space or the door with combustible materials such as fabric, paper or wrapping paper. Do not obstruct emergency lights, sprinkler systems, fire alarm systems or exit signs. Decorative lights may be used within student rooms, but must not be attached



PRESENCE DURING A VIOLATION

Failure to abide by the policies outlined in the residence hall and Jardine Apartments handbooks includes being present where a violation of Housing and Dining Services or Kansas State University policy is occurring.

to door frames, metal bed frames, windows, fire alarms, sprinkler heads or life safety equipment. Use lights that have the label of an independent testing laboratory such as UL. Mini light strings should have no more than 60 screw-in bulbs, and connect no more than three strands.

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

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

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

GRASS

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

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

GUESTS

Guests are permitted to stay two weeks at a time and must be registered with the Jardine office. Extended family members are limited to no more than a two- months stay per agreement year and must be registered with the Jardine office. All roommates must give permission before a guest is registered with the Jardine office and must sign the Guest Registration form. Residents who do not register their guests or allow persons to reside for a longer period of time are in violation of their agreement. Residents are responsible for the actions and behaviors of their guests and are held accountable for their guests’ actions. Guests are expected to abide by Jardine Apartments’ and all applicable university policies, procedures, and rules.

HYBRID FURNITURE

All provided furniture must be used only for intended purpose and must remain in the apartment

IDENTIFICATION CARD

Failure to abide by this policy as outlined in the Residence Hall/Jardine Handbook which includes: Misuse of an ID card includes loaning, falsifying or altering it in any way, or any unauthorized use of the card. Misuse can result in disciplinary action or prosecution, as well as a misuse fee by the department, as dictated by the K-State ID misuse policy. Please carry your ID card on you at all times.

INDOOR HEALTH, SAFETY AND AESTHETIC STANDARDS POLICY

(PEST PREVENTION REQUIREMENTS)

1. Aluminum foil, plastic wrap, contact paper, wallpaper, etc., shall not be used to cover kitchen cabinets, stove or walls in the apartments. In addition, paper and loose plastic bags should not be stored as they provide a hiding place for insects and create a fire hazard.
2. Raw meat should not be stored outside of the freezer/refrigerator. If exposed to the elements, meat attracts insects and poses a health hazard for residents.
3. Food items should not be evident on the tile/carpet. Failure to keep food items in sealed containers attracts insects to the apartments.
4. Dishes and food storage containers should not be left for an extended period of time without cleaning with soap and water. Washing is necessary to avoid attracting insects.

Carpeting should not extend into the kitchen area. Placement of carpet under the refrigerator and by the stove creates a harboring place for insects and potential fire hazard. Indoor carpeting should be cut to fit the floor area, providing a 6-inch space between the carpet and the wall. Rolled carpet provides a hiding place for insects.

Excessive clutter is not tolerated. Personal property should be organized and

general housekeeping performed to ensure the safety of occupants. Trash should be removed to the dumpster. Flooring should be vacuumed/swept thoroughly to remove excessive debris.

ROOM AND KITCHEN RESPONSIBILITIES

Each resident is responsible for the proper care and cleaning of their individual bedroom including the guidelines for break and holiday periods and check outs. Individual residents will pay for any charges assessed for damages in their rooms, as determined by the staff member completing the final inspection of the space.

All residents are responsible for cleaning the stoves, ovens, sinks, counters, microwaves, and removing all trash from the kitchen after use.

After reasonable notice, Housing and Dining Services staff may dispose of abandoned property in the apartment. Each resident is responsible for properly disposing of garbage and boxes, including taking cardboard boxes to the proper outside receptacle.

Housing and Dining Services staff conduct indoor aesthetics checks for all apartments. When an apartment is checked, a notification email is sent indicating the date of inspection and concerns noted. Below is a breakdown of the fines imposed for violations.

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

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

KITCHEN SHELVES/CABINETS

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

LAUNDRY FACILITIES

Residents are expected to leave the laundry facilities in clean condition. Empty soap boxes, tissues, newspapers, etc., should be discarded in trash receptacles. When washing or drying cycles are complete, residents should promptly remove their clothes from the machines in order to offer greater availability to other residents and prevent theft. Housing and Dining Services is not responsible for stolen items. Smoking is not allowed in laundry facilities. This area is not a play area for children and children under the age of 12 should not be left alone in a laundry facility.

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

MOTORCYCLE/MOPED PARKING

MOTORCYCLES

Motorcycles may be parked only in marked areas, and must have a K-State

motorcycle permit.

MOPEDS

Mopeds (electric/fuel-based) must have a motorcycle permit and are not allowed in any portion of the apartment or balcony

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

NOISE LEVELS—QUIET HOURS POLICY

Residents shall not make or permit noise which may substantially interfere with other residents' use and enjoyment of the property. Critical to this are the academic interests and close quarters of the community.

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

It is important to also realize people make a certain amount of noise under normal circumstances. Residents should be aware of and tolerant of individual differences in lifestyles and routines.

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

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

Sunday through Thursday	Friday through Saturday
10 p.m. – 7 a.m.	11 p.m. – 7 a.m.

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

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

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

OUTDOOR ACTIVITIES PROHIBITED INDOORS

Outdoor activities are not allowed in the apartments or in apartment corridors. This includes, but is not limited to, bouncing balls, throwing Frisbees and

balls, Nerf guns or other Nerf products, rollerblading, skateboarding, hoverboarding and bicycle riding. No outside water activities are allowed in the apartments or corridors. This includes, but is not limited to, swimming/wading pools, water guns, water balloons, water slides, etc. In addition, these activities are not allowed on porches as such activities may result in damage to property and constitute vandalism. If you participate in any of these activities and damage occurs, you will be charged for repairs. If you have questions, contact the CC or ACC of your area.

OUTDOOR HEALTH, SAFETY AND AESTHETIC STANDARDS POLICY

To preserve the community's aesthetic appearance, the following rules apply:

Rugs and clothing articles must not be hung over railings and picnic tables or put on lawns. Clotheslines are provided near each laundry facility.

5. Flower boxes or pots must be kept to a reasonable number, not use the building for support, and include only live plants. Empty flower boxes or pots must be stored inside the apartments.
6. Toys must not obstruct walkways in case of emergency; toys not in use should not be left on the porch area.
7. Mopeds, motorcycles or any motorized vehicle are prohibited in apartments, under the stairs, on balconies or porches at any time. Mopeds are required to be registered on campus through the Parking Services office.
8. Furniture, boxes or other personal property except lawn chairs, barbecue grills and bicycles are not permitted to be stored outside on porches or balconies nor attached to poles or air conditioner supports.
9. Storage is not allowed in any stairwell. Items placed in stairwell areas are removed at the owner's expense, without notice. Kansas State University, Housing and Dining Services, and the Jardine office are not responsible for any damage, loss, etc., that may happen to items found in the stairwell area.
10. Residents may only park their registered bicycles in the bicycle racks provided. Tricycles, big wheels, strollers and other multi-wheeled vehicles are not allowed to be stored outside.
11. Bird feeders are permitted as long as they are hung in a tree located 15 feet away from the edge of the concrete sidewalk and hung at least 5 feet high.
12. Trash of any kind is not allowed to be left outside of the apartment, to include the porch/balcony area.

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

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

collected items after 30 days.

2. The second violation results in removal of the item, and a charge associated with its removal will be assessed.
3. The third violation results in removal of the item, a charge associated with its removal and eviction at the end of the semester.

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

PET REGULATIONS

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

Assistance animals that are necessary to allow a student an equal opportunity to use and enjoy University housing are permitted as needed. Any resident seeking an accommodation for an assistance animal must complete the Request for University Housing Accommodations, which is available on the Student Access Center website at goo.gl/F3BBdS.

PORCH AREAS

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

RADIO/SATELLITE DISH

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

Smoke detectors are in place for the safety of all residents. Residents must not remove the detector, dismantle the battery or cover the detector with any type of wrap. Tampering with the colored safety seal affixed to the detector results in a minimum \$50 fine.

REPORTING POTENTIAL MISCONDUCT

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

To make a report concerning the anti-discrimination/anti-sexual violence/anti-stalking and domestic/dating violence policy at PPM 3010 please visit https://cm.maxient.com/reportingform.php?KansasStateUniv&layout_id=18. To make a Threat Management Report please contact the Director of Labor Relations. To make a Student of Concern Report please visit cm.maxient.com/reportingform.

cm.maxient.com/reportingform.php?KansasStateUniv&layout_id=16.

When conduct that potentially violates these rules or other contractual provisions is reported, those involved or responding to the situation may be asked to submit known information in the form of an incident report or witness statement. An incident report is a written account of an alleged event or situation. If the alleged misconduct occurred in or on Housing and Dining Services property, complaints may be brought to a Housing and Dining Services staff member (RA, ACC, CC, AC, etc.) or to the office or administrator designated under other applicable university policies.

All student conduct procedures are designed to minimize disruption to the Housing and Dining Services community. When an incident takes place, the following conduct protocol occurs until the case is concluded with a final decision. If a formal complaint is filed against a student, usually through an incident report, a conduct hearing officer is assigned to consider charges against the student. A conduct hearing officer will be assigned according to the severity of the situation, previous conduct record, and the community where the



violation occurred. The conduct hearing officer may be an Assistant Community Coordinator, Assistant Coordinator for Departmental Initiatives, Community Coordinator, or Area Coordinator. The conduct officer for an alleged violation may not be in the same community where the violation occurred.

Most conduct that allegedly violates these handbook rules or other provisions of the resident's contract may be addressed and heard through a hearing process conducted by Housing and Dining Services staff, and as further set out in SGA Bylaws. However, in some situations, a case may be handled by the Office of Student Life/Student Governing Association or Office of Institutional Equity depending on the nature of the alleged misconduct. More information on the scope of authority for those units can be found in the Student Code of Conduct and in the Anti-Discrimination Policy (PPM.3010).

ROOMMATE CONFLICT

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

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

- All Jardine residents will be required to complete a roommate agreement

shortly after all occupancy changes. These agreements will include:

- Communicating habits, preferences and personal values.
- Establishing Room/Apartment Rules - common topics include: cleaning, borrowing belongings, study times, guests and division of apartment responsibilities.

Should conflict with your roommate(s) or another resident develop, try to:

- Talk to your roommate(s) when neither of you are angry or upset.
- Carefully explain what the issue is and why it frustrates/upsets you.
- Be specific and tactful.
- Make compromises.

Do not threaten or give ultimatums (e.g. "if you don't ____, I'll..."). If you aren't able to have a civil conversation on your own, seek help from your Housing and Dining Services student staff within your community.

If relocation is necessary/wanted, keep in mind that it is usually the person who requests the change that will move.

SAFETY WEAPONS

Please refer to the university weapons policy at go.gl/uadZHv.

DRILL RIFLES

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

PEDESTRIAN WALKWAYS

Motorized vehicles, with the exception of maintenance and emergency vehicles, are not permitted on pedestrian walkways throughout the Jardine community. Bikes and motorbikes should

not be ridden on sidewalks in accordance with university policy.

POND SAFETY

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

SKATEBOARD POLICY

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

FLAMMABLE LIQUIDS

Flammable liquids may not be stored inside or outside apartments.

UNSAFE ACTIVITIES

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

SALES AND SOLICITATION POLICY

Sales and Solicitations on University property, including Housing and Dining Services property, can be found at PPM 8580 at www.k-state.edu/policies/ppm/8500/8580.html. The following guidelines are established by Housing and Dining Services and the Jardine Residents' Council. These guidelines are established: (1) to limit disruption of students' academic endeavors; (2) to protect students from commercial exploitation, including misleading, unethical or high pressure sales tactics; and (3) to protect and promote safety, security and a clean, litter-free environment. The Jardine Apartments community upholds these guidelines which are construed and applied in a manner consistent with applicable university and Kansas Board of



Regents policies and federal, state and local laws.

A. Advertising shall conform to the following guidelines:

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

B. Door-to-door solicitation, fundraising, campaigning, advertising and sales are not permitted in the Jardine community.

1. All advertisements, product samples, coupons, campaign posters and displays may be placed in the three laundry facilities in the areas designated for that purpose. Prior approval must be made by the Jardine office and director of Housing and Dining Services so rules regarding the placement of such materials may be provided (e.g., size restrictions, responsibilities for removal of materials, time limitations, etc.). Door-to-door research (e.g., surveys, interviews, questionnaires, etc.) shall be completely voluntary and shall meet all university guidelines.
2. In addition, public areas of the Jardine Apartments community may be reserved through the Jardine office for public speaking engagements.
3. Events sponsored by recognized student groups may be advertised in the Jardine Journal. Advertisements must be submitted two weeks prior to printing and are subject to change as deemed appropriate by the editor.

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

SUBLEASING/APARTMENT



TAMPERING WITH UNIVERSITY PROPERTY

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

THEFT

Attempted or actual theft of or damage to property is prohibited as stated in the Student Code of Conduct.

THREATENING BEHAVIOR

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

TRANSFER POLICY

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

UNAUTHORIZED ACCESS

Failure to abide by this policy as outlined in the Residence Hall/Jardine Handbook which includes: You are prohibited from entering restricted access areas that may include, but are not limited to, behind front desks, roofs of apartment buildings/dining centers, and mechanical or custodial rooms other than those specifically provided for resident use. You may not use another student's keys or student ID to enter a residence hall or residence hall room / apartment or use another student's ID to swipe/pay for Dining Services/retail location food.

VOYEURISM

Video voyeurism (including photo voyeurism) is prohibited at Kansas State University Housing and Dining Services, and is illegal under Kansas law, which can be viewed at law.justia.com/codes/kansas/2017/chapter-21/article-61/section-21-6101. Video voyeurism is defined in part as an act for a person's own amusement, entertainment, sexual arousal, gratification,

or profit, or for the purpose of degrading or abusing another person, intentionally uses or installs and imaging device to secretly view, broadcast, or records a person, without a person's knowledge and consent, who is dressing, undressing, or privately exposing the body, at a place and time when that person has a reasonable expectation of privacy. At Kansas State University Housing and Dining Services, a reasonable expectation of privacy exists in most areas, including but not limited to, student rooms, suites, apartments and bathrooms, including showers and changing areas.

PEST CONTROL POLICY

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

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

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

1. The first violation results in a written warning.
2. The second violation results in a charge assessed with the inspection.
3. The third violation results in a charge assessed with the inspection and eviction at the end of the semester.

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

DINING SERVICES

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

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

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

MENUS

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

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

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

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

ON-THE-GO MEALS

When you need to take your meal with you, On-the-Go Meals are available at scheduled times during the day in Kramer and Derby dining centers. These portable, convenient meals are available with your campus meal plan. You can speak with the worker at the checkstand stand for On-the-Go Meal locations and times.

MEAL HOURS

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

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

SPECIAL DIETS AND NEEDS

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

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

Please recognize that the ingredients and nutritional content of food items served in the dining centers may vary. Manufacturers may change their product formulation or consistency of ingredients without our knowledge, and product availability may fluctuate. While we make every effort to identify ingredients, we cannot assure against these contingencies. It is ultimately your responsibility to determine whether to question ingredients or eat selected foods. Please note that we may not be able to accommodate all food allergies. Housing and Dining Services cannot guarantee the safety of students with life-threatening allergies.

DINING CENTER ENTRY

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

MEAL PLANS

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

GUESTS

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

Guest passes are added to residents' meal accounts each semester. Residents may use their two (2) bonus guest meal passes as soon as the semester begins. Unused passes will expire at the end of each semester, and cannot be carried over. No refunds are made for unused bonus meal passes. Students who leave the residence halls before the end of the semester will forfeit unused passes. Passes can be used at any meal except Fall Dinner (November), Holiday Dinner (December), and Spring Dinner (March or April). Guest tickets for special dinners must be purchased at least 24 hours in advance from the dining center secretary.

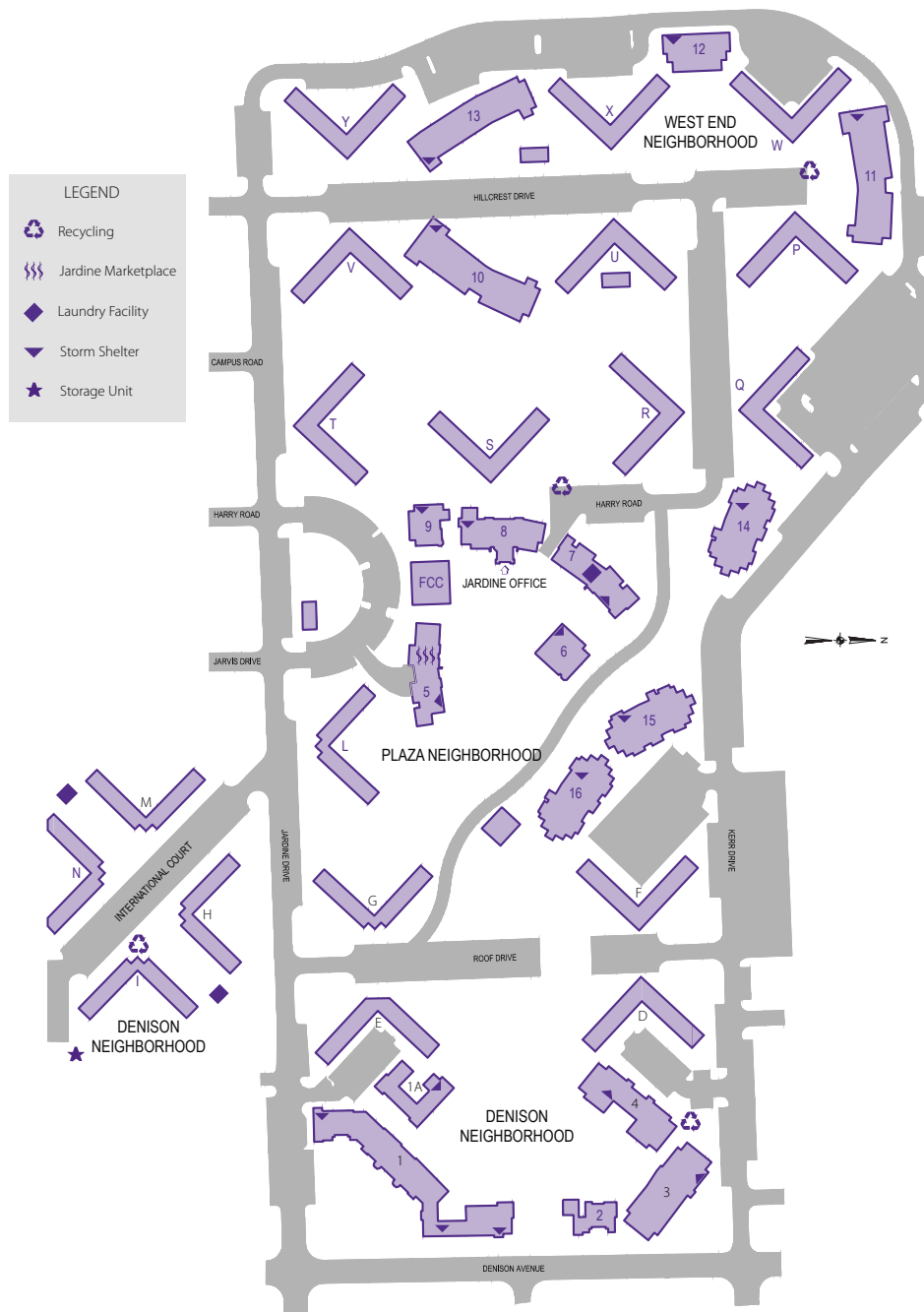
Guest rates are updated at housing.k-state.edu/dining.

DINING ROOM DECORUM

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

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

JARDINE COMPLEX MAP



BUILDING	ADDRESS
D	1604 Roof Drive
E	1600 Roof Drive
F	1605 Roof Drive
G	1601 Roof Drive
H	1544 International Court
I	1540 International Court
L	1948 Jardine Drive
M	1545 International Court
N	1541 International Court
P	1700 Hillcrest Drive
Q	2050 Kerr Drive
R	2051 Kerr Drive
S	2020 Tunstall Circle
T	2050 Jardine Drive
U	1604 Hillcrest Drive
V	1600 Hillcrest Drive
W	1701 Hillcrest Drive
X	1605 Hillcrest Drive
Y	1601 Hillcrest Drive
1	1615 Denison Avenue
1A	1804 Jardine Drive
2	1711 Denison Avenue
3	1725 Denison Avenue
4	1803 Kerr Drive
5	2000 Tunstall Circle
6	2016 Tunstall Circle
7	2012 Tunstall Circle
8	2008 Tunstall Circle
9	2004 Tunstall Circle
10	1602 Hillcrest Drive
11	1705 Hillcrest Drive
12	1609 Hillcrest Drive
13	1603 Hillcrest Drive
14	2013 Kerr Drive
15	1955 Kerr Drive
16	1927 Kerr Drive
FCC	Thomas J. Frith Community Center 2002 Tunstall Circle

ATA SHUTTLE

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

Go to housing.k-state.edu/shuttle-index.html to view the schedule. This service may not be available during university breaks and/or summer.

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

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

K-STATE AND COMMUNITY RESOURCES

HEALTH AND WELLNESS

CATS' CUPBOARD: THE K-STATE FOOD PANTRY

Cats' Cupboard Initiative is a collaborative effort among students, faculty, staff and community focused on promoting food security for students at K-State. This initiative aims to provide direct food access through an on-campus food pantry, in addition to education and engagement opportunities. Cats' Cupboard will be accessible to all K-State students. We encourage students to take food, hygiene and cooking equipment that correspond with their personal needs, and may utilize the pantry as often as they see fit.

009 Fairchild Hall
785-532-0366
catscupboard@k-state.edu

THE CENTER FOR ADVOCACY, RESPONSE AND EDUCATION (CARE)

CARE is a safe space for any member of the K-State community who has been affected by dating, domestic and sexual violence, stalking or sexual harassment. CARE provides confidential services for survivors of dating, domestic and sexual violence. Although they will respect your privacy to the greatest extent possible, the Office of Student Life may need to share some of your information with others to ensure that the University responds appropriately and effectively to any concerns you share with them.

206 Holton Hall
785-532-6444

COUNSELING SERVICES

Counseling Services helps students who are dealing with issues such as stress, family concerns and relationships. Make an appointment today to get help.

1105 Sunset Ave., 101 Lafene Health Center
785-532-6927

THE CRISIS CENTER, INC.

The Crisis Center in Manhattan provides confidential 24-hour hotlines, 24-hour crisis intervention, safe shelter, food and subsistence, advocacy, referrals, supportive counseling and other services to residents within Riley County.

785-539-2785 or 800-727-2785

FAMILY CENTER

The K-State Family Center is a therapy training/service center that provides high-quality, affordable individual, family, couple and group therapy for people living in the Manhattan area.

139 Campus Creek Complex
785-532-6984





LAFENE HEALTH CENTER

Lafene Health Center offers high-quality health care at a reasonable cost for K-State students.

1105 Sunset Avenue
785-532-6544

OFFICE OF INSTITUTIONAL EQUITY

The Office of Institutional Equity and Compliance (OIE) supports the university's mission to promote human and intellectual diversity by providing equal access and opportunity through fostering an inclusive environment for all members of the university community.

103 Edwards Hall
785-532-6220

PAWNEE MENTAL HEALTH SERVICES

Pawnee offers Psychiatric (medication) evaluation and treatment services for children, adolescents and adults experiencing medical symptoms related to their emotional and mental health as well as their alcohol or drug use. Pawnee provides medication services for people experiencing mild to moderate symptoms as well as for people experiencing severe and persistent symptoms. Pawnee's Prevention, Treatment and Recovery Services program treats alcohol and drug addiction as a primary disease in which a

holistic treatment approach must be used. An individual's mental state, physical condition, social environment, emotional and spiritual life are all considered when treating addiction.

2001 Claflin Road
785-587-4300

RECREATIONAL SERVICES

Recreational Services' mission is to develop, promote and manage the administration of recreational and fitness facilities, services and programs for the campus community at Kansas State University. Active and healthy lifestyles enhance opportunities for the continuance of personal and professional maintenance and growth. These lifestyles are positively affected by the quality and quantity of the services, programs and facilities we provide. Recreational Services promotes student development and provides leadership opportunities in a diverse setting for its participants and employees. Recreational Services administers intramural/recreational sports and fitness and wellness programs for the campus.

101 Peters Rec Complex
785-532-6980
recservices@k-state.edu

VIA CHRISTI HOSPITAL IN MANHATTAN

Via Christi Hospital in Manhattan is a healthcare leader in northeastern Kansas, with 150 physicians, 800 employees and 350 volunteers serving the people of Manhattan and the surrounding areas with a wide range of quality health and wellness services.

1823 College Avenue
785-776-3322

IDENTITY AND MULTICULTURAL

DIVERSITY AND MULTICULTURAL STUDENT AFFAIRS

Diversity and Multicultural Student Affairs is committed to promoting diversity in every sector of Kansas State University. The office provides vision and leadership in diversifying all university functions as well as students, faculty, staff and the curriculum.

224 Anderson Hall
785-532-6276 office

INTERNATIONAL STUDENTS AND SCHOLAR SERVICES

International Student and Scholar Services is the key point of contact for the international community here at K-State. You should feel free to approach a staff member with any concerns you might have during your stay in Manhattan. If we are not the right people to help you, we will connect you with the appropriate people to assist you. Please let us know what you need to make your stay here the best it can be!

104 International Student Center
785-532-6448
iss@k-state.edu

LGBT RESOURCE CENTER

The LGBT Resource Center at Kansas State University is dedicated to helping the Lesbian, Gay, Bisexual and Transgender (LGBT) students, staff, faculty and allied members of our campus and surrounding communities to be more secure, educated and productive in their personal and professional surroundings. It is the goal of the Resource Center to promote equity, respect and social justice through programs, outreach and education. The Center is open to all and provides information regarding resources available to those of differing sexualities and gender identities and helps to build and nurture a diverse and inclusive campus community that supports all aspects of the curricular and co-curricular lives of our students, faculty, staff and community members.

207 Holton Hall
785-532-5352
lgbt@k-state.edu

MULTICULTURAL STUDENT ORGANIZATIONS

The Office of Diversity houses 29 Multicultural Student Organizations. These organizations represent our historically underrepresented domestic students. MSOs provide multiple opportunities for all students to gain leadership skills, learn about academic resources, and become culturally aware. The president and vice president of each MSO meets together once a month with the Office of Diversity and represents the Multicultural Student Organization Leadership



Council. The mission of the MSOLC at Kansas State University is to collaborate among groups of multicultural students and promote their academic and intellectual growth, as well as foster positive relationships among all students.

224 Anderson Hall
785-532-6276

CAMPUS SAFETY

K-STATE POLICE DEPARTMENT

The K-State Police Department has many officers that patrol our campus 24 hours a day, seven days a week. K-State Police monitor numerous emergency phone call boxes located throughout our campus. Additionally, the LiveSafe app is an app for the K-State community which allows you to connect with university safety resources, access safety maps and emergency information, and use peer-to-peer location tracking with group chat so friends can monitor and talk to you as you travel the campus.

108 Edwards Hall
Emergency: 911
Non-emergency: 785-532-6412

RILEY COUNTY POLICE DEPARTMENT

This is the local police department who serves the members of Riley County. They work to preserve a safe campus/city environment through reporting and safety services. Their mission statement is: "To reduce crime and improve the quality of life for the citizens we serve."

1001 S. Seth Child Road, Manhattan, KS 66502
785-537-2112

SAFERIDE

The mission of the SafeRide Program is to save lives and prevent injuries and damage to property by offering students and their guests a safe alternative to driving under the influence and other threatening situations. Hours of operation for SafeRide, 11 p.m. to 3 a.m. on Thursday, Friday and Saturday.

785-537-6345

WILDCAT WALK

If you are ever uncomfortable walking on campus alone, this service will provide an escort to meet you and walk you to another on-campus destination or up to two blocks off-campus. If you are driving to campus you can arrange to be met in your parking lot and be escorted to the residence halls or another location. Simply call the phone number listed below or push one of the blue light emergency buttons found throughout the K-State campus. This service operates 24 hours a day, seven days a week. The Wildcat Walk is a service provided by the K-State Police Department.

785-395-7233

ACCESS AND ACCOMMODATIONS

OFFICE OF STUDENT LIFE

The Office of Student Life fosters an environment of collaboration, responsibility and mutual respect in partnership with students and all of our university colleagues. This office provides services such as: providing direct support and services to students, advocating for students in a variety of settings, connecting students with accurate referrals for academic and personal problems, encouraging appreciation of diverse experiences and perspectives, coordinating the university response to campus and student crises, monitoring the campus environment and safety issues, administering and advising the student judicial program, supporting and serving as a resource for student family members.

201 Holton Hall
785-532-6432

STUDENT ACCESS CENTER

Student Access Center appreciates disability as an integral part of the K-State University experience. We are committed to providing equal access and opportunity to all campus programs and services for students with disabilities. Through collaboration and support of the entire campus community, the Access Center promotes disability pride, self-determination of the student, and universally accessible design principles, so everyone has full access to university life.

202 Holton Hall
785-532-6441
785-370-0431 video phone

FINANCES

OFFICE OF STUDENT FINANCIAL ASSISTANCE

Our primary focus is to successfully guide each student through the scholarship and financial aid process. To assist in meeting this objective, every student at K-State is assigned a personal financial aid advisor. Our financial aid advisors are available to offer information to students and their families, such as how to apply for K-State scholarships or how to complete the Free Application for Federal Student Aid (FAFSA).

104 Fairchild Hall
785-532-6420
finaid@k-state.edu

POWERCAT FINANCIAL

Powercat Financial is a free service that pairs you with student financial counselors who can help with budgeting, managing student loan decisions, saving, credit use, transitioning into work, reviewing job offers, managing debt and more.

302 K-State Student Union
785-532-2889



ACADEMIC SUPPORT AND STUDENT INVOLVEMENT

ACADEMIC ACHIEVEMENT CENTER AND K-STATE WRITING CENTER

The Academic Achievement Center (AAC) is a free resource for all K-State students. Equip yourself with the tools needed to succeed, engage in your coursework, and feel empowered by your ability to achieve academic success. The AAC offers free small group, one-on-one and online tutoring through the Holtz Hall Tutoring Center, Supplemental Instruction to complement your large-lecture courses, Academic Coaching to develop strategies to maximize your personal strengths and conquer difficult classes, and Student Success Courses to learn the skills and strategies needed to be successful at K-State.

101 Holton Hall
785-532-6492

CENTER FOR STUDENT INVOLVEMENT

The Center for Student Involvement is the designated point of contact for registered student organizations. The center facilitates the registration process, provides information and offers general programming on relevant topics to running a student organization.

114 K-State Student Union
785-532-6541

HOUSING AND DINING SERVICES RESOURCES

HOUSING AND DINING SERVICES MULTICULTURAL STUDENT LOUNGE

The Multicultural Student Lounge provides opportunities to connect with other students on campus, to receive tutoring sessions and to explore a multicultural library. Monthly roundtables and programs are held by the Social Justice Alliance.

Kramer Dining Center, 1st Floor
Phone coming soon

HOUSING AND DINING SERVICES STUDENT SUCCESS CENTER

To assist on-campus students with their studies, the student success center in Derby Dining Center offers computer stations, free tutoring and printer/copier access.

134 Derby Dining Center
785-532-2646
Kramer Dining Center, 2nd Floor
Phone coming soon
ResNet

ResNet is the technical support help desk for students living on the K-State campus. Our goal is to help make your technology experience throughout the school year as smooth and seamless as possible. We can assist you with network registration, connection issues, computer virus removal and general technical support for your computer, mobile device, printer or gaming device. Students are responsible for installing and updating operating system security patches and K-State's anti-virus software (Trend Micro) on their machines.

ResNet Help Desk, 133A Derby Dining Center.
785-532-2711



JARDINE APARTMENTS CONTACT INFO

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

AFTER HOURS

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

DEPARTMENT OF HOUSING AND DINING SERVICES

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

KANSAS STATE UNIVERSITY NOTICE OF NONDISCRIMINATION

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

Revised Aug. 29, 2017.

housing.k-state.edu

Department of Housing and Dining Services
Kansas State University
104 Pittman Building
1531 Mid Campus Dr. North
Manhattan, KS 66506
785-532-6453 888-568-5027 (toll free)
housing@k-state.edu

@KStateHDS



KANSAS STATE
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Housing and Dining Services