

Thank you for sponsoring a residential summer camp or conference at Kansas State University. We look forward to providing your participants an excellent experience in our residence halls and dining centers during their visit. This document details summer conference housing and dining services operated by K-State Housing and Dining Services (HDS) with the intent to serve as an addendum to the agreement. Sponsor agrees to assume responsibility for all policies and procedures outlined within. Every attempt has been made to create an exhaustive resource, but circumstances may arise that require creation of additional policies and guidelines.

## **PROTECTION OF MINORS IN UNIVERSITY PROGRAMS**

### [Policy for the Protection of Minor Children Participating in University Programs](#)

Kansas State University is committed to providing a safe environment for the campus community. The University values the opportunity to provide educational, recreational, and other programming for minor children. This Policy establishes a framework and requirements for university employees and third-parties participating in university programs who may interact with individuals under 18 years of age, with the goal of providing a safe environment for all. This policy applies to university programs that provide educational, recreational and other opportunities for minor children.

Sponsors should visit the linked URL above to familiarize themselves with the full text of the policy, including definitions of terms, expectations, requirements, best practices and reporting obligations. It also provides numerous links to additional resources and KSU policies.

### [Youth Camps and Programs](#)

Program directors must register programs, camps, and events involving minors. Program directors complete this registration as an essential step in planning and conducting safe and effective experiences. Any activity involving outside visitors to campus (other than concerts or NCAA sporting events) is required to be registered.

### **Conference Staff Background Checks**

Program directors must submit a background check for all event staff who are not current Kansas State University full-time employees. This report will be valid for one year. The sponsoring department will be charged \$32.50 for each background check.

### **Required Training**

All camp and program staff/volunteers are required to complete the annual required staff training and the Minors Protection on Campus Training.

### **Non-KSU Sponsored/Affiliated Groups:**

Youth camps and conferences sponsored by non-KSU parties/organizations are required to follow these guidelines to host their event at K-State. If your organization provides training that addresses the protection of minors and conducts background checks of all volunteers, please contact Dr. Ryan VanDusen to verify that your provided training and background checks will satisfy university requirements. Contact Dr. Ryan VanDusen, Risk and Compliance Manager for more information at [rvandusen@ksu.edu](mailto:rvandusen@ksu.edu).

## REQUESTING A SUMMER CONFERENCE

It is advised that sponsors view the [2026 Youth Camps Information Session](#) hosted by Youth Camps and Programs and Housing & Dining Services before beginning the registration process. (Session begins at the 2-minute mark.)

1. Register your Program
  - a. Register the event at [KSU ORC Protection of Minors Portal](#)
  - b. Contact Dr. Ryan VanDusen with questions: [rvandusen@ksu.edu](mailto:rvandusen@ksu.edu)
2. Request for Services
  - a. Submit a [Request for Services](#) for Housing & Dining Services. Select "Conferences".
  - b. Information provided can be amended up to 15 days prior to your check-in date.
  - c. Participant and staff counts, meals, and schedule information must be confirmed no later than 15 days prior to check-in. This will establish the minimum charges for housing and dining. More information will be discussed during your conference consultation meeting.

Following the completion of each step, you will receive confirmation emails from the following:

Sender: KSU ORC via Ideal-Logic	Subject: Reviewal and decision notice
Sender: KSU ORC via Ideal-Logic	Subject: Session Ready to Finalize
Sender: Conferences and Guest Services	Subject: Conferences Inquiry Received

*Please note that it may take up to 10 minutes for you to receive a confirmation email. Please email [conferences@ksu.edu](mailto:conferences@ksu.edu) if you do not receive a confirmation email within an hour.*

The Assistant Director for Conferences and Events will contact you to schedule a planning consultation and send you initial quote and conference agreement. Each camp will be assigned a primary HDS Conference Staff contact for subsequent planning and communication. This may be the Assistant Director of Conferences and Events, or a designated appointee (professional or student staff).

Beginning one month from your conference, staff will communicate with the sponsor to confirm details. Please note that camp-specific deadlines will be communicated directly to the sponsor regarding participant numbers, rooming assignments, dietary restrictions, any accommodation requests, and final meal plans.

Final details will be confirmed no later than 15 days prior to check-in, and this will establish the minimum number of participants you will be billed for. No-shows and cancelations after this deadline will be charged at 50% of the housing & dining charges per person.

## **RESIDENCE HALLS**

Most summer groups will be housed in Wefald Hall until mid-July, with a few exceptions per sponsor's preference. Conference operations will move to the Derby Community on the east side of campus in mid-July. Building assignments will vary depending on overall operations, scheduled maintenance, and in preparation for August move-in.

### **Bathrooms**

Halls generally have one of the three following kinds of bathrooms:

- *standard*, community-style bathrooms (multiple shower and toilet stalls)
- *private within community*: private bathrooms with lockable, floor-to-ceiling doors within a larger community bathroom
- *private*: attached bathrooms within suites.

The style of bathrooms assigned to your camp will be confirmed during your planning consultation.

Camp participants and staff are expected to remain on their assigned floors/wings and not venture to other floors to access additional bathrooms.

### **Building Access**

Residence hall exterior doors will be locked 24 hours per day. Doors may be unlocked to accommodate camp check-ins/outs at various points of the day. Each residential camp participant and staff member will be issued a conference card that grants access to the building. A key will also be issued for room access. Once check-in is completed, the building will be locked, and non-conference guests will not be allowed into the buildings. This includes parents of camp participants.

### **Chaperones / Camp Staff**

In our high-rise halls, the occupancy ranges from 24-34 beds. We expect that the required adult supervisors be distributed among the youth participants.

Adult supervisors are responsible for supervising their participants, and for educating them on policies included in our *Guidelines for Adult Supervisors*. This resource will be shared with sponsors by May 15, 2026.

Adult supervisors must remain in the residence hall until their camp participants have checked out. Adults who bring youth participants (for example, coaches with their team), must be present in the residence hall with their participants. The alternative is for the camp sponsor to provide camp staff to serve as adult supervisors, keeping with the university's Policy for the Protection of Minor Children.

Sponsors will be asked to indicate adult chaperones on the room assignment roster, and to provide a list of residential, adult contacts and phone numbers to HDS Conference Staff.

### **Check-In and Check-Out**

Check-in and check-out plans must be finalized no less than 72 hours in advance. Please note that staff shifts are scheduled two weeks in advance, and last-minute changes may be difficult to accommodate.

It is our goal to conduct an efficient check-in and check-out process for all groups. Our ability to do so depends on the preparation and organization of the camp sponsor. Communication is key. Please communicate requests for specific set-up or space needs (tables, chairs, etc.) for your camp at least two weeks prior to check-in. Large groups (150+) will require additional planning.

## **Common Spaces**

Floor lounges are shared by camps assigned to each floor. Study rooms on each floor/wing will remain locked during the summer unless access is requested by camp sponsors.

Furniture provided in floor lounges and study spaces is not to be moved into private rooms or other common areas. Camp sponsors are responsible for moving all furniture back to the original set-up if moved within a common space for a camp meeting or event.

Camp participants and staff are expected to remain on their assigned floors/wings and not venture to other floors to make use of those lounges and study spaces.

## **Early Arrivals and Late Departures**

The need for early or late occupancy of rooms (beyond the official dates and times of the conference) should be discussed with HDS Conference Staff as early as possible. This includes rooms of adult supervisors and participants, camp stores, storage, etc.

Minors who are 17 years of age or younger must have an adult supervisor with the conference. We will assign early arrivals to, or keep late stays in, their camp room if possible, depending on availability.

Room and meal charges for early arrival/late departure participants and camp staff will be invoiced to the conference.

## **Emergencies**

Conference sponsors are required to notify Housing and Dining Services staff whenever an incident requiring medical or police attention occurs regardless of location. We want to work closely with you to ensure the well-being of conference participants, and we are required by the federal Clery Act to report on-campus incidents such as crimes, fires and injuries.

## **Emergency Services and Urgent Care Facilities**

The information provided below is not a recommendation for services, but only serves as notification of the closest resources to the KSU Manhattan campus:

Ascension Via Christi Emergency Room  
1823 College Ave, Manhattan, KS 66502  
(785)776-2800

Xpress Wellness Urgent Care  
435 McCall Road, Manhattan, KS 66502  
(785)669-4152

## **Fire Safety**

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

If the fire alarm sounds in the building or dining hall, all participants and guests are required to quickly exit the building in an orderly and safe manner. Guests will receive additional directions from KSU HDS staff and are expected to follow those instructions. KSU HDS staff or Fire Department staff will notify guests when it is safe to return to the building.

It is the responsibility of the Sponsor to account for all camp guests.

### **Housing and Dining Services Staff**

Housing and Dining Services staff live in each residence hall during the summer. This includes professional and student staff, both male and female. When working at the front desk, on evening rounds, or responding to requests for assistance, staff will wear KSU provided nametags.

Large camps that require multiple buildings can request single-gender buildings and staff.

### **Internet**

Guest wifi is available in all rooms and common areas in the residence halls. This is not a secure internet connection. KSU students and staff can log-in to the secured network using their KSU credentials.

### **Kitchens**

Residence Halls have a community kitchen located in the basement, and Wefald Hall has a kitchen on each floor. Camp staff can check out the key to the kitchens when the front desk is open. Camps are expected to clean up after themselves if they use the kitchens. KSU HDS staff reserve the right to restrict access to the kitchens if guests do not clean up after themselves.

Camp participants and staff are expected to remain on their assigned floors and not venture to other floors to use other kitchens.

### **Laundry**

Laundry facilities are available at no additional charge for camp participants. Guests must provide their own detergent for the high-efficiency washers. Laundry pods may be used but must be put in the drum with the clothing (not in the detergent tray).

### **Linens**

Each participant will receive bath towel, hand towel, washcloth, blanket, two flat sheets, a pillow and a pillowcase. These items will be placed on each bed in each room. Beds are not made in advance. Towels may be exchanged at the front desk. Complimentary small soap bars will be available at the front desk. A sponsor may opt out of the provided bed and bath linens. In the event that a participant or staff member forgets an item at home, extras will be available at the front desk.

### **Lost Items**

Items abandoned and found in our facilities will be collected by Summer Conference staff. Sponsors may contact us to collect participants' items. Unclaimed items will be donated to charity or disposed of 14 days after the conference ends. Please encourage participants to label belongings, as many items are lost or forgotten. We ask that sponsors remind campers to check their rooms (especially drawers) carefully at checkout time.

### **Maintenance**

Please report any maintenance or repair concerns to the Front Desk, including common areas and bathrooms. If it is an emergency, please call the Staff On Call.

Housing and Dining will make every attempt to minimize the inconvenience of known, scheduled maintenance projects whenever possible. At times, we are given very little notice of university-wide outages and will do our best to provide 24-hour advance notice when possible.

**Printing**

Printing is not available in the residence halls or at the front desks.

**Quik Cats C Stores**

Quik Cats convenience store located in Kramer will have limited hours depending on the overall occupancy May 26- July 20, 2026. Hours will be posted at the entrance. Late night dining options will be available at the Kramer Quik Cats C Store. Available menu items will vary.

**Rooms**

Most residence halls used for summer conferences offer double occupancy rooms, with a few single occupancy rooms. Physical single rooms, and double rooms assigned as singles, are limited depending on overall occupancy.

Some residence halls offer suites in addition to standard rooms. These vary from single rooms to up to four-person suites. All suites have one bathroom. There is a premium charge for suites. Sponsors interested in suites should indicate this on their Request for Services (comment box at the bottom of the form). Wefald Hall does not have suites.

**Room Amenities and Furniture**

Each person will have a twin extra-long bed, desk and chair, closet or wardrobe, storage drawers and a wastebasket. Wefald Hall rooms include a microwave.

Mini refrigerators are not provided unless medically necessary. Guests are not permitted to bring additional appliances (hot plates, toasters, electric kettles, etc.) to short-term camps.

**Room Assignments**

We will make every effort to accommodate your camp in your preferred building but reserve the right to assign buildings based on camp size, occupancy, or date of inquiry/contract signature. Large groups will be prioritized over smaller groups to maximize building use.

KSU HDS Staff will coordinate hall/floor/wing assignments. Youth conferences will be assigned to wings/floors by gender. We reserve the right to assign multiple camps to a floor/wing depending on occupancy and volume of requests (following gender/age guidelines).

Youth conferences that are family-oriented (parents/grandparents attend as chaperones) will be assigned to suite-style accommodations. Access cards and keys will be distributed to adults only. Maximum occupancy is one person per bed.

It is the responsibility of the Sponsor to assign rooms. Sponsor will be provided with a digital roster and floor charts. Only adult chaperones of the same gender are allowed to be assigned to the same wing/floor as Minors. If you have participants that are 18 years of age or older, they must stay on a separate wing from the participants who are Minors. The only exception is if Minors are attending the camp/conference with a parent/guardian of the same gender who is serving as a Chaperone or if the camp is assigned to suites.

**Room Assignment or Participant Changes**

Sponsors must communicate any changes made to participant numbers/genders as soon as possible. Small increases in participants are likely to be accommodated. Due to the number and size of camps held in June, we have very limited ability to accommodate extra participants.

As specified in the Agreement, notice must be given of any changes to participant numbers and genders no less than 14 days prior to check-in (or the date specified on your Agreement). Any reduction in numbers following this date will result in a 50% charge per no-show or cancellation. Standard rates will apply for increases in participant numbers. Significant increases may result in a conference being reassigned to another building or split between multiple buildings.

Changes to room assignments can be made up to 48 hours prior to check-in. After this, changes to room assignments must wait until check-in.

Sponsors may request to make changes to room assignments after check-in is complete to consolidate participants or based upon other factors. Changes to room assignments after check-in is complete require the approval of the Assistant Director of Conferences and Events or their representative. Once a room is used overnight, the camp will be charged for the previous assignment and the new assignment regardless of length of occupancy.

### **Severe Storm and Tornado Safety**

Camp sponsors and their staff are encouraged to sign up for the K-State Alert system for real-time weather alerts and other important safety notifications.

K-State visitors can receive text messages about emergency situations by texting KSTATEVISITOR to 67283. There is no charge for this service. To stop visitor text notifications, text STOP KSTATEVISITOR to 67283. For tech support, text HELP to 67283.

If a severe storm warning or tornado warning is issued for our immediate area, Sponsors and camp staff should immediately direct and escort participants to designated storm shelter of the assigned residence hall or campus facility.

Do not use the elevators unless it is absolutely necessary. It is possible in this situation that a power outage will occur, and individuals may be trapped in the elevator in unsafe conditions.

In Wefald Hall, individuals should only use the centrally located stairwell to access the ground level. All other stairwells exit outdoors.

HDS Staff will direct participants to designated storm shelters within the residence halls and dining centers. All guests are expected to cooperate with instructions. HDS Staff will notify guests when it is safe to return to their rooms.

Camp sponsors are responsible for accounting for all camp staff and participants.

### **Unforeseen Circumstances**

Housing and Dining Services is not responsible for last-minute changes in services provided, including utilities, due to equipment malfunctions, university-wide repair projects or other building-related problems. We will take available measures to rectify the situation in a timely manner. If necessary, we will relocate the camp participants to another wing, floor or building. Monetary adjustments will not be provided.

### **Vending**

Participants will have access to vending machines in most residence halls excluding Wefald Hall.

## **Workout Facilities**

Workout facilities located in residence halls are not available for short-term camp participants or staff.

## **FRONT DESK OPERATIONS**

The front desk in each occupied building will be staffed by K-State students who are employed by Housing & Dining Services for the summer. The staff at the front desk can assist with KSU Housing & Dining Services information, as well as general questions about Kansas State University. Staff can also assist with lockouts and misplaced access cards.

Desks will generally be staffed around mealtimes and in the late evening each day. Hours will be posted at the front desk and may be reduced due to low occupancy or staff availability. Urgent assistance is available 24/7 (lockouts, early departure or questions).

## **Deliveries**

It is the policy of Housing and Dining Services that front desk staff are not allowed to accept any deliveries on behalf of a camp participant or staff member. This includes items that parents want to drop off for their child, as well as food deliveries and retail deliveries. The front doors of the building will be locked after check-in, and Staff will not allow access to non-camp participants or staff.

Our staff will not confirm participant information with anyone other than official camp staff and sponsors (this includes in person adults/parents and inquiries over the phone). Please provide parents with the name and phone number of a camp staff member to contact to arrange delivery of forgotten items.

## **First Aid**

Basic first-aid supplies are available at the front desk. Medication of any kind (pain relief, antiseptic, etc.) is not provided.

A large ice machine is available at each dining center for ice that can be used to make ice packs if needed.

## **Food Deliveries**

The ordering of Door Dash and other food deliveries is strongly discouraged. Delivery drivers are not granted access to the building, and deliveries will be left inside the entry vestibule of the building. Staff are not responsible for the safety or security of the items left in this area.

## **Mail Services**

Mail services are not available for short-term camps. We do not sell postage at the desk.

## **Recreational Items**

Recreational items such as pool and ping pong equipment, sporting equipment, puzzles and board games are available for check-out at the front desk while the desk is open. Staff will retain the participant's conference card until item(s) are returned. All equipment is to be returned at the time the desk closes, and we may restrict check-out of items due to camp check-ins and check-outs. Items broken or not returned will be invoiced to the camp.

## **Replacement of Access Cards and Keys**

Conference staff can issue temporary replacement cards and keys if a camp guest or participant misplaces the original items issued to them. Charges for replacement cards and keys will be invoiced to the camp.

## DINING SERVICES

Kramer Dining Center will provide dining services May 26 (breakfast) through July 19 (lunch). Derby Dining Center will begin service on July 20 (breakfast). Hours and available service lines may be reduced depending on the overall number of guests during any week and July 3-5. The entryway will close at the conclusion of service hours. Food will remain on the service lines for 15 minutes after the gate is closed.

Meal	Day	Service Hours
Breakfast	Monday-Friday	7 am- 8:30 am
	Saturday-Sunday	7 am- 9 am
Lunch	Daily (May - June)	11 am- 1:15 pm
	Daily (July - August)	11:30 am- 1 pm
Dinner	Monday- Saturday (June)	4:45 pm- 6:30 pm
	Monday- Saturday (July)	5 pm- 6:30 pm
	Sunday	No evening meal

### All Taste No Waste

Dining Services actively works to reduce the amount of waste in our operations. We ask patrons to "take what you want but eat what you take." Food that looks good, tastes good, and is safe to eat will be re-served at later meals.

Tray-less dining helps support our sustainability efforts by helping control food waste while also reducing water, chemical, and energy usage to wash trays.

### Dietary Restrictions

Our dining centers plan to accommodate the most common food allergies with each meal. Vegetarian options are served at each meal. A selection of specialty items is available on request, including soy milk, gluten-free bread products and cereal.

Medically prescribed diets should be discussed in advance with KSU Summer Conference staff during your consultation, and final information will be required no less than 14 days before your camp check-in.

Food values are approximate, and the ingredients and nutritional content of food items served in the dining centers may vary. Manufacturers often change their product formulation and ingredients, and product availability may fluctuate. While we make every effort to identify ingredients, it is ultimately the responsibility of the individual to determine if they should consume selected foods.

An individual consultation can be arranged with one of the Dietitians prior to the camp check-in for participants with new or unique medically prescribed diets. Participants who need assistance in the dining centers should approach a staff member to request assistance from a Manager or Dietician.

### Dining Center Etiquette

Our dining centers serve thousands of people over the course of the summer, including KSU faculty, staff, students, and visitors in addition to camp participants. Sponsors and camp participants are expected to be courteous of other patrons, keeping their conversations and activities at a level that does not disturb other guests. Summer Conference Staff and Dining Staff will address camp participants regarding their behavior and will ask camp staff to assist if necessary. All patrons are expected to clear their dishes, cups, silverware and trash from the table at the conclusion of their meals. Dish return areas and trash bins are located at the exit of each dining center.

## **Health and Safety**

Reusable beverage or food containers are prohibited in the dining centers. This is a violation of food safety guidelines. These must be left at the entrance of the dining center at the risk of the owner. We assume no responsibility for these containers.

Shoes and shirts must be worn in the dining center.

## **Meals for Participants / Staff / Commuters**

Individuals will access scheduled meals via the following processes:

### Residential Participants and Staff

Each residential participant and staff member will be issued a conference card. They must “tap” their card on the card reader at the register for each meal. Access is granted only once during each meal period. The card is only to be used by the person to whom it was issued.

### Commuter Participants/Staff/Guests

Participants and staff who are not staying in the residence halls will not be issued a conference card. These individuals will need to sign in at the cashier stand and a Manager will be called over to approve the meal. Sponsors are responsible for informing KSU Conference Staff of the number of commuter participants/staff/guests to expect for each meal. All meals will then be billed to the sponsor at the cash rate.

We are unable to accommodate requests for large, pay-at-the-register groups.

## **Private Dining**

Kramer Dining Center has small meeting rooms available (12-16 people) for meetings scheduled during meal hours. These spaces are not available outside of meal service. Derby Dining Center does not have private meeting rooms.

Special requests for reserved seating areas within the dining centers must be requested no less than 14 days prior to the camp. We reserve the right to decline requests based on overall service and availability.

## **Removing Items from the Dining Center**

Guests are not allowed to take any food out of the dining center, excluding hand-held items such as one whole piece of fruit, a cookie, or ice cream cone that they are consuming as they leave.

Cups, dishes, silverware, and other service items are not allowed to be removed from the dining centers.

Long-term guests or summer school students are eligible for carry-out containers, as part of their multi-week meal plan.

## **Sack Meals**

Sack meals, including a deli meat sandwich, chips, veggie cup, piece of fruit and a cookie are available for special events or daytrips. This can replace a meal in the dining center for an additional preparation fee. Small bottles of water are also available at an additional charge. Sponsors can elect to have items prepared in sacks or provided in bulk. All items will be packed in coolers to be picked up by the sponsor at a pre-arranged time. Sack meals must be requested a minimum of 72 hours in advance.

## **Sick Meals**

If a participant or camp staff member becomes ill during the camp and needs a light “to-go” meal, please contact KSU Conference Staff as soon as possible to coordinate service. The camp sponsor is responsible for identifying a camp staff member to coordinate what items the participant would like to eat, and for picking it up in the dining center. A disposable container, cup, and set of silverware will be provided.

## **Special Requests and Use of Borrowed Equipment**

Dining Services and Retail Operations are available to provide catering for special events not held within the dining centers (i.e. other campus locations such as the Union or outdoor areas). Each functional area provides different levels of service and menu options. Delivery and other service fees may apply.

If there is interest in requesting catering for a special event, please discuss this with the KSU Summer Conferences staff during your initial consultation. Requests must be made at least two weeks in advance and will depend on staff availability.

Sponsors must notify Dining Services six hours before the scheduled pick-up time if a special event will be canceled due to inclement weather.

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

## **MEETING AND EVENT SPACE**

Housing and Dining Services have several meeting and event spaces within each residential complex that are available for use. These spaces range from small conference rooms, smart classrooms, and a large ballroom. Discounted rental rates will be applied for any room rental.

Catering services for these spaces is provided by HDS Retail Operations, including Cornerstone Café, JPs Sports Grill and Union Station. Food may not be carried out of the dining centers to these locations.

Spaces not operated by Housing and Dining Services may also be available. Please contact the following departments directly for more information:

### [K-State Student Union](#)

Facility includes two auditoriums, several banquet rooms, a large ballroom, multiple conference and meeting rooms, as well as an indoor courtyard and outdoor spaces. Bowling, arcade games and billiards are also available at the Wabash Cannon Bowl.

### [KSU Alumni Association](#)

Facility includes several conference rooms, conference rooms, a banquet room and outdoor spaces.

### [KSU Recreational Services](#)

Facilities include indoor and outdoor recreation courts, indoor climbing wall, outdoor challenge course and outdoor equipment rental.

### [Central Scheduling](#)

University classrooms and outdoor areas are available. Please email [rooms@ksu.edu](mailto:rooms@ksu.edu) for more information.

## **PARKING**

It is the responsibility of the Sponsor to coordinate parking for camp staff and participants, professional drivers, and for check-in and check-out.

Please contact Parking Services (785-532-7275) for more information. Participants will need to purchase parking access (if not provided or coordinated by your conference) online or by calling KSU Parking Services.

Participants with a permit may park in general lots designated by letters D, GM, J, O, R, T, V, W and Z, excluding reserved and other restricted stalls and meters. <https://www.k-state.edu/parking> Temporary permit charges will be \$6 per day, \$22 per week and \$45 per month. Rates are subject to change (current as of 3/31/26.)

During the summer semester, parking is permitted outside the designated areas specified by the permit. Reserved and restricted zones always remain in effect. Parking permits are not required on holidays when the university is closed, and parking meters and 12-hour stalls are not enforced.

Safety violations, such as parking in handicap-accessible stalls and fire lanes, are enforced 24 hours a day, seven days a week (including holidays and during university closures).

HDS Conference Staff cannot provide temporary parking permits. Sponsors, camp staff and participants should contact KSU Parking Services directly for assistance.

## **POLICIES**

### *Kansas State University Policies*

Participants are expected to abide by all university, state and federal laws and regulations. The university reserves the right to make policy changes at any time.

### [Clery Act](#)

### [Policy Prohibiting Discrimination, Harassment, and Sexual Harassment, and Procedure for Reviewing Complaints](#)

### [University Smoking Policy](#)

### [University Weapons Policy](#)

Violations of any University policy will be reported to the appropriate, required University Office for investigation, response and reporting purposes.

### *Housing and Dining Services Policies*

#### **Access Cards and Keys**

Each residential participant will be issued an access card and room door key. These are each numbered and assigned to an individual and are non-transferable.

Lost access cards will be replaced and charged to the camp (\$5). Lost keys will result in a lock change and the camp will be charged (\$50). Charges will be billed to the camp sponsor, not to individual participants.

**Alcohol Policy:**

Sponsors/chaperones who are 21 years of age or older may consume, or be in possession of, alcoholic canned or bottled beverages that are 3.2% or lower in alcohol content.

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

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

**Animals**

The only animals permitted in the residence halls and dining center are service and registered emotional support animals. For short-term conferences and guest housing, pets are not allowed.

<https://www.k-state.edu/policies/ppm/7800/7840.html#S.100>

**Beds**

Conference participants may not adjust or disassemble beds. Bunked and lofted beds have safety brackets and pins that must remain in place for the beds to remain stable. Participants must contact residence hall staff if a change in bed height or configuration is needed.

Beds/mattresses may not be moved from one room to another, or into a common space, to accommodate additional guests. This is a violation of Fire Code.

**Camp Activities**

Camp activities must not interfere with the daily business operations of the University. This includes summer classes, building and campus projects, and office operations. Sponsors are responsible for moderating the behavior of camps participants and addressing issues as needed.

**Courtesy**

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

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

**Damages or Injuries to Persons or Property**

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

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

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

### **Disruptive Individuals**

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

### **Decorations**

The following guidelines for decorations in residence halls are expectations of the Kansas Fire Marshal:

- An open line of sight to exit signs and emergency lights must be maintained, so it is possible to see how to exit the building from all locations in a corridor or lobby.
- Decorations must be kept clear of fire safety equipment (smoke detectors, sprinkler heads and fire extinguishers).
- Nothing may obstruct traffic in the hallways. This includes shoes, decorations, and other welcome items.
- Nothing may be hung in front of doorways.
- False walls may not be constructed.
- No more than 25% of a wall or door may be covered.
- No items may be hung from the ceilings in the hallway or in public areas on the floors. Please confer with Summer Conferences Staff before decorating the main lobby or other areas for check-in.
- Electric string lights cannot be hung. Battery-operated lights are allowed.
- Large amounts of plastic materials (e.g., trash bags) may not be used on walls or floors.
- Hay or leaves may not be used.

Signs can be hung only with painter's tape. Use of other types of tape will result in the removal of paint, drywall, varnish and floor wax. Sponsors will be billed for damages.

### **Elevator Use and Safety**

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

### **Fire Safety Equipment**

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

### **Invoice**

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

## **Outdoor Events**

All outdoor events held on campus must conclude by 11 pm according to the [City of Manhattan Noise Ordinance](#). Groups that are using spaces adjacent to residence halls will be notified of noise complaints and will be asked to conclude the activity early if necessary.

## **Outdoor Signs**

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

## **Outside Food**

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

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

## **Prohibited Items**

Participants may not bring the following with them for short-term camps: personal air conditioner, space heater, open flame devices (e.g., candles, incense, incense burner), personal appliances and illegal or unauthorized materials (e.g., alcohol, drugs, fireworks, explosives and stolen property).

## **Residence Hall and Dining Center Damages**

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

## **Room Access**

To ensure privacy, only camp sponsors will be given access to participant rooms. Camp staff must be accompanied by the camp sponsor if access is requested to a participant’s room. Parents or other adults will not be given access to a participant’s room without the presence of the participant and the camp sponsor.

Authorized personnel (HDS Maintenance, Contractors/Representatives, and City/County/State inspectors) are allowed periodic and emergency access to a participant's room to determine if university property is being maintained satisfactorily, and to ensure the health and safety of all residents and participants. Non-university staff will be escorted by HDS Maintenance staff or Conference staff. Examples are required periodic fire safety inspections and filter changes. Advance notice will be posted.

## **Safety and Security**

A conference card will be issued to each participant at check-in. It will allow access to the residence hall from the dining center, and through other exterior doors. Residence hall exterior doors (including lobby doors) will be locked 24 hours per day. An exception may be made during the check-in or checkout times for a conference, when many people will be moving through the main lobby. We encourage participants to lock their room doors and carry their room keys and access cards at all times. Sponsors of camps with young children might consider collecting cards/keys during non-mealtimes to ensure that they are not lost. After 9 P.M., access cards will only admit participants through the front main lobby doors.

**Sports Activity Indoors**

As a safety precaution, sports activities are not allowed inside the buildings. Camps will be billed for any damage caused by participants and staff disregarding this policy.

**Windows and Screens**

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

Participants who remove window screens to climb out on window ledges and accessible rooftops will be removed from camp immediately. Sponsors will be charged the full room and board rates.

**Quiet Hours**

Camp participants are expected to be mindful of the presence of other groups in the residence halls. Quiet Hours are in effect from 10 pm- 7 am Sunday- Thursday, and 11 pm- 8 am on Friday and Saturday. Camp sponsors/chaperones are expected to communicate and enforce these guidelines. Conference Staff will address issues as needed and as reported.

**Services**

Services requested apply to all participants staying in the residence halls. The conference will be invoiced accordingly, regardless of whether participants utilize the services requested in the agreement (e.g., stay the requested number of nights and/or eat all meals). Charges will not be prorated for participants that check out early.

## Summer Conference Rates 2026

Rooms	Rate/Charge
Traditional double with detached private bathroom	\$35/person/night
Traditional single with detached private bathroom	\$40/person/night
Traditional double with community bathroom	\$32/person/night
Traditional single with community bathroom	\$38/person/night
Single suite with private, attached bathroom	\$45/person/night
Multi-person suite with private, attached bathroom	\$35/person/night
Meals	Rate/Charge
Residential Discounted Daily Meal Plan (Mon-Sat only)	\$28/person/day (3 meals)
Residential Discounted Breakfast	\$9/person
Residential Discounted Lunch	\$11/person
Residential Discounted Dinner	\$14/person
Commuter Breakfast (cash rate at register)	\$11/person
Commuter Lunch (cash rate at register)	\$14/person
Commuter Dinner (cash rate at register)	\$15/person
Children under 4 yrs of age	Free
Sack Meal Preparation Rate	\$1.50 per meal
Items Issued to Participants	
Room Key (Lock must be replaced and new keys cut)	\$50.00
Conference Card	\$5.00
Card Holder/Keychain	\$5.00
Brass Key Tag	\$5.00

All charges, including those for lost items issued to participants, will be invoiced to the camp sponsor. Items not listed above will be charged at the actual replacement rate (billiards equipment, etc.).

Damages done to rooms and buildings will require additional assessment from Maintenance Staff and will be charged accordingly including supplies and labor costs.