



# 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 than you. 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

# COMMUNITY LIVING DURING COVID-19

The staff of K-State Housing and Dining Services welcomes you to our campus community! We are committed to a positive experience that enhances your education and connects you to the university. We believe in an inclusive culture that welcomes and embraces students from all backgrounds and of all identities. Our staff is dedicated to fostering environments of quality and care.

## COVID-19 AND PUBLIC HEALTH-INFORMED POLICIES

Housing and Dining Services pledges to carry out our mission while protecting the health and safety of our students. Our department has been in numerous discussions with campus partners and public health officials to develop informed policies and procedures for our residence halls, dining centers and apartment community. This document serves as an addition to the Residence Hall Handbook, with information specific to Housing and Dining Services' operation during COVID-19. These policies may change to reflect updates to public health guidelines. We will provide you with information about specific health and safety guidelines that are important for our residents. In the event of a conflict between COVID-19 policy and the remaining sections of the Residence Hall Handbook, the COVID-19 policy will apply.

**1. Health and Safety:** We expect that all members of our communities — residents, staff and visitors — act in a manner demonstrating respect and consideration for the health and safety of all community members. Residents are prohibited from creating a health or safety hazard within our residence halls, dining centers and apartments. The university may require a resident to leave those facilities if their conduct poses a health or safety risk for community members. Residents are required to comply with the law and the policies adopted by Housing and Dining Services and/or the university, including policies that are intended to mitigate the spread of COVID-19. Specific policies are outlined below. All residents, staff and visitors must adhere to these policies. If you are concerned that you are unable to adhere to a policy because of a medical condition, you should consult with the Student Access Center (students) or the ADA Coordinator (employees and visitors).

**2. Quarantine and Isolation:** The university may require a resident to temporarily move from their assigned room if that resident's continued presence poses a health or safety risk for community members (for example, if the resident tests positive for COVID-19 or has been in close contact with someone who tests positive). In these circumstances, residents must comply

with directives from Housing and Dining Services to leave their assigned space, or they may be subject to emergency removal. Alternative housing arrangements will be available for students who are unable to properly quarantine or isolate at an off-campus location. If a student is required to quarantine or isolate and a space is available for them to do so through Housing and Dining Services, this will not be grounds for termination of the contract or for a refund.

**3. De-Densifying Efforts:** Housing and Dining Services has created a plan to de-densify the residence halls to minimize the number of students sharing common spaces such as bathrooms. To accomplish this, Housing and Dining Services may relocate a student's housing assignment.

**4. Dining Services:** Dining Services will be provided but the logistics of meals, including the occupancy of dining centers, the amount of time students may be present in the dining centers, and/or the delivery of meals are subject to modifications to address public health concerns.

**5. Cleaning:** Housing and Dining Services is implementing cleaning protocols to help reduce the spread of COVID-19. Staff will educate and inform residential students on appropriate cleaning protocols to reduce the spread of COVID-19 within their assigned spaces. Additionally, Housing and Dining Services has invested in Synexis filtration systems, which will be installed in rooms with more than one resident as well as some common spaces. Housing and Dining Services staff will maintain the machines and students are responsible for allowing the machines to run as directed.

**6. Termination:** To protect the health and safety of other residents, employees and/or the campus community, including but not limited to in response to risks and considerations related to COVID-19 or other infectious diseases, the university may modify the opening, closing and break dates for the residence halls. If the university makes any such change, residents will be notified as soon as practicable under the circumstances. Any reduction in total number of available occupancy days for a resident, based on a university decision as outlined above, will result in a corresponding pro rata return to the resident of rent paid to Housing and Dining Services. The rent is calculated by the amount paid by the resident, less standard move-out costs incurred by the university, which is generally around \$215.

## LEGAL INFORMATION

Your Housing and Dining Services contract is the basic document that states the contractual obligations between you and Housing and Dining Services. The Residence Hall Handbook is incorporated by reference in the Housing and Dining Services contract. You are equally responsible for complying with the rules, policies and regulations contained in the contract, the Residence Hall Handbook, and this COVID-19 and Public Health Informed Housing and Dining Policies and Procedures section update.

As noted in your housing contract, the terms of the Residence Hall Handbook, including this COVID-19 and Public Health Informed Housing and Dining Policies and Procedures section update, may change from time to time. It is your responsibility to regularly review the handbook and this section update to ensure you adhere to the current terms.

## ASSUMPTION OF RISK

You understand that by residing in university residence halls, you are assuming the risks associated with communal living and, as in any shared living environment, those risks include potential exposure to contagious viruses, including COVID-19.

## COVID-19 AND PUBLIC HEALTH INFORMED HOUSING AND DINING POLICIES AND PROCEDURES

In order to live in the residence halls, residents are expected to adhere to the following policies, as well as campus-wide policies. If a resident fails to conform their conduct to the policies, that may be considered a breach of the housing contract and subject to review under the procedures outlined in the Residence Hall Handbook.

### Social Distancing

Social distancing is expected in residence halls and dining centers and is defined as maintaining at least six feet from other people.

### Masks

Students and guests are required to wear a face mask or covering over the nose and mouth unless in their assigned room. Students and guests are expected to look for and adhere to any signs noting a space where masks must be worn.

### Expectations of Students Who Require Quarantine or Isolation

Students required to quarantine or isolate who choose to do so with Housing and Dining Services are not permitted to be outside of their assigned residential space for quarantining/isolating. Though residents are encouraged to quarantine or isolate off-campus when feasible, residents are permitted to request a quarantine or isolation location on campus. Residents quarantined or isolated in on-campus housing are required to adhere to directives from the Riley County Health Department and other public health officials. Residents will be allowed back in their regular residence hall space and dining center once they are cleared by appropriate health officials.

## Meal Plans

In order to lessen the frequency of meal plan holders entering the dining center throughout the day, meal plans have been changed to 14 swipes or 20 swipes per week. Meal plan holders can use no more than two swipes in any given meal period. Menus, dining locations and meal hours will be posted on the Housing and Dining Services website.

## Reasonable Accommodations

Residents requiring a reasonable accommodation related to COVID-19 or the conduct expectations described in this COVID-19 and Public Health Informed Housing and Dining Policies and Procedures section update should contact the Student Access Center to request such accommodations and learn more about the resources available to them. For additional information about reasonable accommodations in housing, please refer to the handbook.

## Use of Community Spaces and Services

To protect the health and safety of the campus community, Housing and Dining Services may limit the use of community spaces, including but not limited to lobbies, lounges, laundry rooms, kitchens, study rooms, music rooms, and workout/weight rooms. Services may also be limited, including but not limited to the use of front desk equipment and carts or dollies.

## Marketing for University Affiliated Groups

Housing and Dining Services reserves the right to limit the ability to table inside HDS facilities as necessary to protect the health and safety of residents, employees and the campus community.

## Guests and Visitors

Residents may host guests between the hours of 8 a.m.- midnight Sunday-Thursday and 8 a.m.-1 a.m. on Fridays and Saturdays. To protect the health and safety of the campus community, the number of people in any given student room, including the room residents, guests and visitors may not exceed double the typical assignment level of the room. For example, a two-person room may have no more than four people in it at any given time, a four-person suite may have no more than eight people, etc. Residents must adhere to other Residence Hall Handbook requirements for guests, including but not limited to checking all guests in and out of the hall.



# TABLE OF CONTENTS

## WELCOME

- Mission, Mission Statement
- Statement of Inclusion
- Note From the Director

## COMMUNITY LIVING DURING COVID-19

## RESIDENCE HALL DIRECTORY

- Other Important Numbers

## RESIDENCE HALL CALENDAR

## WELCOME, CONTINUED

- Developing a Residence Hall Community
- Photo Disclosure

## KNOW YOUR STAFF

## RESIDENCE HALL GENERAL INFORMATION

- Academics in the Residence Halls
- Communicable/Infectious Diseases
- Communication
- Community Restrooms
- Conduct Processes and Procedures
- Contract Termination
- Desk Services
- Hall and Floor Meetings
- Housekeeping
- Identification Card
- Keys
- Laundry Facilities
- Mail
- Maintenance
- Marketing for University-Affiliated Groups
- Parking
- Reasonable Accommodations
- Residential CAT Communities
- Room Checkout Procedures
- Roommate Conflict
- Room Entry/Access
- Room Selection and Transfers
- Safety and Security
- Self-Destructive Behavior
- Student Success Center
- University Break Housing
- Vending Machines

## RESIDENCE HALL LEADERS

- K-State Association of Residence Halls
- National Residence Hall Honorary
- Housing and Dining Ambassadors
- Hall Councils

## RESIDENCE HALL POLICIES

- Alcohol
- Appliances
- Bicycles
- Candles/Open Heating Elements

## RESIDENCE HALL POLICIES, CONTINUED

- Compliance
- Damages
- Decorations
- Disruptive Behavior
- Drill Rifles
- Drugs
- Elevators
- Fire Safety and Fire-Safety Equipment
- Furniture
- Gambling
- Guests and Visitors
- Outdoor Activities Prohibited Indoors
- Pranks
- Presence During a Violation
- Quiet Hours/Noise
- Room, Floor and Kitchen Responsibilities
- Remodeling Guidelines
- Tampering with University Property
- Theft
- Unauthorized Access
- Voyeurism
- Your Safety and That of Others

## PET POLICY

## UNIVERSITY POLICIES

- Conduct: University Policy
- Smoking
- Violent Games Policy
- Technology Usage Policy
- Prohibited Network Devices
- Threatening Behavior
- Weapons
- Meningococcal Vaccine Policy

## SALES AND SOLICITATION

## HOUSING CONDUCT PROCESS

## DINING SERVICES

- Menus
- On-The-Go Meals
- Meal Hours
- Special Diets and Needs
- Dining Center Entry
- Meal Plans and Meal Entry
- Guests
- Dining Room Decorum

## APARTMENT LIVING AT JARDINE

- Traditional Apartments
- Renovated Apartments
- Highly Renovated Apartments
- Modern Apartments
- Hybrid Apartments

## K-STATE AND COMMUNITY RESOURCES

# RESIDENCE HALL DIRECTORY

## FRONT DESKS

Boyd Hall.....	785-395-6477
Ford Hall.....	785-395-3136
Goodnow Hall.....	785-395-5150
Haymaker Hall.....	785-395-3710
Honors House.....	785-395-3411
Marlatt Hall.....	785-395-3411
Moore Hall.....	785-395-2362
Putnam Hall.....	785-395-6628
Smurthwaite House.....	785-395-2900
Van Zile Hall.....	785-395-2999
Wefald Hall.....	785-395-3536
West Hall.....	785-395-3727

## JARDINE APARTMENTS

Jardine Apartments Office.....	785-532-3790
--------------------------------	--------------

## DINING CENTERS

Derby.....	785-532-6483
Kramer.....	785-532-6482
Van Zile.....	785-532-6484

## OTHER IMPORTANT NUMBERS

Emergency.....	911
Maintenance.....	785-532-6466
Cornerstone Coffee and Bakery, Jardine Marketplace.....	785-532-1326
Cornerstone Coffee and Bakery, Wefald Hall.....	785-532-7155
Quik Cats Cliffside, Chester E. Peters Rec Complex.....	785-532-4913
Quik Cats Jardine Marketplace.....	785-532-1326
Quik Cats Kramer.....	785-532-7153
Quik Cats Moore Hall.....	785-395-2362
Quik Cats Van Zile.....	785-532-2287
JP's Sports Grill, Jardine Marketplace.....	785-532-0844
Union Station by JP's, K-State Student Union.....	785-532-1114
Overtime Grill, Kramer Dining Center.....	785-532-5711
The Bakery.....	785-532-7023
Residential Computing Helpline (ResNet).....	785-532-2711

## HOUSING AND DINING SERVICES

104 Pittman Building.....	785-532-6453
Toll free.....	888-568-5027
FAX.....	785-532-6855
Web address.....	<a href="http://housing.k-state.edu">housing.k-state.edu</a>
Email.....	<a href="mailto:housing@k-state.edu">housing@k-state.edu</a>

## RESIDENCE LIFE OFFICE

103 Pittman Building.....	785-532-7659
---------------------------	--------------



# RESIDENCE HALL CALENDAR

All dates are subject to change.

Without limiting the foregoing, the university may modify the opening, closing and break dates for the residence halls. The university also may require a resident to change rooms and/or vacate the residence halls for a period of time. These decisions by the university may be based on the need to provide accommodations for residents during the academic year and/or to protect the health and safety of other residents, employees, and/or the campus community, including but not limited to in response to risks and considerations related to COVID-19 or other infectious diseases. If the university makes any such change, residents will be notified as soon as practicable under the circumstances. Any reduction in total number of available occupancy days for a resident, based on the university's decision under one of the above reasons, will result in a corresponding pro rata return to the resident of rent paid to Housing and Dining Services. The rent is calculated by the amount paid by the resident, less standard move-out costs incurred by the university, which is generally around \$215. A resident will not incur any extra charge if the university requires the resident to move rooms during the occupancy period for one of these listed reasons. If a resident elects to no longer occupy a residential space when a residential space is still available to them, the liquidated damages set out in the contract apply, unless otherwise required by applicable law.

## **SUNDAY, AUG. 9-SATURDAY, AUG. 15, 2020: RESIDENCE HALLS OPEN FOR MOVE-IN**

Residence halls open for early occupancy for the fall semester at 9 a.m. Sunday, Aug. 9. Students will sign up for a specific move-in day and time. Early arrival fees will not be charged for students moving in Aug. 9 or later. Meals for move-in week will begin with breakfast Aug. 10. Check the Housing and Dining Services [website](#) for dining schedule and menu.

## **THURSDAY, AUG. 13, 2020 – OFFICIAL START DATE OF RESIDENCE HALL CONTRACT**

Resident contracts begin Aug. 13 or upon move-in, whichever occurs first.

## **SATURDAY, SEPT. 5, 2020 - LABOR DAY WEEKEND - HALLS OPEN**

All residence halls are open. Check the Housing and Dining Services [website](#) for dining center schedule. No classes on Monday, Sept. 7.

## **SUNDAY, NOV. 22, 2020- FALL BREAK - HALLS CLOSE**

Residence halls close at noon Sunday, Nov. 22. The evening meal on Friday, Nov. 20, is the last meal served. Residence halls reopen for occupancy at 1 p.m. Sunday, Nov. 29. Breakfast on Monday, Nov. 30, is the first meal served. Residents who choose not to return to the residence halls after the residence hall closure on Sunday, Nov. 22, are eligible for a pro-rated refund of the rent.

## **SATURDAY, DEC. 12, 2020– WINTER BREAK AND END OF SEMESTER - HALLS CLOSE**

Residence halls close at noon Saturday, Dec. 12. The evening meal on Friday, Dec. 11, is the last meal served.

## **THURSDAY, JAN. 14, 2021 - RESIDENCE HALLS OPEN FOR EARLY SPRING SEMESTER OCCUPANCY**

Residence halls open for early spring semester occupancy at 1 p.m. Thursday, Jan. 14. Students have the option to move in to their permanent residence hall assignment earlier than the official opening date (Jan. 17). Students moving in to the residence halls prior to Jan. 17 will be charged a daily fee covering housing and most meals. Meals for early move-in students will begin with dinner on Jan. 14. Students needing to move into the residence halls prior to Jan. 14 will be accommodated on a case-by-case basis. Meals prior to Jan. 14 will be available only if a dining center is serving. Check the Housing and Dining Services [website](#) for dining center schedule.

## **SUNDAY, JAN. 17, 2021 - RESIDENCE HALLS OFFICIALLY OPEN FOR OCCUPANCY SPRING SEMESTER**

Residence halls open for spring semester occupancy at 1 p.m. Sunday, Jan. 17. The first meal served is breakfast on Monday, Jan. 19. Check the Housing and Dining Services [website](#) for dining center schedule. Tuesday, Jan. 19, is the first day of class for the spring semester.

## **SATURDAY, MARCH 13, 2021 - SPRING BREAK - HALLS CLOSE**

Residence halls close at noon Saturday, March 13. The evening meal on Friday, March 12, is the last meal served. Halls reopen for occupancy at 1 p.m. on Sunday, March 21. Breakfast on Monday, March 22, is the first meal served.

## **SATURDAY, MAY 15, 2021 - END OF SEMESTER - HALLS CLOSE**

Residence halls close at noon Saturday, May 15. Residents who need to remain on campus must make prior arrangements with staff. The evening meal on Friday, May 14, is the last meal served.





## WELCOME, CONTINUED

### DEVELOPING A RESIDENCE HALL COMMUNITY

We believe people who live together form natural communities. We're committed to helping students learn from one another and treat each other with friendship and mutual respect.

As a member of a residence hall community, you have a voice in developing expectations for each other. From negotiating "house rules" with your roommates to developing community standards for your floor to getting involved in your hall council — you have an opportunity to make a difference and play an integral part in the creation of a harmonious, comfortable living environment.

### PHOTO DISCLOSURE

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](mailto:hdmktg@k-state.edu) in advance of photographs being taken.



## RESIDENT ASSISTANTS (RAs)

RAs are full-time students, selected and trained by Housing and Dining Services, who offer you day-to-day living assistance. RAs live on each floor to help residents with problems and concerns. One of the RA's most important roles is to help you and your neighbors maintain a community environment that supports your ability to learn and succeed in college. RAs create this environment through special events, intentional conversations, and management of resources and hall leadership responsibilities. RAs are also responsible for communicating and interpreting university and residence hall policies and regulations, as well as responding to unacceptable behavior that violates policies and regulations.

## RESIDENTIAL LEARNING ASSISTANTS (RLAs)

Residential Learning Assistants (RLAs) are undergraduate students who act as peer mentors in residential CAT communities and support students' academic and social development during their first year at K-State. RLAs live in a residence hall near the students in their CAT Community.

## COMMUNITY ASSISTANTS (CAs)

CAs staff residence hall front desks (except Smurthwaite and Honors House) 24 hours a day when the halls are open. CAs answer questions and provide services such as checking out sports and kitchen equipment, reporting needed repairs, providing mail services and more.

## DOOR ASSISTANTS (DAs)

DAs staff the main entrance of the residence halls during limited access hours. DAs check IDs to identify all persons entering the residence halls and maintain a register of all guests Thursday through Saturday, 9 p.m. to 3 a.m.

## STUDENT SUCCESS ASSISTANTS (SSAs)

SSAs manage the front desks of the Student Success Center. SSAs are student leaders who are available to assist you with academic concerns.

## COMMUNITY COORDINATORS (CCs)

Each hall or community has a full-time, live-in, professional staff member. The CC is a graduate of a master's program, usually in college student personnel. The CC is responsible for planning and supervising all services and operations in the hall or community. Duties include advising residence hall student groups, planning educational programs, supervising and training RAs, helping residents develop and maintain positive communities, and helping residents with academic, housing and personal problems.

## ASSISTANT COMMUNITY COORDINATORS (ACCs)

ACCs are full-time graduate students pursuing academic work, often in student counseling/personnel services, who also live in the residence halls. Most halls and communities have at least one ACC who assists the CC in all areas of hall management, community development, student group advising and staff supervision.

## ASSISTANT COORDINATORS FOR DEPARTMENTAL INITIATIVES (ACDIs)

ACDIs are full-time graduate students who work with Housing and Dining Services on projects related to its four focus areas: leadership, enrollment management, academics and diversity. They assist the area coordinator for student development and the area coordinator for student recruitment in these endeavors.

# KNOW YOUR STAFF

## AREA COORDINATOR FOR STUDENT DEVELOPMENT

This area coordinator is responsible for facilitating leadership opportunities and multicultural education for on-campus residents, including advising the K-State Association of Residence Halls and the department's Equity and Inclusion Committee. Contact this AC in the Student Success Center on the second floor of Kramer Dining Center for assistance with locating resources on diversity and leadership, or for ways to become more involved on campus.

## AREA COORDINATOR FOR STUDENT RECRUITMENT AND ACADEMIC SUPPORT

This area coordinator is responsible for representing the department to prospective students and their families, and overseeing the day-to-day operations of the Student Success Center and the Honors House. This includes doing group presentations, coordinating residence hall tour processes and advising K-State's National Residence Hall Honorary chapter. The area coordinator for student recruitment and academic support is available in Wefald Hall.

## AREA COORDINATOR FOR RESIDENCE LIFE

These area coordinators are responsible for oversight of the residence hall communities. They directly supervise the CCs and provide support for the overall student experience in the residence halls. The AC for the Derby and Strong communities is located in Boyd Hall and the AC for the Kramer Community is located in Wefald Hall.

## CUSTODIAL/HOUSEKEEPING STAFF

Each residence hall has custodial staff who are responsible for helping keep common areas such as community bathrooms, hallways and lounges clean. It is your responsibility as a resident of the community to keep these areas neat and tidy, in addition to keeping your own room clean. If you are having difficulty with the environmental conditions of your room, contact your custodial staff, building repair person or hall staff member.

## FACILITIES MANAGEMENT STAFF

Our staff performs all basic maintenance in the halls. Prompt reporting of damages or items needing repair helps keep your room and residence hall community in good shape. You can report a need for maintenance by contacting the front desk or a staff member.

## DINING CENTER UNIT DIRECTORS

Each dining center has a unit director who oversees the planning and operation of its dining rooms and food programs. Unit directors and their registered dietitians are available for consultation regarding special dietary concerns and suggestions.

## ADMINISTRATIVE STAFF

The Pittman Building is the central administration area for Housing and Dining Services. The administrative staff is responsible for supporting the management of our department and can assist you with questions and concerns regarding your contract, account and employee payroll.



# RESIDENCE HALL GENERAL INFORMATION

## ACADEMICS IN THE RESIDENCE HALLS

The residence halls are a vibrant part of the K-State academic community. We are committed to helping you succeed in your academic pursuits. Throughout the year, you'll have the opportunity to take advantage of a wide array of events, resources and services in the halls that help improve academic skills and involvement with faculty.

Do not hesitate to seek out your hall staff for assistance with class-related problems, and do not be surprised if staff approaches you about your academic progress. We care about your success and hope to assist you throughout the academic year.

## COMMUNICABLE/INFECTIOUS DISEASES

Residents who believe they have an infectious or contagious disease should work with medical professionals to address their concern. Housing and Dining Services will work with medical professionals at Lafene Health Center to determine the proper course of action regarding communicable/infectious diseases. For information about Housing and Dining Services' efforts to help mitigate the spread of COVID-19, please see the information at the beginning of this handbook.

## COMMUNICATION

Housing and Dining Services staff may contact you by phone, mail or email about a variety of issues such as maintenance requests, information about holiday breaks, safety issues and other important information. Information may also be dispersed through floor/area meetings, bulletin boards and paper notices delivered to your room and apartment. **Your K-State email is the primary source of communication with Kansas State University and Housing and Dining Services. You are responsible for checking your email and physical mailbox frequently.** Residents' physical mailboxes are located in the lobbies of their community (mailboxes for Strong Community residents are located in Van Zile Hall). 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 RESTROOMS

Community restrooms are cleaned daily. Students and guests are expected to use a different restroom while cleaning is in progress.

## 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(s) who have 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 the residence hall contract, Jardine Apartments agreement, Housing and Dining Services policies and/or university policies. If the alleged misconduct occurs in or on Housing and Dining Services property, complaints should be brought to a Housing and Dining Services staff member (RA, RLA,

ACC, CC, AC, etc.), or other offices designated in university policies.

Kansas State University's Housing and Dining Services strives to create community spaces that allow for students to grow and succeed in both their academic and personal lives. In order to create a space that fosters this development, Housing and Dining Services staff works to hold community members accountable to the standards and policies of the community. If you are documented by our staff for potentially violating a university or departmental policy, you will be subject to an adjudication process. Through this process, students will work one-on-one with a member of the Housing staff. Learn more about [what to expect in a conduct process](#).

## CONTRACT TERMINATION

The university may terminate the contract by providing notice to the resident (in any manner, including without limitation, electronic or hard copy) after breach by the resident (including without limitation a resident's failure to be or remain eligible for on-campus housing). Upon any such termination, the resident remains responsible for all charges in full under the contract, through the effective date of termination, in addition to any applicable fees and damages assessments otherwise provided for in the contract. **If the university terminates the contract based on the resident's breach, the university shall assess liquidated damages for resident's breach, fifty percent (50%) of the daily rate for each day remaining in the term of the contract plus breaks.**

Without limiting the foregoing, the university may consider crimes or crimes against persons or property by the resident and/or conduct by the resident that may threaten the safety or security, regardless of where or when committed, in determining whether the resident is or remains eligible for university housing. If the university determines that the resident's crime or conduct indicate a reasonably foreseeable risk of harm to or threatens the safety or security of other residents, employees, or other persons in or around the residential space, the resident will be deemed in breach of the contract, which may result in the university terminating or otherwise modifying the contract, such as moving the resident to a different residential space or restricting the resident's access to housing facilities. Provided however, prior to any determination by the university, the resident will be given an opportunity to respond to the allegations in a contract hearing conducted by university Housing and Dining Services staff. Provided however, if these matters are addressed under the Critical Incident Response Team (CIRT) process such that risk management measures impacting the resident's housing are implemented through that process, the procedures under that process for an opportunity to be heard and any opportunity to appeal shall supersede and control.

Without limiting the foregoing, the university may modify the open, closing and break dates for the residence halls. The university also may require a resident to change rooms and/or vacate the residence halls for a period of time. These decisions by the university may be based on the need to provide accommodations for residents during the academic year and/or to protect the health and safety of other residents, employees, and/or the campus community, including but not limited to in response to risks and considerations related to COVID-19 or other infectious diseases. If the university makes any such change, residents will be notified as soon as practicable under the circumstances. Any



reduction in total number of available occupancy days for a resident, based on the university's decision under one of the above reasons, will result in a corresponding pro rata return to the resident of rent paid to Housing and Dining Services. The rent is calculated by the amount paid by the resident, less standard move-out costs incurred by the university, which is generally around \$215. A resident will not incur any extra charge if the university requires the resident to move rooms during the occupancy period for one of these listed reasons. If a resident elects to no longer occupy a residential space when a residential space is still available to them, the liquidated damages set out in the contract apply, unless otherwise required by applicable law.

## DESK SERVICES

All residence halls, except Smurthwaite and the Honors House, have 24-hour front desk service. Community assistants (CAs) can help with emergency situations by contacting appropriate staff and emergency personnel. They also provide other services, such as distributing mail and checking out available equipment to borrow, and providing keys to available communal rooms.

## HALL AND FLOOR MEETINGS

Residence hall staff conduct hall and floor meetings to communicate important events or information. These meetings are mandatory unless publicized otherwise. You are responsible for all information covered whether or not you attend. If you cannot attend, you may receive the information from a roommate, floormate or by contacting your resident assistant.

## HOUSEKEEPING

You are responsible for the cleanliness of your room. Vacuum cleaners and other cleaning equipment may be checked out at your residence hall front desk.

Community areas such as bathrooms, lounges and hall corridors are cleaned by custodial staff daily. This does not include the bathrooms in suites — you are responsible for cleaning your suite bathroom. As a courtesy to others, you are expected to clean up after yourself in public areas.

## IDENTIFICATION CARD

Your K-State ID card bearing your name, Wildcat ID (WID) number and picture is your permanent ID card to use while attending K-State. This card provides you with hall and meal access. Report lost cards immediately to the Union ID Center. 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. You will use your card to gain access to your residence hall. If you do not have your card when entering the hall, you will need to be verified to be allowed in the building. If you have to be verified, it will be recorded on your key card. The first five ID card verifications or lockouts are free. After that, each time will cost \$10. These charges will be added to your student university billing account.

## KEYS

When a room key is reported missing or unaccounted for, the department replaces the lock cylinder to help ensure your security and the safety of others. If you lose your key(s), promptly inform a staff member to initiate a lock change. You will be charged \$50 for the cost of replacing the lock in addition to the cost of creating a new key or keys.

If you are locked out of your room, you may rent an extra key at the front desk. Your first five ID card verifications or lockouts are free. After that, each time is

\$10. If the rental key is not returned within 24 hours, another 24-hour key loan period will be charged to you. We may change your door lock at a cost of \$50, plus the key rental charge. These charges are added to your student university billing account.

## LAUNDRY FACILITIES

A laundry facility is available in each residence hall. To utilize the washing machines or dryers, students will need to activate the machines by swiping their K-State ID cards through the card reader in the laundry facility. Charges for laundry will be deducted from the student's Cat Cash account. [Learn more about Cat Cash](#). Laundry rules are posted in each laundry room, and residents are expected to follow these rules in consideration of fellow residents.

Please report malfunctioning machines to your residence hall front desk staff.

## MAIL

All incoming mail addressed to hall residents is delivered Monday through Saturday, except on holidays. U.S. mail distribution is regulated by federal policies. Campus mail is limited to official university communications. Each residence hall has a specific ZIP+4 code. Please refer to the [residence hall pages](#) on our website for this specific information. Utilization of the ZIP+4 code assists in the timely distribution of your mail. Please allow an additional two-to-three business days for sending and receiving mail to residence halls, as all mail is initially filtered through the University Central Mail office.

## MAINTENANCE

Maintenance problems in your room or elsewhere in the hall should be reported immediately to a staff member. Be specific about the problem and give the staff member permission to enter your room to address the issue. Students may go to the front desk or to a student staff member to submit a work order or to report a maintenance issue. For emergencies, student service technicians (SSTs) are available during non-business hours every day of the year.

## MARKETING FOR UNIVERSITY-AFFILIATED GROUPS

If your group wants to market itself or a university-sponsored event by means of poster advertisements, sidewalk publicity or tabling, you must gain approval by adhering to the following processes.

**Poster Advertisements:** If a Center for Student Involvement-registered organization, university department, HDS student group or faculty/staff organization would like to have their poster advertisements distributed to HDS spaces, the poster must be sent to the Pittman Building for approval two weeks in advance of the desired distribution.

**Sidewalk Publicity:** Sidewalk publicity is a communication written, drawn or applied to campus sidewalks near HDS facilities. [Learn more about specific regulations and guidelines](#) such as cleanup requirements, additional applicable university policies, and approved locations, materials and modes of publicity.

**Solicitation/Tabling:** Housing and Dining Services reserves the right to limit the ability to table inside Housing and Dining facilities as necessary to protect the health and safety of residents, employees and the campus community.

## PARKING

A resident may purchase a parking permit through KSIS or [Parking Services](#). All motor vehicles, including mopeds, must display a current permit. Any vehicle not





displaying a campus parking permit is subject to ticketing. A student living on campus with a residence hall contract may purchase a resident (R) permit from Parking Services, which allows you to park in the R and Z lots.

The Housing and Dining Services office assigns upgrades to the D and GM lots adjacent to the residence halls using a seniority-based points system that considers age, credit hours earned, academic class standing, the number of semesters lived in the residence halls and residence hall leadership. There is no application process for this free upgrade. Any student living in the residence halls who owns an R permit is in consideration for an upgrade. Students who qualify for an upgrade after receiving their R permit will be notified via email to their K-State account. It is unlikely a freshman student will be assigned to a parking lot adjacent to their hall.

Residents in need of accessible parking should contact Parking Services. All residence hall parking lots are restricted 24 hours a day, seven days a week. All parking rules and regulations are enforced 24 hours a day, seven days a week. To avoid receiving a ticket, only park in your assigned lot. Refer additional parking questions to Parking Services at 785-532-PARK (7275) or [parking@k-state.edu](mailto:parking@k-state.edu). Offices are located in the KSU Parking Garage south of the Union.

## REASONABLE ACCOMMODATIONS

Students who require reasonable accommodations to meet their needs should contact the Student Access Center to request such accommodations and learn more about the resources available to them.

Students with a disabled parking placard may park in the designated handicap stalls located at the residence halls. Students must display both state and residence hall parking permits.

K-State provides transportation (a van equipped with a hydraulic lift) for residents with disabilities throughout campus, including residence halls and Jardine Apartments. Contact the Student Access Center at 785-532-6441 for information. Please visit the [K-State Parking Services web page](#) for additional bus stop locations and service times.

Residents with meal plans and special dietary needs may contact a Housing and Dining Services dietitian for assistance with choosing appropriate foods from the dining center menus. It may not be possible to accommodate all dietary requests. While every effort is made to make dining center meals meet dietary restrictions, we cannot guarantee that they will. Safety cannot be guaranteed for residents with life-threatening allergies. Ingredients and nutritional content of menu items may vary and cross contamination could occur during production or service. Manufacturers may also change their product formulations or ingredients without our knowledge. Dining Services makes every effort to identify ingredients but cannot guarantee foods won't contain ingredients other than those identified. It is, therefore, the responsibility of the customer to read ingredient labels and decide which foods to avoid. For answers to questions regarding ingredients or other assistance, please consult a Dining Services unit manager at any time. Medically related diet orders or dietary restrictions must be communicated to Dining Services dietitians and may require documentation of restrictions to the Student Access Center as per their reasonable accommodation process.

## RESIDENTIAL CAT COMMUNITIES

Residential CAT Communities provide an added opportunity for first-year students to connect with up to 22 other students who share their academic interests by placing them in the same residential community and the same three intro courses. Students in residential CAT Communities will be directly connected to their faculty members as well as a residential learning assistant (RLA), who lives nearby and offers academic and social support.



## ROOM CHECKOUT PROCEDURES

Rooms must be vacated within 24 hours of the student's last final examination each semester, by the official residence hall closing time or by official withdrawal from classes, whichever comes first. As set forth in your residence hall contract, checkout procedures include making contact and cooperating with the applicable university Housing and Dining Services staff for the resident's selected residential space such that applicable checkout forms may be filled out completely by the applicable university Housing and Dining Services staff, returning all keys, and completing a forwarding address card for mail. The resident shall remove all personal property prior to or at the time the contract expires or is terminated by either party. Additionally, the resident agrees to maintain the residential space and surrounding areas in good condition, and at a condition not less than the condition of the space and areas at the beginning of the occupancy period. The resident shall be charged actual damages, as reasonably determined by the university, for failure to clean and/or return the residential space in a condition not less than the condition of the space at the beginning of the occupancy period, and the university will provide notice to the resident of those charges.

To satisfactorily clean, follow these steps:

- Sweep and mop 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 the resident fails to officially check out of the residential space in accordance with this paragraph, the university will, at its discretion, process and complete an administrative checkout and assess liquidated damages in the amount of \$75 for failure to checkout or incomplete checkout, \$50 for lock replacement, and other amounts reflected in the University Schedule of Charges for key replacement and other applicable fees, all as applicable.

## ROOMMATE CONFLICT

Living on campus is a community living experience where all members have certain rights and responsibilities. Because the members of a residence hall or 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 and respect among community members and help build a positive living environment.

To help manage any conflict with your roommate(s) or another resident, all residence hall residents will be required to complete a roommate agreement shortly after all occupancy changes. These agreements will include:

- Communicating: Talk about habits, preferences and personal values.
- Establishing room rules: Common topics include cleaning, borrowing belongings, study times and guests.

Let your building staff help you be proactive! Should conflict with your roommate(s) or another resident develop, our advice is to:

- Talk to your roommate(s) when neither of you is angry or upset.
- Carefully explain what the issue is and why it frustrates/upsets you.
- Be specific and tactful.
- Do not threaten or give ultimatums, i.e., "if you don't, I'll ..."

- Be prepared to make compromises.
- If you aren't able to have a civil conversation on your own, seek help from the student staff in your community (RA/RLA).
- If relocation is necessary, keep in mind that it is usually the person who requests the change that will move.

## ROOM ENTRY/ACCESS

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

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

## ROOM SELECTION AND TRANSFERS

The room selection process is primarily determined by the date a contract and payment are received by Housing and Dining Services, the information provided on the contract and space availability. The university reserves the ability to make the final determination about hall and room assignment. The university may change the resident's assigned residential space to accommodate ADA situations, when there is a need to consolidate residents due to vacancies in multiple rooms, and when other situations warrant a change, but only following notification to the resident.

If your initial hall or room preference is not available, you may inquire about the hall or room transfer process at the front desk in your hall or by contacting your Community Coordinator or Assistant Community Coordinator after the official hall opening date. Transfers are made when space is available following an initial holding period. Once permission to move is granted, you must complete the checkout process. Changing rooms without permission from your CC is not permitted. If you change rooms without proper paperwork, an improper checkout charge of \$75 is assessed to your student university billing account and you will be required to move back to your assigned room. Requests for interhall transfers will be fielded by our occupancy coordinator, but may be approved upon meeting with the CC or ACC of the community. For more information about the checkout procedure, please reference the section above.

Current residents have an opportunity to select rooms for the following year at the beginning of the spring semester, provided they participate in the official room selection process.

## SAFETY AND SECURITY

Students have access to their residence hall at all times the university is in session. An electronic door access system requires use of a resident's K-State ID card. Students may enter their own hall by swiping their K-State ID card through the access card reader installed near most doors. Access to all residential living spaces is restricted 24 hours a day. From 9 p.m. to 6 a.m., the main front doors are the only accessible entrance to each hall. The side entrances may not be used during those hours. There will be a door assistant (DA) at the main entrance door during the hours of 9 p.m. to 3 a.m. on Thursday through Saturday nights. This person will verify only residents and their registered guests are entering the residence hall. Exterior wing doors have electronic sensors that detect when doors are left ajar. **Students are encouraged to lock their door and carry their room key and K-State ID card at all times.**

The halls have appropriate fire protection equipment, including a smoke detector in each room and a general fire alarm system in each hall. Smoke detectors are equipped with either a warning seal or electronic monitoring device. Community assistants, hall staff and emergency facilities management staff are available 24 hours a day to respond to the needs of students. A university police officer will walk the perimeter of all halls on a scheduled basis.

## 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 seriously disrupted by self-destructive behavior. Please refer to the [Withdrawal from the University for Seriously Disruptive Behavior Policy](#). Alleged conduct of this nature reported to or observed by Housing and Dining Services staff will be referred to the Office of Student Life and campus police for a welfare check.

## STUDENT SUCCESS CENTER

Conveniently located on the first floor of Kramer Dining Center, the Student Success Center offers a wide range of support for students. Free tutoring, study space and other services are available to on-campus students.

Student success assistants (SSAs) staff the center and help provide students with information about important programs and services that encourage success at K-State.

## UNIVERSITY BREAK HOUSING

University break housing is available at an additional cost, but ONLY in Marlatt and Moore. Students who have selected any of the break periods are allowed to stay in their assigned rooms in these halls during the selected university breaks. Meals may not be served during breaks; please contact your hall staff for specifics. All other halls are closed during university breaks. Break housing contracts are valid only for the breaks selected. If space allows, students living in halls other than Moore or Marlatt can apply for a break housing contract. If approved, the resident will be required to move to Moore or Marlatt for the duration of their break period contract.

Summer housing is available, but a summer contract must be submitted.

## VENDING MACHINES

Vending machines containing snack items and beverages are provided in most residence halls. If you find a machine empty, broken or failing to provide a product you have paid for, report it to the front desk staff.

Tampering with or maliciously damaging any vending machine is a violation of the law, university regulations and residence hall expectations. It may result in criminal prosecution and/or university disciplinary action.

# RESIDENCE HALL LEADERS

You have a variety of [opportunities for leadership](#) and involvement in your hall, floor and wing community. Many student leaders at K-State have their first leadership experience in the residence halls. Whether you're a freshman or a senior, a returner or a new student, you can get involved.

Check into available leadership positions at your hall front desk. This is a wonderful opportunity to meet people, build strong friendships, familiarize yourself with different organizations, improve your community and just have fun!

## K-STATE ASSOCIATION OF RESIDENCE HALLS (ARH)

Participating in ARH gives you an opportunity to be involved in the administration and implementation of policies for the residence halls. Representatives from each hall meet with the ARH executive board to address issues affecting residents. ARH also serves as the student voice to Housing and Dining Services administration.

ARH sponsors campus-wide residence hall activities such as Homecoming, Late Night Breakfast and the American Red Cross blood drive. Many of these events are coordinated by student planning committees.

ARH student delegations represent campus residents at regional and national conferences. Often these conferences provide ARH with information regarding other residence hall programs in the country, as well as invaluable leadership experience.

## NATIONAL RESIDENCE HALL HONORARY (NRHH)

NRHH is the only national student honorary that recognizes the top 1 percent of residents who have contributed outstanding service and leadership in the residence halls while demonstrating academic excellence. New members may be selected and inducted each fall and spring.

## HOUSING AND DINING AMBASSADORS

This group of residence hall leaders represents the department to prospective students, families and other university constituents. They share their positive experiences from living in K-State residence halls with others.

## HALL COUNCILS

Each residence hall community has a council that administers policies and procedures based on its hall constitution, which was written and ratified by residents. As a member of your hall council, you are part of the primary decision-making process that plans social, recreational and cultural activities.



# RESIDENCE HALL POLICIES

In addition to policies and procedures established by K-State, ARH and hall councils, you are expected to abide by residence hall policies.

Being present where a violation of the residence hall policies or Student Code of Conduct is occurring will ordinarily constitute a violation of those policies/codes. If you are present and realize a violation is occurring, it is your responsibility to: 1.) Leave the room and/or area immediately; and 2.) Report violation(s) to hall staff immediately.

*Violations of university or Housing and Dining Services policies may result in termination of a student's housing contract.*

## ALCOHOL

In accordance with federal and state law, residents who are under the age of 21 are not permitted to possess or consume any alcoholic beverages in the residence halls or on university property. Consumption of any alcoholic beverages above 3.2 percent alcohol content is not permitted in the residence halls or on university property, unless otherwise approved and stated in university policy [PPM 3053.020](#).

Residents who are 21 years of age or older may consume or be in possession of up to 30 containers of alcoholic canned/bottled beverages that are 3.2 percent alcohol content or lower in the residence halls. A resident or guest under the age of 21 is not permitted by policy or law to consume alcohol in the residence halls. If a resident is over 21, and their roommate does not meet that qualification, the resident who is 21 may consume beverages with 3.2 percent alcohol content if they have the consent of their minor roommate and the door is closed when alcohol is consumed. If a resident over 21 years of age is consuming alcohol in their room, the only minors allowed in that room are the resident's roommate(s); any other minors will be in violation of the alcohol policy and documented accordingly. Visitors to the hall who are over 21 years of age may drink beverages with 3.2 percent alcohol content as long as the hosting resident is over 21, is present at the time of consumption and has the consent of all other roommates.

Open containers are prohibited in all residence hall stairways, elevators, lobbies, front porches, general public areas, storm shelters and in residents' rooms with the door open. Transport of unopened 3.2 percent alcohol containers by a person who is over 21 to a resident's room, where that resident is also over 21, is permitted. Kegs are

prohibited in the residence halls, Jardine Apartments and all Housing and Dining Services properties.

The use of alcohol does not circumvent your responsibility for the consequences of your 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 alcoholic beverages and/or other prohibited substances.

If a staff member encounters a violation of these policies, they will ask the residents to dispose of the beverages in an appropriate manner. Disposal efforts should be supervised and documented by staff members. All occupants of the room will be treated with equal standards, and will be documented and reviewed by professional staff members. In order to avoid continuous abuse of this policy, violations should be handled by the appropriate senior staff members.

## APPLIANCES

Appliances allowed in the residence halls are coffee makers, microwaves, refrigerators, hot pots and corn poppers. Refrigerators must be 5.0 cubic feet or less. Microwaves must be 1200 watts or less. Microwaves are provided in Wefald Hall — residents should not bring their own. Appliances with an open or closed heating element are NOT allowed in the residence halls, except for coffee makers and flameless candle warmers.

Each residence hall has a kitchenette and limited pots, pans, utensils, etc. available for residents to use. Each kitchenette includes a refrigerator, stove, oven and sink.

## BICYCLES

All bicycles on university property must be registered with Parking Services and display a bicycle permit. [Bicycle permits](#) are available at no cost from Parking Services.

Bicycles must be parked in the bicycle racks provided. 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 and impounded at the owner's expense.

You may store your bicycle in your residence hall room with the permission of your roommate(s). Bicycles may not be hung from pipes. The pipes will not support bikes and will break, causing major damage to the building. Bicycles cannot be ridden inside the dining centers or residence halls.

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 Housing and Dining Services. 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](mailto:parking@k-state.edu). If you have questions about your tagged bicycle or would like to inquire whether your bicycle has been collected by Housing and Dining Services, you may contact the Pittman Residence Life office at 785-532-7659 or [reslife@k-state.edu](mailto:reslife@k-state.edu).

## CANDLES/OPEN HEATING ELEMENTS

Open flame devices are not permitted in the residence halls (e.g., candles, incense).

Air conditioners, space heaters, halogen lamps, or appliances with an open or closed heating element (except for coffee makers and flameless candle warmers) are not permitted in the residence halls. Slow cookers, 3 1/2 quarts or less, are allowed in the residence halls.

## COMPLIANCE

As stated in the K-State Student Code of Conduct, "Failure to comply with directions of university faculty, staff, or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so" is a violation of the Student Code of Conduct. You are expected to respond to reasonable requests of any Housing and Dining Services staff member acting in the performance of their duties, including presenting identification such as your K-State student ID or another form of identification upon request. You are also expected to comply with judicial process sanctions mandated to you by residence life staff or a judicial board as stated in [Article VI of the Student Governing Association \(SGA\) Constitution](#).

## DAMAGES

If you accidentally or intentionally damage residence hall 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 will be divided equally between the room residents, unless one of the residents accepts full responsibility or is found individually responsible.

The cost of damages to residence hall common areas is charged to the hall council's programming funds, unless a resident accepts responsibility or is found individually responsible. Hall council funds are used to support activities and special events for hall, floor and wing residents. Damages to public areas affect the entire residence hall community, as well as decrease the hall council's ability to sponsor and pay for additional activities.

Warning seals are placed on window screens to discourage residents from tampering with them. If seals are removed or broken, a charge is assessed to the residents of the room at the end of the school year or at the time of checkout from the room.

## DECORATIONS

Residents may use decorative holiday lights in common areas with the coordination and approval of the Community Coordinator or Assistant

Community Coordinator. Decorative lights may be used within 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. Light strings should have no more than 60 bulbs, and no more than three strands should be connected. The provided lighting should not be covered in paper, fabric or other materials. Additionally, no leaves should be brought in from outside due to fire hazards. No smoke-producing machines are allowed. Laundry detergent (or similar substances) should not be put on walls to create a glow-in-the-dark effect.

If you choose to decorate your room, we ask that you use flame-resistant or flame retardant materials. Do not cover more than 20 percent of the wall space or residential space door. Don't cover the door with combustible materials such as fabric, paper or wrapping paper. Do not obstruct emergency lights, sprinkler systems, fire alarm systems, fire extinguishers, pull stations or exit signs. 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.

People must be able to freely access all areas of the apartment, room, hallways, walkways, porches, common spaces, etc. Structures should not impede access to these areas. Additionally, no items that obstruct the entrances or exits shall be used. Egress pathways must not be blocked.

## DISRUPTIVE BEHAVIOR

You are expected to act in a manner that does not substantially disrupt the academic pursuits or infringe upon the privacy rights, privileges, health or safety of other persons.

## 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 and apartments upon notification of involvement with these programs to a Student Living staff member. The drill rifles must be properly stored in the student's assigned room at all times. These items may not be used to play with, shoot projectiles of any kind or intimidate others. Practicing with or usage of drill rifles and related materials may not take place on Housing and Dining Services property. Predetermined practice fields are provided to members of the precision military drill team by ROTC.

## DRUGS

It is a violation of the law, as well as university and residence hall policies, to possess, use or sell illegal drugs or other controlled substances. This includes prescription medication not prescribed to the individual possessing or using the medication.

We report all incidents of suspected possession, use and sale of illegal drugs to the police. Because the use of illegal drugs is also a violation of published university and residence hall policies, incidents may be referred for university disciplinary action. **Violations of the drug policy may result in termination of a student's housing contract.**





## ELEVATORS

Elevators are provided for the convenience of residents and to ensure that buildings are accessible for students with mobility impairments. As a matter of safety and courtesy to those living around you, elevators are to be used only as they were intended and in accordance with posted regulations.

## FIRE SAFETY AND FIRE SAFETY EQUIPMENT

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

Tampering with fire safety equipment or falsely setting off a fire alarm is a violation of the law and published university and housing expectations. Smoke detectors are equipped with either a warning seal or electronic monitoring device. This is to discourage residents from tampering with them. If the smoke detector is tampered with or its seals are removed or broken, a charge will be assessed to the residents of the room.

All communities are equipped with one or more kitchens. Fire safety policies prohibit cooking on the stovetop in these kitchens with oils of any kind or cooking greases such as animal fats, butter, ghee, lard, margarine, tallow or vegetable shortening. Individuals found to be using these oils while cooking on the stovetop will lose kitchen privileges, and kitchens will be taken out of service if the issue persists.

Fire safety in on-campus housing 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, therefore 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 other emergencies that require evacuation. When the fire alarm goes off in a building, residents are required to evacuate.

## FURNITURE

Furniture may not be removed from individual rooms or common areas (lobbies, lounges, etc.). No furniture is permitted outdoors. Removal of furniture from public areas creates an inconvenience for other residents who utilize these areas and is reported as theft of state property. If furniture from lobbies is found in your room, you'll be required to move it back to the lobby and pay a minimum charge of \$10.

The furniture in your room has been designated for your room only and is inventoried when you move in and again upon move out. You'll be held financially responsible for missing furniture. All furniture provided — including bed frames and mattresses — must remain in the room, but additional items may be added as space allows.

## GAMBLING

Playing cards for money and other forms of gambling are illegal as defined by Kansas state law and are not permitted in the residence halls or elsewhere on campus.

## GUESTS AND VISITORS

Residents may host guests between the hours of 8 a.m.-midnight Sunday-Thursday and 8 a.m.-1 a.m. on Fridays and Saturdays. To protect the health and safety of the campus community, the number of people in any given student room, including the room residents, guests and visitors may not exceed double the typical assignment level of the room. For example, a 2-person room may have no more than 4 people in it at any given time, a 4-person suite may have no more than 8 people, etc.

Residents must adhere to other handbook requirements for guests, including but not limited to checking all guests in and out of the hall. Hosts are responsible for the actions of their guests. Residents are required to remind their guests to be in possession of a form of identification at all times while in the residence hall. The host is also required to escort their guests at all times. The host must have permission from their roommate(s) before guests are permitted in the room. The rights of a resident take priority over those of a guest. It is the responsibility of a resident to notify staff of any policy violation. Housing and Dining Services reserves the right to limit guests and visitors as necessary to protect the health and safety of the campus community.

## IDENTIFICATION CARDS

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.

## OUTDOOR ACTIVITIES PROHIBITED INDOORS

Outdoor activities are not allowed in the halls. This includes, but is not limited to, bouncing balls, throwing Frisbees and balls, and using Nerf guns or other Nerf products.

Scooters, skateboards, rollerblades/skates, bikes or any other personal transportation device may not be used inside the residence halls and dining centers except devices for individuals with disabilities. When outside the residence halls and dining centers, scooters, skateboards, bikes and other personal transportation devices should be used as per university policies.

No outside water activities are allowed in the halls. 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 hall.

## PRANKS

Pranks are not allowed on Housing and Dining Services property.

## PRESENCE DURING A VIOLATION

Failure to abide by the policies outlined in the residence hall and Jardine Apartments handbooks includes being present during but not reporting a violation of Housing and Dining Services or Kansas State University policy.

## QUIET HOURS/NOISE

Noise that substantially disrupts others is prohibited inside the residence halls and the areas surrounding them. Courtesy and consideration for others is expected at all times. If noise is bothering one member of the community, it's too loud. The following guidelines are in place to help maintain a reasonable level of noise in the residence halls:

Quiet hours (times requiring the absence of loud noise or distraction) are in effect Sunday through Thursday from 10 p.m. to 10 a.m., and Friday and Saturday from midnight to 10 a.m. At other times, you are expected to exercise good judgment with respect to noise. Do not make or cause noise that infringes upon the rights and needs of others to sleep and study. Quiet hours may be adjusted in a community by means of a vote through the hall council and staff. The hours may be adjusted up to one hour before or after the start and end times of the quiet hours.

Final exam quiet hours are in effect 24 hours a day from 11:59 p.m. on the Saturday immediately before finals to the end of the last final of the semester. Hall councils have the opportunity to select up to two hours per day during finals week for slightly relaxed quiet hours.

Enforcement of quiet hours is the responsibility of everyone in the hall, not just hall staff. If noise bothers you, please respectfully ask the person(s) involved to decrease the noise level. If they refuse, or if you have to speak to them again, you may ask hall staff to contact the person. Conversely, if someone asks you to decrease your noise level, it's expected that you do so immediately.

## REMODELING GUIDELINES

Rooms may be individualized, but modifications must comply with safety and fire codes and not damage any room surface or furniture. All furniture provided, including bed frames, bed ends and mattresses, must remain in the room. Housing and Dining Services and Kansas State University are not responsible for injury to the student, their family or guests which might result from use of the halls and/or dining centers.

Bringing your own loft is not permitted, as all halls provide loftable beds. The provided lofts can be set up in multiple ways, but they must be set up within the guidelines set by Housing and Dining Services. Safety bars must be in place if the bed is lofted. The lofts provided may not be altered. Examples of the bed frames in each hall are available on the Housing and Dining Services website.

Construction is not allowed in a resident's room. Elevated floors or other platforms are not allowed. Nothing can restrict the room exit, and a 36-inch minimum

passageway to the door must be maintained. Nothing can be placed within 36 inches of the front of the heating/AC unit, sprinkler head or smoke detector.

Modifications to the electrical, lighting or mechanical systems are not allowed. Posting is allowed in a resident's room, but removable tape that does not mar walls, woodwork and ceilings must be used. Only push pins may be used on sheetrock walls. Any type of tape that pulls the paint or paper off may result in a damage charge. **Residents may not use the following materials (please note that this is not an all-inclusive list): nails, screws, duct/cellophane tape, double-stick pads and poster putty.** These materials cause damage and may result in repair costs to the resident. Damages to a room or its contents not recorded on the room condition card given to a student at check-in will be charged to the student and/or roommate(s).

## ROOM, FLOOR AND KITCHEN RESPONSIBILITIES

Each resident is responsible for the proper care and cleaning of their individual room and suite bathroom or detached bathroom, including the guidelines for break and holiday periods and checkouts. Individual residents will pay for any charges assessed for damages to their rooms, as determined by the staff member completing the final inspection of the space and as approved by the ACC and CC.

Personal trash must be disposed of in the appropriate receptacles (i.e. trash and recycling rooms), and may not be left or disposed of in common areas (e.g. hallways, bathrooms, lounges, stairways). With reasonable notice, Housing and Dining Services staff may dispose of abandoned property in kitchens or bathrooms. Each resident is responsible for properly disposing of garbage and boxes, including taking cardboard boxes to the proper outdoor receptacle. All residents using the community kitchens are responsible for cleaning the stoves, ovens, sinks, counters and microwaves, and for removing all trash from the kitchen after use. For policies regarding cooking with oils, please refer to the Fire Safety and Fire Safety Equipment section of this handbook.

Appropriate conduct is expected of you and your guests when using common areas. Sleeping is prohibited in lobbies and recreational areas. Organizations or groups outside Housing and Dining Services may not use lobbies or other common areas of the residence halls unless part of an officially sponsored staff or hall program.

## 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 appliances, mailboxes, doors/locks, keys, electrical outlets, etc.

Tampering with and/or maliciously damaging laundry appliances or facilities is a violation of the law, university regulations and residence hall expectations. It may result in criminal prosecution and/or university disciplinary action.

## THEFT

Attempted or actual theft of or damage to property is prohibited as stated in the Student Code of Conduct. If this occurs, please report it to the K-State Police Department and a Housing and Dining Services staff member.





## UNAUTHORIZED ACCESS

You are prohibited from entering restricted access areas such as behind front desks, roofs of residence halls/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 enter a dining center or pay for retail location food.

## VOYEURISM AND PRIVACY

At Kansas State University Housing and Dining Services, a reasonable expectation of privacy exists in most areas, including but not limited to student rooms, suites, apartments, bathrooms (including showers) and changing areas. Video voyeurism (including photo voyeurism) is prohibited at Kansas State University Housing and Dining Services. Video voyeurism is defined in part as an act that — for an individual's own amusement, entertainment, sexual arousal, gratification or profit, or for the purpose of degrading or abusing another person — intentionally uses or installs an imaging device to secretly view, broadcast or record a person — without that 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. University privacy and voyeurism policies can be further explained in [policy PPM 3010](#), and at in the [State of Kansas 2018 Statute, Article 61: Crimes Involving Violations of Personal Rights](#).

## WINDOWS

Residents are prohibited from hanging, posting, painting, or otherwise displaying any items in their windows, including but not limited to decorations, signs, banners, flags, or displays in or on the window(s) of their assigned residential space(s).

## YOUR SAFETY AND THAT OF OTHERS

Students are not permitted to engage in any activity that could endanger the safety or security of themselves or others. This includes activities such as propping open doors or climbing trees, structures, roofs, buildings, window ledges, balconies, etc.





# PET POLICY

Because of the health risks involved, pets not accustomed to containment, those with strong odors and those not in good health are not permitted in the residence halls. Housing and Dining Services has worked with the College of Veterinary Medicine to identify suitable pets. Before a student may bring a pet into the residence hall, they must have written preapproval from their roommate(s) and the CC. Contact staff to complete a pet registration form. This form is available through your front desk, RA, CC or ACC. CCs may deny a pet request or require a pet to be removed if the pet policy is not followed.

Housing and Dining Services is not responsible for the health and/or safety of pets.

This pet policy does not apply to assistance animals. Assistance animals may be approved through a request for University Housing Accommodations when an animal is necessary to allow a student an equal opportunity to use and enjoy university housing. Requests for reasonable accommodation in university housing are submitted to the Student Access Center.

## A. TYPES OF PETS ALLOWED

1. Each pet must be relatively quiet, low in odor, nonpoisonous, nonvenomous, harmless and disease free.
2. The following pets have been approved for the residence halls:
  - a. Amphibians with an adult size no more than eight inches in length not including a tail, specifically:
    - i. Frogs, toads, newts and salamanders
  - b. Birds, specifically:
    - i. Budgies, cockatiels, finches and lorikeets
  - c. Insects, specifically:
    - i. Stick and leaf insects (families Phasmidae and Phyllidae), ornate beetles (order Coleoptera) and hissing cockroaches

d. Mammals, specifically:

i. Rodents, specifically:

1. Hamsters, gerbils, rats, mice, guinea pigs, Degus and Chapman chinchillas

ii. Other, specifically:

1. African Pygmy hedgehogs

e. Marsupials, specifically:

i. Small-tailed opossums and sugar gliders

f. Reptiles, specifically:

- i. Snakes no more than 48 inches in length; lizards no more than 24 inches in length, not including a tail; and turtles and tortoises with a shell size no more than 12 inches in diameter.

g. Other, specifically:

i. Fish, hermit/fiddler crabs, snails

3. Any pet not mentioned above is considered prohibited and will not be allowed in the residence halls.
4. Other pets may be added to the approved list by Housing and Dining Services.

## B. TYPES OF HABITATS

1. Each resident may have a maximum of two habitats. Only two pets allowed per habitat. The number of fish allowed per habitat will depend on the gallons of the tank.
2. Each habitat must be a cage or aquarium constructed so as to provide a quality and secure environment for the pet(s).
3. Each non-aquatic habitat must surround the pet(s) on all sides.
4. Each habitat will be inspected for adequacy by a staff CC/ACC member or designee at the time of approval.
5. The habitat will be constructed so as to preclude the accidental release of the animal.
6. The amount of water designated for all pet habitats may not exceed 30 gallons.

## C. CARE OF PETS

1. Pets will be kept in their habitats or a guardian's care at all times.
2. Pets must be provided quality care at all times.
3. All pets must be taken home over campus holidays/breaks (as stated in the checkout sheets, fish tanks may remain over the shorter campus/holiday breaks).
4. If pets are not properly cared for, the CC/ACC may consider removal of the pet from the hall.

## D. COMMON AREAS

1. First floor and basement common areas in each building must remain free of pets.
2. Unless otherwise stated, residents' pets are considered prohibited in lobbies, hallways and restrooms in all halls.
3. Pets may be transported through these areas but may not loiter.
4. Exceptions may be made by the staff and residents of each floor through a petition signed by a simple majority of floor residents with the agreement of the CC/ACC.
5. Severe resident concerns, validated by the CC/ACC, will supersede any exception made.
6. Pets that require live food such as mice, small rodents, or mammals may not be publicly fed for entertainment, nor may feedings be advertised.

## E. PET APPROVAL

1. A pet may be brought to the residence halls on Move-In Day if the pet approval form has been filled out and approved by the CC/ACC and the roommate. This form must have a signed date prior to the day you move in.
2. If the above requirement has not been met then there will be a one week waiting period from the date of the signed approval forms by the CC/ACC and the roommate before the pet may enter the residence halls.
3. Each habitat will require a separate agreement.



4. If a resident wishes to change the size of a habitat for a previously approved pet, a new agreement will be required.
5. If a resident wishes to add a pet to the current habitat, a new pet agreement may be required at the discretion of the CC/ACC or designee.
6. Each agreement must be signed by all of a resident's roommates and a staff CC/ACC member.
7. Upon approval of the pet agreement the resident will receive a registration card outlining the terms of the agreement to be kept available in their room at all times to be shown to staff upon request.
8. Upon approval each habitat will be required to display an Approved Pet Habitat Tag with the type of animal, date of approval, number of pets in the habitat, school year approved for, and signature of the CC/ACC, above or under the light switch at the entrance of the designated pet room.
9. If a pet becomes a problem with any resident, it is their responsibility to bring such problems to the attention of a RA staff member or the CC/ACC.
10. If a student moves to a different hall during the school year, the student needs to complete another pet approval form and receive a new Approved Pet Habitat Tag from the new hall.

## F. BREEDING

1. There will be no breeding of animals of any kind allowed in the Residence Halls.
2. If there are any questions please direct them to your CC/ACC.

## G. VIOLATIONS

1. Violations of this policy will be referred to the CC/ACC.
2. Any resident concerns brought forth that cannot be resolved between residents will be referred to a Housing and Dining Services senior staff member.
3. If immediate action is deemed necessary, the CC/ACC may take appropriate action.
4. Any damage by the pet(s) will be paid for by the owner. Owner of the pet will be charged if the pet escapes their habitat requiring assistance in finding, and any damages to property.
5. Responsibility relies on the pet owner, to follow these guidelines. If the guidelines are not met, the CC/ACC has the right to immediately remove the pet.

This policy may be reviewed by committee in the spring semester of odd numbered years.

Each pet container will require a separate agreement. If the pet becomes a problem with a resident's roommate or those in the surrounding communities, the CC may remove the pet at any time.

## APPROVED PET HABITAT TAG:

(A neon tag attached to the habitat similar to the EXAMPLE below.)

NAME OF STUDENT \_\_\_\_\_

TYPE OF ANIMAL \_\_\_\_\_

NUMBER OF PETS IN THIS HABITAT \_\_\_\_\_

DATE APPROVAL \_\_\_\_\_

SIGNATURE OF CC/ACC \_\_\_\_\_

APPROVED FOR \_\_\_\_\_ ACADEMIC YEAR \_\_\_\_\_



# UNIVERSITY POLICIES

## CONDUCT: UNIVERSITY POLICY

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](#)
- The [Policy Prohibiting Discrimination, Harassment, Sexual Violence, Domestic and Dating Violence, and Stalking PPM 3010](#)
- The [Critical Incident Response Team process](#)

[Make a report concerning the Student Code of Conduct.](#)

[Make a report concerning the Policy Prohibiting Discrimination, Harassment, Sexual Violence, Domestic and Dating Violence, and Stalking.](#)

Make a Threat Management Report: Please contact the Director of Labor Relations at 785-532-6277.

[Make a Student of Concern Report.](#)

[Report additional crimes or concerns.](#)

## MENINGOCOCCAL VACCINE

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.

Every student must submit a [meningococcal vaccine documentation form](#) to Lafene Health Center regardless of whether you receive the vaccine. Log in using your eID and password, click on "forms" and fill out the vaccination form. You may also access the TB questionnaire on Lafene's site. All incoming students are required to upload vaccination records and can do so on this site. You may receive the vaccine by making an appointment at Lafene Health Center or with your physician. Failure to submit a meningococcal vaccine documentation form is a violation of your residence hall contract.

## 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.

## SMOKING

Please read the [University Smoking Policy](#) in its entirety.

## TECHNOLOGY USAGE

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 [information technology policies](#).
- Usage must always be legal, ethical, reflect academic honesty and community standards, and show restraint in the consumption of shared resources.
- To refrain from viewing, copying, altering or destroying anyone's files without explicit permission from the owner of the files.
- It is the responsibility to follow all university policies including [PPM 3010](#).
- To refrain from 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.

## THREATENING BEHAVIOR

Please refer to the [University Threat Management Policy](#).

If you receive substantially disruptive or threatening phone 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 form to complete. Making threats by phone is a violation of the law, university regulations and Housing and Dining Services expectations.

## VIOLENT GAMES

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, Jardine Apartments, dining centers and all other campus locations. View the entire [Violent Game Policy 8590](#).

## WEAPONS

Please refer to the [University Firearms and Weapons Policy](#).



# SALES AND SOLICITATION POLICY

Sales and solicitation is defined as "any uninvited contact, generally involving distribution of literature or request for money." Soliciting is not allowed on Housing and Dining Services property at any time without permission given from the Director of Housing and Dining Services or a designee. The Sales, Solicitations and Advertising Policy on university property, including Housing and Dining Services property, can be found at [PPM 8560, 8570, 8580](#).

These policies apply to all forms of solicitation. This may include but is not limited to advertising, solicitation, sponsored programs, research (academic, commercial, theological, etc.), sales, fundraising, political campaigns (public and university), and theological activities. Additionally, for political activities, please also see [PPM 8560.030](#).

This policy was created to ensure our residents' right to privacy, study and sleep, and prevent the possibility of unethical or high-pressure sales or solicitation tactics. It is the responsibility of all students to report immediately to Housing and Dining Services staff on duty any violations of the stated policies. Violators may be subject to adjudication through the university conduct process. Aspects of this policy include but are not limited to:

1. In no case is door-to-door sales or solicitation permitted, nor may a resident be coaxed, forced or embarrassed into participating.

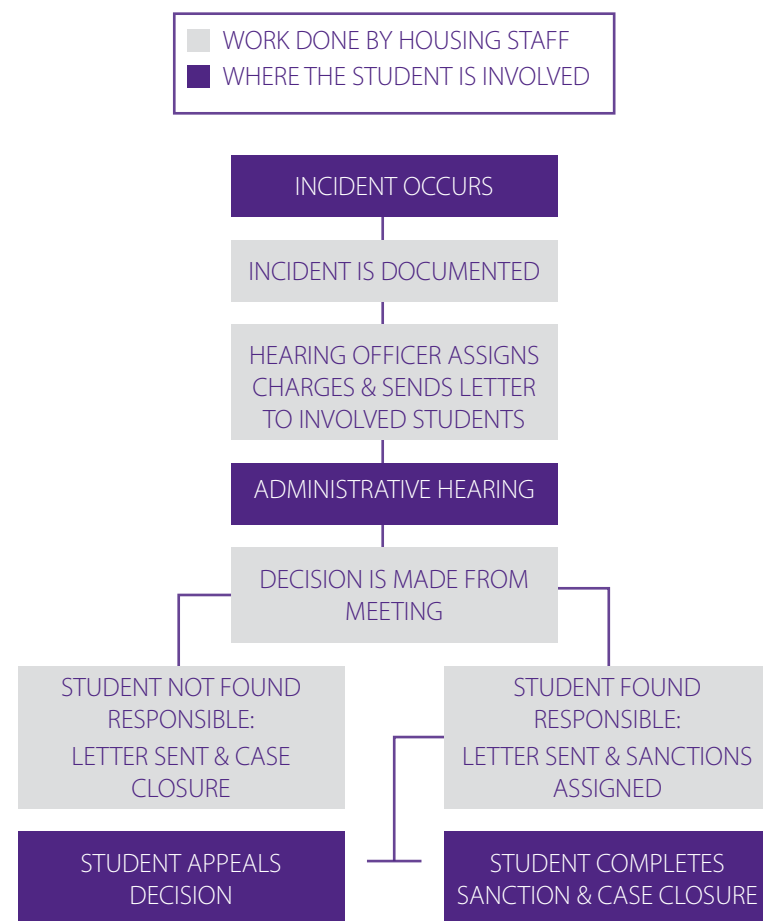
2. Any advertising in Housing and Dining Services locations must be approved by the Director of Housing and Dining Services or a designee. Please reference the Marketing for University Affiliated Groups policy and application in this handbook. Commercial advertising or campaign materials in the form of posters, displays, mail-in cards, printed materials, mailbox flyer, brochures, etc., are not permitted in common areas.
3. Advertising shall be free of statements, illustrations or implications which are libelous or obscene.
4. Advertising shall be free of making reference to or suggesting the abuse of alcohol/drugs or any irresponsible use of alcohol/drugs.
5. Product samples, giveaways (i.e., practical items which may be used by residents) or coupons may be distributed in the main lobby of each residence hall or in the three laundry facilities of Jardine apartments, with prior approval through residence hall and Jardine office staff.
6. Any research (surveys, interviews, questionnaires, etc.) wished to be conducted on Housing and Dining Services property must be approved by the Director of Housing and Dining Services or a designee. Any research activity will be completely voluntary and will meet all university guidelines. The person(s) to whom permission has been granted shall be the sole administrator(s) of the research.
7. Fundraising activities wished to be conducted on Housing and Dining Services property must be approved by the Director of Housing and Dining Services or a designee. Solicitation of funds for political organizations or candidates will not be allowed on Housing and Dining Services property.
8. Formal forums, debates or speeches in public or reservation only areas of Housing and Dining Services property must be approved by the Director of Housing and Dining Services or a designee.
9. Any sales activities including commercial business, services, product sales, etc. wished to be conducted on Housing and Dining Services property and/or using space, utilities, mail services, etc. must be approved by the Director of Housing and Dining Services or a designee. In addition, no responsibility is assumed by the university or department and the business must comply with local and state requirements.

# HOUSING CONDUCT PROCESS

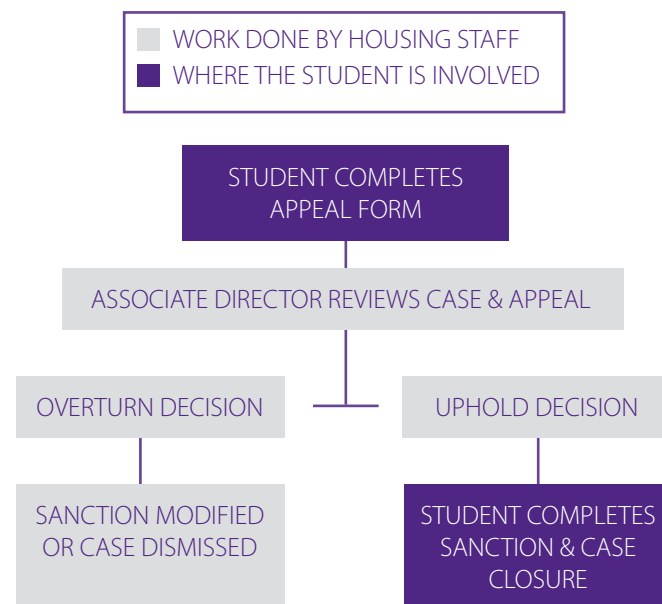
Kansas State University's Housing and Dining Services strives to create community spaces that allow for students to grow and succeed in both their academic and personal lives. In order to create a space that fosters this development, Housing and Dining Services staff works to hold community members accountable to the standards and policies of the community. If you are documented by our staff for potentially violating a university or department policy, you will be subject to an adjudication process. Through this process, students will work one-on-one with a member of the housing staff. Below is an example of what to expect in a conduct process. This flow chart is provided for illustration purposes, but the applicable policy language governs university processes and will control in the event of any ambiguity or conflict.

\*Students also have the option to seek a mediation (as applicable) or peer review board process.

\* Provided however, if these matters are addressed under the Critical Incident Response Team (CIRT) process such that risk management measures impacting the resident's housing are implemented through that process, the procedures under that process for an opportunity to be heard and any opportunity to appeal shall supersede and control.



A student who is found responsible has the right to appeal the decision/sanctions. The appeal must follow the requirements as stated in the "outcome letter" emailed to the student after their meeting with housing staff. Below is an example of what to expect in an appeal process.





# 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 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 nabbed several top awards in industry-sponsored national recipe competitions as well.

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. Lean more about our [sustainability efforts](#).

## MENUS

Menus are written by a committee of registered dietitians and management staff with input from residents. A file of more than 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 online.

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 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. To take advantage of On-the-Go Meals, please declare to the checker your wish to take an On-the-Go Meal instead of dining in upon entry. An On-the-Go Meal replaces your dine-in meal for that swipe, and may not be eaten inside the dining center.

## MEAL HOURS

Meal hours are posted in the residence halls and dining centers, and [online](#). Dining times may vary between dining centers. Hours may be adjusted in response to inclement weather or other emergencies. 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](#) 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 once 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 [cash 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 office.

## DINING ROOM DECORUM

We want students to enjoy themselves while dining with friends and guests. Because 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.



# APARTMENT LIVING

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 stove and refrigerator. Some apartments may have additional amenities.

## RENOVATED APARTMENTS

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

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

## HIGHLY RENOVATED APARTMENTS

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

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

We encourage you to take a look at Jardine as you consider your future housing options. Students living in the residence halls are given priority through the Choose Your Experience process in the spring semester.

To schedule a tour or receive more information about Jardine, contact:

## JARDINE APARTMENTS OFFICE

2008 Tunstall Circle | Manhattan, KS 66502-2551

Phone: 785-532-3790 | FAX: 785-532-3793

Email: [apartments@k-state.edu](mailto:apartments@k-state.edu)



# 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](mailto: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 it 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

### ASCENSION VIA CHRISTI HOSPITAL IN MANHATTAN

Ascension 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

## 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  
[isss@k-state.edu](mailto:isss@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](mailto: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 that serves the members of Riley County. It works to preserve a safe campus/city environment through reporting and safety services. Its 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’re 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 escorted to your residence hall, apartment 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. 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. It is 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  
[fnaid@k-state.edu](mailto:fnaid@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, First Floor

### HOUSING AND DINING SERVICES STUDENT SUCCESS CENTER

To assist on-campus students with their studies, the Student Success Center in Kramer Dining Center offers computer stations, free tutoring, and printer and copier access.

Kramer Dining Center, First Floor

### 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 antivirus software (Trend Micro) on their machines.

Kramer Dining Center, First Floor  
785-532-2711