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 apartments 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 apartments represent diverse values, backgrounds, cultures and lifestyles. We hope you'll challenge yourself to meet those who are different. The apartments 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 Jardine Apartments. You're expected to understand and abide by these policies, as you have agreed through your apartment agreement. This handbook also contains information about your staff and Jardine’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.

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
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 educational experience 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 is dedicated to living 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 Jardine Apartments. These policies may change to reflect updates to public health guidelines. We will update you with information about specific health and safety guidelines that are important for our residents. In the event of a conflict between the COVID-19 policies and the remaining sections of the Jardine Apartments Handbook, the COVID-19 policies 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 in 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 or apartment 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. Dining Services: Dining services will be provided for those students with meal plans 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.

4. Cleaning: Housing and Dining Services is implementing cleaning protocols to help reduce the spread of COVID-19. Staff will educate residents about appropriate cleaning protocols in their assigned spaces to reduce the spread of COVID-19 in our facilities.

LEGAL INFORMATION

Your Housing and Dining Services Jardine Apartments Agreement is the basic document that states the contractual obligations between you and Housing and Dining Services. The Jardine 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 agreement, the Jardine Handbook, and this COVID-19 and Public Health-Informed Housing and Dining Policies and Procedures section update.

As noted in your housing agreement, the terms of the Jardine 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 apartments, 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 Jardine Apartments, residents are expected to adhere to the following policies. If a resident fails to conform their conduct to these policies, that may be considered a breach of the Housing contract and subject to review under the procedures outlined in the Jardine Apartments Handbook.

Social Distancing
Social distancing is expected in all housing and dining facilities and is defined as maintaining at least 6 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 apartment. 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 are not allowed in dining centers or residence halls (unless moved there by Housing and Dining Services staff for the quarantine or isolation period). Though residents are encouraged to quarantine or isolate off-campus when feasible, residents are permitted to request, a quarantine or isolation location on campus. In some cases, Jardine Apartments residents may be able to properly quarantine in their apartment. 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 apartment and dining center once they are cleared by appropriate health officials.

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 Jardine Apartments 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 laundry rooms, public restrooms, the Map room, the Jardine Apartments office and the Frith Community Center. Services may also be limited, including but not limited to the use of equipment and carts or dollies.

Marketing for University-Affiliated Groups
Housing and Dining reserves the right to limit the ability to table inside Housing and Dining Services facilities as necessary to protect the health and safety of residents, employees and the campus community.
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COMMUNICATIONS

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

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

Computer terminals with internet access for checking email accounts are available in the Jardine MAP Room. A computer is available for use 24 hours per day. For more information about wireless internet or internet service in an apartment, please contact ResNet at 785-532-2711 or submit a service request.

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

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

TO SUBSCRIBE | JARDINE OFFICE LISTSERV
Residents send a “subscribe Jardine-L” command to listserv@k-state.edu from their preferred email account.

TO UNSUBSCRIBE | JARDINE OFFICE LISTSERV
Residents send a “signoff Jardine-L” command to listserv@k-state.edu from the email account they wish to have unsubscribed.

FORWARDING EMAIL
Housing and Dining Services often sends official communication to residents via their K-State email address. If residents use email accounts other than their userid@k-state.edu, we strongly advise them to forward their email. To do so, go to the eProfile webpage and input the email you want your K-State emails forwarded to and then click on the Add Forward button.

MAIL
A central mail facility for all apartments is located in 2012 Tunstall Circle (Building 7) in the Plaza Neighborhood. Your Jardine address will be your official address. To receive mail, your address should read:

NAME
STREET ADDRESS, Apt. #
MANHATTAN, KS 66502

TAMPERING WITH MAIL
It is a violation of federal law for a person to take someone else’s packages, magazines or other mail. Residents shall ensure children under their care do not tamper with mail.

The Jardine office does not accept mail or packages for any resident. If you receive mail that is not yours, please place it in the outgoing mailbox in the mail facility.

TELEPHONE DIRECTORY

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

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

HOUSING AND DINING SERVICES FACILITIES MANAGEMENT OFFICE
Davenport Building ........................................................................................ 785-532-6466
Fall/Spring Hours ........................................................................................... 8 a.m.–5 p.m., Monday–Friday
Summer Hours ................................................................................................ 7:30 a.m.–4 p.m., Monday–Friday
Maintenance emergency service is available after hours and on weekends.
ResNet ........................................................................................................... 785-532-2711

UNIVERSITY POLICE
Emergency ...................................................................................................... 911 or 785-532-6400
Nonemergency ............................................................................................... 785-532-6412

UNIVERSITY CASHIER’S OFFICE ................................................................ 785-532-6317

FIRE DEPARTMENT
Emergency ...................................................................................................... 911
Nonemergency ............................................................................................... 785-587-4504

RILEY COUNTY EMERGENCY .................................................................... 911
Via Christi Hospital ........................................................................................ 785-776-3322

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

RILEY COUNTY HEALTH DEPARTMENT .................................................. 785-776-4779
WESTAR ....................................................................................................... 800-383-1183
K-STATE TELECOM .................................................................................... 785-532-7001

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

*Note: Jardine is open 365 days a year, so there are no opening or closing dates.

**TUESDAY, JUNE 30, 2020**
END OF AGREEMENT
Jardine residents vacating and ending their agreement period must be moved out by June 30.

**WEDNESDAY, JULY 1, 2020**
ROOMMATE ADDITION FOR CONTINUING JARDINE AGREEMENT
Roommates being added to an existing Jardine Agreement may occupy their space and check in starting July 1 and the month that follows. Rental rate is charged at the beginning of the month, regardless of when the resident moves in.

**THURSDAY, JULY 2 - SATURDAY, JULY 25, 2020**
INTERNAL JARDINE TRANSFER PRIORITY
Residents transferring to an apartment within Jardine will likely transfer in this time frame in order to give housekeeping two weeks to turn over their vacated apartment for an Aug. 1 move-in for new residents.

**SATURDAY, AUG. 1, 2020**
NEW AGREEMENT START DATE
Jardine residents moving in as a new resident can check in and occupy their space starting Aug. 1. They may also check in any time during business hours (8 a.m. to 5 p.m. Monday - Friday) in the month of August.

**TUESDAY, SEPT. 15, 2020**
JARDINE AND HYBRID APARTMENTS APPLICATION AVAILABLE
Jardine and Hybrid Apartment applications for Jardine 2021 spring semester and 2021-2022 academic year are available online.

**SATURDAY, OCT. 31, 2020**
LAST DAY TO FILE INTENT TO VACATE (ITV) WITH NO PENALTY
Residents breaking agreement early at end of fall semester must provide 60 days' notice and written verification from department of graduation, study abroad or internship, PRIOR TO MOVING OUT, to have approval granted for an exception to break Agreement.

**WEDNESDAY, DEC. 23; 5 P.M., 2020 - THURSDAY, JAN. 2, 2021 8 A.M.**
JARDINE OFFICE AND PITTMAN CLOSED FOR REGULAR BUSINESS
Jardine and Pittman are closed during this time. HDS facilities and housekeeping are still functioning in some capacity, especially for processing the Jardine semester check-outs and apartment turnovers. Residents will need to schedule a check-out appointment with the office during business hours or complete a check-out waiver to waive being present at the check-out.

**THURSDAY, DEC. 31, 2020; 3 P.M.**
LAST DAY TO CHECK OUT, IF ITV FILED FOR SEMESTER
Jardine residents who are terminating their agreement early due to graduation, study abroad etc., must be moved out by Dec. 31.

**SATURDAY, JAN. 2 - MONDAY, JAN. 18, 2021**
NEW SPRING SEMESTER JARDINE AGREEMENT START
Residents joining at semester may move in when apartment is ready, as communicated by the Jardine Occupancy Coordinator, likely during these dates.

**THURSDAY, APRIL 1, 2021**
HYBRID CONTRACT RESIDENTS | LAST DAY TO FILE ITV WITH NO PENALTY
Residents moving out at end of agreement period (May 31) must provide 60 days’ notice. They may file their ITV for May 31 and move up if they need to check out sooner. They may not move their ITV date back or past May 31.

**THURSDAY, APRIL 1, 2021**
HYBRID CONTRACT RESIDENTS | DEADLINE TO FILE SUMMER EXTENSION CONTRACT
Residents in Hybrid Apartments who would like to extend their agreement during June and July will need to complete the Summer Hybrid Extension agreement.

**FRIDAY, APRIL 30, 2021**
JARDINE CONTRACT RESIDENTS | LAST DAY TO FILE ITV WITH NO PENALTY
Residents moving out at end of agreement period (June 30) must provide 60 days’ notice. They may file their ITV for June 30 and move up if they need to check out sooner. They may not move their ITV date back or past June 30.

**MONDAY, MAY 31, 2021**
END HYBRID APARTMENT AGREEMENT
All Hybrid Apartment residents must be moved out by May 31.

**WEDNESDAY, JUNE 30, 2021**
END OF JARDINE APARTMENT AGREEMENT
Jardine residents vacating and ending their agreement period must be moved out by June 30.

**PHOTO DISCLOSURE POLICY**
From time to time, Kansas State University takes and uses photographs or videotaped images of housing residents while in public spaces for promoting, publicizing or explaining Housing and Dining Services, without compensation or any form of payment to the resident or claims for payment or royalties. All ownership of the photos remains solely with the university. If you want to opt out of your image being used in photographs, please email the Housing and Dining Services Marketing and Communications office at hdmktg@k-state.edu in advance of photographs being taken.
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 unfurnished apartments.
Appliances provided are a stove and refrigerator. Some apartments may have additional amenities.

RENOVATED APARTMENTS
Feature one- or two-bedroom unfurnished apartments.
Appliances provided are a stove and refrigerator. Some apartments may have additional amenities.

HIGHLY RENOVATED APARTMENTS
Feature one-, two-, or three-bedroom apartments; unfurnished.
Appliances provided are a full-size stove, microwave, refrigerator, dishwasher, washer and dryer.

MODERN APARTMENTS
Feature one-, two-, three- or four-bedrooms or studio, loft, and town house apartments; unfurnished.
Appliances provided are a full-size stove, microwave, refrigerator, dishwasher, washer and dryer.

HYBRID APARTMENTS
Feature three- or four-bedroom apartments; furnished.

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

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

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

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

RENT
Residents have options regarding the payment of rent:

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

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

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

- Failure to keep current with rental payments.
- Policy violation involving care of the premises or community living guidelines.
- Limitations imposed by the nonextendable agreement policy for nonstudents.
- Failure to maintain university status by not carrying an adequate academic load or making satisfactory progress toward a degree.
ASSOCIATE DIRECTOR
The associate director is a member of the management team for Housing and Dining Services. Focus areas of responsibility include apartment living, residence life, and conference and guest services.

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

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

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

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

ADMINISTRATIVE ASSISTANT
The administrative assistant handles daily office operations and residents’ inquiries.

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

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

STUDENT OFFICE ASSISTANTS (SOAs)
SOAs staff the front desk of the Jardine Apartments office, working directly with the administrative assistant to answer questions and help with check-ins. They are the first point of contact for all residents.
ACADEMIC INITIATIVES
The Kramer Student Success Center offers computer stations, free tutoring, study space and printer/copier access. The center and its services are open to all Jardine students.

APARTMENT ENTRY/ACCESS
A Housing and Dining Services staff member may authorize entrance to a student’s apartment and/or room for these reasons, but not limited to:

1. The resident’s permission.
2. To shut off loud and disruptive TVs, radios, persistently ringing alarm clocks, telephones, etc.
3. During emergencies when there is potential or actual danger to life, safety, health and/or property.
4. By lawfully issued search warrant.
5. To provide room maintenance, repair service, health and safety inspections, or pest control, some of which may occur over break periods.
6. In the case where an apartment is partially vacated, staff may enter the apartment to complete the check out procedure for the resident who has departed. Staff will only enter the bedroom of the vacated resident and take note of common area spaces within the apartment.

COMMUNICABLE 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 in Lafene Health Center for proper course of action in regards to communicable/infectious diseases.

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

COMMUNITY SPACES
Learn more about the various event spaces available to residents, how to reserve them and the costs associated with reservation.

THE OVERLOOK/THE PLAZA
The Overlook at the pond and The Plaza are attractive outdoor venues. Common events hosted here include weddings, receptions and reunions.

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

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

PLAZA ACADEMIC RESOURCE CENTERS
The Plaza Academic Resource Center provides a classroom-type setting.

FRITH COMMUNITY CENTER
The Frith Community Center is available for private parties, organizational meetings, classes, etc., related to K-State activities. The center houses a kitchen and a large hall with the capacity to hold 132 persons. Fire-safety policies prohibit cooking on the stovetop in the Frith Community Center with oils of any kind or other cooking greases such as animal fats, butter, ghee, lard, margarine, tallow or vegetable shortening in this kitchen. Individuals found to be using these oils while cooking on the stove top will lose kitchen privileges and the kitchen will be taken out of service if this issue persists.

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

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

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

In renovated and traditional apartments, the heating system is operated by facilities management staff. Apartments do not have individual heating controls. The entire building has one heating controller. The temperature controller
computes exterior temperatures and heat loss of water returning to the boiler and
selects the boiler temperatures needed in order to maintain temperatures of 68 to
70 degrees F in apartments. Any isolated heat loss or restriction of heat flow is not
monitored and the room or apartment involved will have lower temperatures and
slow heat recovery.

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

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

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

INSURANCE
In consideration of being permitted to use the premises, the resident agrees to
waive any claims, including claims for negligence, against the State of Kansas,
Kansas State University, Housing and Dining Services, and their employees or
agents for loss of property or for personal injury to the resident(s) or their family or
guests arising from use of the premises.
The resident is also encouraged to provide insurance for personal property
and personal injury, as well as liability for any damage that might occur to the
apartment’s contents.

KEYS
TRADITIONAL AND RENOVATED APARTMENTS
Each resident may be provided with two door keys, one mailbox key and a
keycard for the laundry/mail facilities. An additional mailbox key and laundry
room keycard may be requested for a spouse. If the mailbox key is lost, the
mailbox lock system will have to be changed to ensure proper security, charging
the Jardine office. Additional apartment keys may be ordered for a fee, but must
be returned to the Jardine office when residents check out. There are no refunds
for keys. Residents are charged for a lock change if all the keys are not returned to
the office at time of checkout.

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

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

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

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

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

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

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

LIGHT BULBS
If residents are in need of replacing a burned out light bulb, please contact the
Housing and Dining Services Facilities Management office at 785-532-6466 so
that facilities management staff can help.

Children locked out of an apartment are not allowed entry by the Jardine office
unless a Right of Entry form has been signed and is on file with the Jardine office.
MARKETING FOR UNIVERSITY-AFFILIATED GROUPS
If your group wants to market for a sponsored event by means of poster advertisements, sidewalk publicity, solicitation 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.

Bulletin boards are available in the community laundry facilities for posting approved notices. All notices must be approved by the Jardine office. Any bulletin boards located in the mailbox area are reserved for Housing and Dining Services and the Jardine office, with prior approval from the Jardine office.

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 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
Residents who want to park their vehicles in the Jardine Apartments lots must have a current Jardine parking permit. Permits can be purchased from Parking Services.

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

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

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

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

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 Jardine. Students must display both state and Jardine parking permits.
K-State provides transportation (a van equipped with a hydraulic lift) for residents with disabilities throughout campus, including the residence halls and Jardine Apartments. Contact the Student Access Center at 785-532-6441 for information. Please visit the K-State Parking Services webpage for additional bus stop locations and service times.

Residents with special dietary needs who have a campus meal plan may contact a Housing and Dining Services dietitian for assistance in 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 in food products 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.

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

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

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

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

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

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

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

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

SELF-DESTRUCTIVE BEHAVIOR
Kansas State University endeavors to maintain a safe and educational environment in the residence halls and apartments. The regular operation and day-to-day activities of residential communities and individual residents can be substantially disrupted by self-destructive behavior. Alleged conduct of this nature reported to or observed by Housing and Dining Services will be referred to the Office of Student Life and campus police for a welfare check. Please refer to the Withdrawal from the University for Seriously Disruptive Behavior policy for full details.

SNOW REMOVAL
Facilities management staff of Housing and Dining Services work on all areas of Jardine until there are clear pathways from the resident’s door to campus. If it is discovered that areas are missed, residents are encouraged to call the Jardine main office or the 24-hour maintenance number so a work order may be entered and the area cleared. Thank you for your patience as this process at times may pull Housing and Dining Services facilities management staff from other maintenance work orders as they prioritize this focus on campus safety. Residents may also remove snow from apartment entrances or porch and balcony walkways — snow shovels are available for use free of charge and can be found under the stairwells or in the storm shelters. Ice melt is located on the top of the stairs in the apex of traditional and renovated apartment buildings. For these buildings, it is encouraged to use the interior stairwell at the apex of the building. Ice melt for modern apartments is located in the storm shelters. Please return snow shovels when finished to allow other residents to use this resource. The streets and parking lots are the responsibility of the K-State Division of Facilities and Parking Services, respectively. You will be notified if you need to move your vehicle to aid in the snow removal process. Main sidewalk areas are cleared by facilities management staff.

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

STORM WARNINGS
The city of Manhattan and Riley County have implemented a system of storm Warnings to assist citizens in using safety precautions should a tornado occur. Below are suggested procedures to follow if a storm is approaching. Residents may tune in to local radio and television stations for updated weather information, such as: B104.7 FM Country, 94.5 Country FM, 1350 AM News Talk, Sunny 102.5 FM and 101.5 K-Rock. Residents must be aware of developing storm situations so they are not taken by surprise. When a storm Watch is issued, residents should mentally rehearse a plan of action so it seems routine if/when the Warning sirens sound. The Warning is sounded by a three-minute blast of the Jardine Apartments horn on top of Building V, the university whistle, and other sirens in the city. The Warning provides very little time to act — a few seconds to a few minutes.
During storm **Warnings**, personnel from University Police may drive patrol cars through the Jardine Apartments community with auto sirens, flashing red lights, and bullhorns as aids in warning individuals to take cover.

In the event of a tornado **Warning** residents should proceed to the nearest storm shelter. Storm shelters are located on the first floor of all modern buildings — Buildings 1, 1A, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 and 16 (see map). If it is impossible to go to a shelter, residents should seek protection in the first floor apartments, stay away from windows and try to get under a table or bed. The bathroom is another alternative; however, residents are encouraged to go to a shelter if possible since a basement is the safest place during a storm.

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

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

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

**TRANSFER REQUESTS**

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

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

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

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

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

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

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

A move-in date will be coordinated with the occupancy coordinator with advanced notice based on availability of the new apartment.

**TRANSFER REQUESTS AT TIMES OTHER THAN THE CHOOSE YOUR EXPERIENCE PROCESS**

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

**TRANSFER PROCEDURE**

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

**TRASH BINS**

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

**UTILITY SERVICES**

**ELECTRICAL SERVICE [WESTAR ENERGY: 800-383-1183]**

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

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

Charges incurred for any violation of these provisions will result in Housing and Dining Services posting charges to a student’s KSIS account, in equal shares, for all electrical services including a nonrefundable $25 per-person processing fee for each transaction to a student’s university KSIS account. Such charges include, but are not limited to, damages/charges for failure to establish and/or maintain...
GAS SERVICE
Traditional apartment stoves, heat and hot water operate on gas. The cost for gas service is included in the monthly rent; no additional fees are assessed for this service. If problems or strange smells associated with gas are noticed, residents must immediately contact the Housing and Dining Services Facilities Management office at 785-532-6466.

VACATING YOUR APARTMENT
To vacate without additional damages or charges, a resident of Jardine Apartments must:

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

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

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

Room checkout procedures include:

- Clean windows and window ledges.
- Clean and dust all furniture, including inside drawers.
- Sweep and mop the floor.
- Dust shades/blinds.
- Ensure all original furniture is inside the apartment.
- Utilities as requested, reconnection fees for noncontinuous service during a transfer of account holder among roommates, or reconnection fees following an action or lack of response from the resident.

If a resident vacates early, all remaining resident(s) are still liable for payment of the full amount of the apartment rental rate, but the remaining eligible residents may designate a new eligible resident(s) to replace the vacating resident(s). The new resident(s) must be mutually agreeable to the remaining resident(s) and to the Jardine office. If approved, the new resident(s) may replace the vacating resident on the agreement via a signed addendum. Failure to checkout properly will affect your rental history with Housing and Dining Services.

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

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

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

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

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

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

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

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

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

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

Children under the age of 12 are not permitted at programs or events without adult supervision, unless otherwise noted. Children must be accompanied by a parent/legal guardian to off-site events sponsored by the Jardine Apartments for the entire event, and no exception to this policy will be made. Any damage to K-State property by children living in or visiting the Jardine Apartments is the responsibility of the parent(s) and hosting resident(s), if not the parent(s). Children locked out of an apartment are not provided entry by Housing and Dining Services staff unless a Right of Entry form has been signed and is on file with the Jardine office. Forms are available on request.

**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 her/his 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 Jardine Apartment property, you are expected to pay for the cost of repair or replacement. You may not alter or make repairs to any property belonging to the university.

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

**DECORATION**
If you choose to decorate your apartment, we ask that you use flame-resistant or flame-retardant materials. Do not cover more than 20 percent of the wall space or the door with combustible materials such as fabric, paper or wrapping paper. Do not obstruct emergency lights, sprinkler systems, fire alarm systems, fire extinguishers, pull stations or exit signs. 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 the walls to create a glow-in-the-dark effect.

Decorative lights may be used in apartments, but must not be attached to door frames, metal bed frames, windows, fire alarms, sprinkler heads or life safety equipment. Use lights that have the label of an independent testing laboratory such as UL. Mini light strings should have no more than 60 screw-in bulbs, and connect no more than three strands. Light bulbs cannot be removed from lights. Material cannot be placed inside light covers.
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 move 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.

**FIRE SAFETY AND FIRE SAFETY EQUIPMENT**

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

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

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. For this reason specific dates and times will not be announced to residents. The drills will also provide an opportunity to educate residents about the procedures to follow in the event of an emergency that requires evacuation. Anytime the fire alarm goes off within an apartment, residents are required to evacuate the building immediately.

**GAMBLING**

Playing cards for money and other forms of gambling are illegal as defined by Kansas state law and are not permitted at Jardine Apartments or elsewhere on campus.

**GRASS**

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

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

**GUESTS**

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

**HYBRID FURNITURE**

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

**IDENTIFICATION CARD**

Misuse of an ID card includes loaning, falsifying or altering it in any way, or any unauthorized use of the card. Misuse is prohibited and can result in disciplinary action or prosecution, as well as a misuse fee by the department, as dictated by the K-State ID misuse policy. Please carry your ID card on you at all times.
INDOOR HEALTH, SAFETY AND AESTHETIC STANDARDS

[PEST PREVENTION REQUIREMENTS]

1. Aluminum foil, plastic wrap, contact paper, wallpaper, newspaper, etc., shall not be used to cover kitchen cabinets, stove or walls in the apartments. In addition, paper and loose plastic bags should not be stored as they provide a hiding place for insects and create a fire hazard. Only nonadhesive shelf paper is allowed on kitchen shelves.

2. Raw meat should not be stored outside of the freezer/refrigerator. If exposed to the elements, meat attracts insects and poses a health hazard for residents.

3. Food items should not be evident on the tile/carpet. Failure to keep food items in sealed containers attracts insects to the apartments.

4. Dishes and food storage containers should not be left for an extended period of time without cleaning with soap and water. Washing is necessary to avoid attracting insects.

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

Excessive clutter is not tolerated. Personal property should be organized and general housekeeping performed to ensure the safety of occupants. Trash should be removed to the dumpster. Flooring should be vacuumed/swept thoroughly to remove excessive debris.

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

1. The first violation results in a written warning.

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

3. The third violation results in a $50 fine and eviction at the end of the semester.

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

KITCHEN AND ROOM RESPONSIBILITIES

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

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

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

LAUNDRY FACILITIES

Residents are expected to leave the laundry facilities in clean condition. Empty soap boxes, tissues, newspapers, etc., should be discarded in trash receptacles. When washing or drying cycles are complete, residents should promptly remove their clothes from the machines in order to offer greater availability to other residents and prevent theft. Housing and Dining Services is not responsible for stolen items.

Smoking is not permitted in laundry facilities. This area is not a play area for children and under the age of 12 should not be left alone in a laundry facility.

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

MOTORCYCLE/MOPED PARKING

MOTORCYCLES

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

MOPEDS

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

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

NOISE LEVELS—QUIET HOURS

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

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

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

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

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

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

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

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

OUTDOOR ACTIVITIES PROHIBITED INDOORS

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

OUTDOOR HEALTH, SAFETY AND AESTHETIC STANDARDS

In an effort to preserve the community’s aesthetic appearance, the following rules apply:

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

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

1. The first violation and all following violations result in the removal of the items not permitted by Housing and Dining Services. Following the collection, items are held by the Jardine office for a period of 30 days. Failure to retrieve confiscated items results in disposal of the collected items after 30 days.
2. The second violation results in removal of the item, and a charge associated with its removal will be assessed.
3. The third violation results in removal of the item, a charge associated with its removal and eviction at the end of the semester.

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

PEST CONTROL

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

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

Smoke detectors are in place for the safety of all residents. Residents must not remove the detector, dismantle the battery or cover the detector with any type of wrap. Tampering with the colored safety seal affixed to the detector results in a minimum $50 charge.
When an apartment is inspected, notification is given indicating the date of inspection. The Jardine office contacts residents if concerns are noted. Below is a breakdown of the penalty system established to respond to violators.

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

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

Residents must do the following:
- Practice cleanliness.
- Wash dishes daily.
- Do not store paper or loose plastic bags in the apartment.
- Thoroughly clean the kitchen weekly; do not let grease accumulate on the stove and cabinets.
- Get rid of garbage on a regular basis.
- Avoid excess clutter or piles of clothing.
- Keep food in covered containers and/or dishes.
- Check boxes and sacks brought into the apartment.

Common places to check for pests include: around the sink, stove, cupboards, pipes, and baseboards, as well as under tables and chairs.

**PET REGULATIONS**

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

Assistance animals that are necessary to allow a student an equal opportunity to use and enjoy University housing are permitted as needed. Any resident seeking an accommodation for an assistance animal must complete the Request for University Housing Accommodations.

**PORCH AREAS**

The space in front of a ground-level apartment is commonly referred to as a porch. Elevated porches, in all types of construction, are referred to as a balcony. Barbecue grills, lawn chairs and flower pots with live plants in them are permitted on porch areas or balconies. Some apartments in modern buildings may not have adequate space on the balcony or porch to place barbecue grills or other large decorations as they may restrict access. You will be notified at time of check-in if your apartment does not have adequate porch space for storage of such items. Furniture, clothing, toys and boxes are not to be stored on porches or balconies. Electric lights and seasonal decorations may be used on balconies and porches in moderation, but lighting requiring flame (i.e., lanterns, tiki torches, citronella candles) is strictly prohibited. Residents are responsible for any damages associated with attaching or removing electric lights and/or seasonal decorations. Residents are prohibited from hanging, posting, or otherwise displaying any items from their apartment balconies, including but not limited to clothing, towels, banners, flags, and signs.

Residents are also prohibited from hanging, posting, or 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 apartments/residential space(s).

For safety reasons, it is a violation of community policy to hang off of or climb up on a balcony. Some apartments have small storage tubs assigned to them and are located outside of the front door, but they are not securable so it is the responsibility of those residents to secure what they deem is valuable.

**PRANKS**

Pranks are not allowed on Housing and Dining Services property.
RADIO/SATELLITE DISH
Residents with shortwave radios must use radios with built-in antennas. Installation of shortwave antennas and/or satellite dishes is not permitted inside or outside of apartments.

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

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

Damages to common areas will be charged equally for all residents of the apartment unless one resident assumes responsibility for the damage.

SAFETY
DRILL RIFLES
Drill rifles and related material issued by Kansas State University ROTC or precision military drill team are permitted in the residence halls/apartments upon notification 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 or shoot projectiles of any kind, or intimidate or threaten others. No usage of drill rifles or related materials is permitted on Housing and Dining Services property.

Predetermined practice fields are shared with members of the precision military drill team by ROTC.

PEDESTRIAN WALKWAYS
Motorized vehicles, with the exception of maintenance and emergency vehicles, are not permitted on pedestrian walkways throughout the Jardine community. Bikes and motorbikes should not be ridden on sidewalks in accordance with university policy.

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

SKATEBOARDS/SCOOTERS
For the safety of Jardine residents, Scooters, skateboards, bikes or any other personal transportation device may not be used on the inner perimeter of the Jardine community and on any surface that could be damaged. When outside the Jardine inner perimeter, scooters, skateboards, bikes and other personal transportation devices should be used as per university policies. Recreational stunting (grinding or jumping off benches, ramps or steps) is prohibited.

FLAMMABLE LIQUIDS
Flammable liquids may not be stored inside or outside your apartment residence.

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

SUBLEASING/APARTMENT AGREEMENT CHANGE
1. Residents shall use apartments only as a residence for those on the agreement, including roommates or spouses and/or dependent children.
2. Residents shall notify the Jardine office of any change in their family, roommate or academic status that may affect their eligibility to reside in apartments. This includes bedroom changes in modern apartments.
3. Residents shall not sublease the apartment.
4. Residents shall not transfer the Jardine agreement to another person without the approval of Housing and Dining Services and all roommates where applicable.
5. Residents shall not harbor cats, dogs or any other unapproved animals in the apartment. If granted approval for a service/assistance animal, residents shall follow the pet regulations as outlined in this handbook and regulations given during the approval process.

6. Residents — including spouses and dependent children — and their guests shall not substantially disrupt the living environment of Jardine Apartments community members.

**SINKS, TUBS AND TOILETS**

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

**STORAGE**

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

**TAMPERING WITH UNIVERSITY PROPERTY**

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

**THEFT**

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

**UNAUTHORIZED ACCESS**

You are prohibited from entering restricted access areas that may include, but are not limited to, behind front desks, roofs of apartment buildings/dining centers, and mechanical or custodial rooms other than those specifically provided for resident use. You may not use another student’s keys or student ID to enter a residence hall or residence hall room/apartment or use another student’s ID to swipe/pay for Dining Services/retail location food.

**VOYEURISM**

Video voyeurism (including photo voyeurism) is prohibited at Kansas State University Housing and Dining Services, and is illegal under Kansas law. Video voyeurism is defined in part as an act for a person’s own amusement, entertainment, sexual arousal, gratification, or profit, or for the purpose of degrading or abusing another person, intentionally uses or installs and imaging device to secretly view, broadcast, or records a person, without a person’s knowledge and consent, who is dressing, undressing, or privately exposing the body, at a place and time when that person has a reasonable expectation of privacy. At Kansas State University Housing and Dining Services, a reasonable expectation of privacy exists in most areas, including but not limited to, student rooms, suites, apartments and bathrooms, including showers and changing areas.

**WINDOW SCREENS**

Window screens should not be removed for any reason. The screens ensure that pests do not enter the apartment. Residents who remove these screens will be charged for any associated damages and/or pest removal.
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 and Solicitation 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 8560.040.

This policy was created to ensure a resident’s right to privacy, study and sleep and prevent the possibility of unethical or high-pressure sales or solicitation tactics. It will be 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. The following are aspects of this policy 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 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 flier, brochures, etc., is 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 or drugs or any irresponsible use of alcohol or 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.
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 and apartments 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 or Jardine Apartments Agreement.

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.
- 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.
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.
The quality and convenience of Housing and Dining Services’ dining centers make a meal plan a smart choice for Jardine Apartments residents as well as those living in the residence halls. You can eat at Derby or Kramer dining centers—both locations are all-you-care-to-eat—and offer a diverse selection of meal options to choose from daily. Jardine residents have the option of choosing 50, 100 or unlimited meals per semester, so you can take advantage of the dining center as much or as little as you want.

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. Learn 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 glean ideas from the marketplace, modern cookbooks, and style food publications. Talented staff, creative recipes, and a from-scratch production system support 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 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 dining centers and online. Dining times may vary between dining centers. Hours may be adjusted in response to inclement weather or other emergencies. Unless you choose an On-the-Go Meal, 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.

Meal plan holders who 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 Wildcat ID. 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. View optional plans.

### 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 apartments 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.
ATA SHUTTLE
K-State, Housing and Dining Services and the Flint Hills Area Transportation Agency (ATA) have partnered up to provide students, faculty and staff with a free shuttle service during the academic year. Multiple ATA routes connect Jardine Apartments to other areas of campus and the Manhattan community. View the up-to-date schedule and routes.
K-STATE AND COMMUNITY RESOURCES

HEALTH AND WELLNESS

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

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

THE CENTER FOR ADVOCACY, RESPONSE AND EDUCATION (CARE)
CARE is a safe space for any member of the K-State community who has been affected by dating, domestic and sexual violence, stalking or sexual harassment. CARE provides confidential services for survivors of dating, domestic and sexual violence. Although 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
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

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

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

LA FENE HEALTH CENTER
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1105 Sunset Avenue
785-532-6544

OFFICE OF INSTITUTIONAL EQUITY
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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

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

1823 College Avenue
785-776-3322
IDENTITY AND MULTICULTURAL

DIVERSITY AND MULTICULTURAL STUDENT AFFAIRS
Diversity and Multicultural Student Affairs is committed to promoting diversity in every sector of Kansas State University. The office provides vision and leadership in diversifying all university functions as well as students, faculty, staff and the curriculum.
224 Anderson Hall
785-532-6276

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

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

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

MULTICULTURAL STUDENT ORGANIZATIONS
The Office of Diversity houses 29 multicultural student organizations. These organizations represent our historically underrepresented domestic students. MSOs provide multiple opportunities for all students to gain leadership skills, learn about academic resources, and become culturally aware. The president and vice president of each MSO meets together once a month with the Office of Diversity and represents the Multicultural Student Organization Leadership Council. The mission of the MSOLC at Kansas State University
is to collaborate among groups of multicultural students and promote their academic and intellectual growth, as well as foster positive relationships among all students.

224 Anderson Hall
785-532-6276

**CAMPUS SAFETY**

**K-STATE POLICE DEPARTMENT**

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

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

**RILEY COUNTY POLICE DEPARTMENT**

This is the local police department 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
finaid@k-state.edu

**POWERCAT FINANCIAL**

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

302 K-State Student Union
785-532-2889
ACADEMIC SUPPORT AND STUDENT INVOLVEMENT

ACADEMIC ACHIEVEMENT CENTER AND K-STATE WRITING CENTER

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

101 Holton Hall
785-532-6492

CENTER FOR STUDENT INVOLVEMENT

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

114 K-State Student Union
785-532-6541

HOUSING AND DINING SERVICES RESOURCES

HOUSING AND DINING SERVICES MULTICULTURAL STUDENT LOUNGE

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

Kramer Dining Center, 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
JARDINE APARTMENTS
CONTACT INFO
2008 Tunstall Circle, Manhattan, KS 66502-2551
785-532-3790
apartments@k-state.edu

AFTER HOURS
785-564-2409 (staff on duty)
785-532-6466 (24-hour maintenance emergencies)

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

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

Revised Aug. 29, 2017.