

ALCOHOL AND DRUG POLICY

Residents are expected to abide by all Kansas and city of Manhattan laws and ordinances, as well as by K-State's alcohol policy. The apartment community is part of a larger community, and as such, is not only governed by its own regulations, but by university policies and state law. The State of Kansas establishes the age at which alcohol consumption is legal. Because many apartment residents are underage, the privilege of drinking alcohol is extended only to those of legal age in their apartments with the door closed. 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. The legal consumption of alcoholic beverages may not interfere with the academic endeavors of another resident. Smoke detectors are in place for the safety of all residents.

INDOOR HEALTH, SAFETY AND AESTHETIC STANDARDS POLICY

The following guidelines are utilized in determining indoor health, safety and aesthetic standards within Jardine Apartments:

1. Aluminum foil, plastic wrap, contact paper, wallpaper or other materials should not be used to cover kitchen cabinets, stoves or walls in the apartments. In addition, paper and loose plastic bags should not be stored as they provide a hiding place for insects and create a fire hazard.
2. Raw meat should not be stored outside of the freezer/refrigerator. If exposed to the elements, meat attracts insects and poses a health hazard for residents.
3. Food items should not be evident on the tile/carpet. Failure to keep food items in sealed containers attracts insects to the apartments.
4. Dishes and food storage containers should not be left for an extended period of time without cleaning with soap and water. Washing is necessary to avoid attracting insects.
5. Carpeting should not extend into the kitchen area. Placement of carpet under the refrigerator and by the stove creates a harboring place for insects and a 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.
6. Smoke detectors are not to be tampered with. Detectors may not be removed or covered with any type of wrap. Working batteries are to be left in the detector at all times. If the colored safety seal is removed or tampered with, a penalty will apply.

Housing and Dining Services staff conduct indoor aesthetics checks for all apartments. When an apartment is checked, a notification card 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 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.

OUTDOOR HEALTH, SAFETY AND AESTHETIC STANDARDS POLICY

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

1. Rugs, clothing articles, etc., must not be hung over railings and picnic tables or put on lawns. Clotheslines are provided near each laundry facility.
2. 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.
3. Toys must not obstruct clear passage in case of emergency. Toys not in use should not be left on the porch area.
4. Mopeds, motorcycles or any motorized vehicle must not be stored in apartments, under the stairs, on balconies or on porches at any time. Mopeds are required to be registered on campus through the Parking Services office.

5. 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.
6. Storage is not allowed in any stairwell area. 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 off of the ground.
9. Trash of any kind is not allowed to be left outside of the apartment, to include the porch/balcony area.

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

1. The first violation and all following violations result in the removal of the items not permitted by Housing and Dining Services. Following the collection, items are held by the Jardine office for a period of 30 days. Failure to retrieve confiscated items results in disposal of the collected items after 30 days.
2. The second violation results in removal of the item and a \$50 fine.
3. The third violation results in removal of the item, 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 may submit a written appeal to the Jardine office within 24 hours of receiving notice.

JUDICIAL POLICY

Behaviors that may be in violation of municipal, state and federal laws are reported and referred to appropriate agencies. If in violation of established and published university policies and the Jardine Apartments regulations and expectations, individuals may be referred for disciplinary action. The area coordinators, in consultation with the assistant director, primarily handle the disciplinary process with assistance from the Dean of Student Life Office.

NOISE LEVELS — QUIET HOURS POLICY

One of the residents' responsibilities noted in the agreement is the provision on disturbances. Residents are asked to observe the academic interests and close quarters of the community. Residents should not make or permit noise which may be objectionable to other residents. Simple behaviors can help to 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.

While noise can be a problem, it is important to realize that a certain amount of noise is made under normal circumstances. Residents should be aware 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 obey the Jardine Apartments quiet hour's policy:

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

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

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

PEST CONTROL POLICY

Housing and Dining Services has contracted 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 that residents permit entrance to their apartments on the designated inspection date, even in their absence. If residents have medical conditions prohibiting extermination in their apartments, written documentation from a physician must be filed with the Jardine office.

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

When an apartment is inspected, a notification card is left indicating 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 \$50 fine.
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 at 785-532-3790 to discuss this 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.
- Remove garbage on a regular basis.
- 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.

SALES AND SOLICITATION POLICY

The following guidelines are established by Housing and Dining Services and the Jardine Residents' Council. These guidelines are established: (1) to limit harassment of students and disruption of their academic endeavors; (2) to protect students from commercial exploitation, including misleading, unethical or high pressure sales tactics; and (3) to protect and promote safety, security and a clean, litter-free environment. The Jardine Apartments community upholds these guidelines which are construed and applied in a manner consistent with applicable university and Kansas Board of Regents policies and federal, state and local laws.

A. Advertising shall conform to the following guidelines:

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

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

1. However, advertisements, product samples, coupons, campaign posters and displays may be placed in the three laundry facilities in the areas designated for that purpose. Prior approval must be made by the Jardine office so rules regarding the placement of such materials may be discussed (e.g., size restrictions, responsibilities for removal of materials, time limitations, etc.).

2. In addition, public areas of the Jardine Apartments community may be reserved through the Jardine office for public speaking engagements.
 3. Events sponsored by recognized student groups may be advertised in the Jardine Journal. Advertisements must be submitted two weeks prior to printing and are subject to change as deemed appropriate by the editor.
- C. Door-to-door research (e.g., surveys, interviews, questionnaires, etc.) shall be completely voluntary and shall meet all university guidelines. Prior approval must be made by the Jardine office so rules regarding the manner in which the research is to be conducted may be discussed.
- D. No business or charitable fundraising may be conducted from the Frith Community Center and apartments. This includes, but is not limited to, babysitting, typing service, rentals, and all other money-making activities. The only exceptions to this would be the community-wide garage sale and annual farmers market.

TRANSFER AND FURNITURE REMOVAL POLICIES

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.

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.

The Jardine office will begin accepting transfer requests April 1.

All transfer requests filed in the Jardine office will expire on January 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.

TRANSFER REQUESTS DURING THE RSVP PROCESS

Any current Jardine resident may choose to preference a transfer during the annual RSVP 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 RSVP PROCESS:

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

- **Transferring to a like-style apartment**

There is a \$50 transfer fee assessed to each resident if they transfer to a similar apartment, outside of the RSVP process, within the Jardine Apartments community.

- **Transferring to a different-style apartment**

Furniture status does not constitute differentiation in apartment type.

REMOVING FURNITURE:

Requests for furniture removal may be submitted to the Jardine office. Facilities management staff process requests within a timely manner pending availability of storage space.

A \$40 service charge is assessed for furniture removal. During semester turnover periods, removal may take longer.

VACATING POLICY

When residents of the Jardine Apartments choose to vacate without penalty they:

- Complete an Intent to Vacate form at least sixty (60) days in advance.
- Meet the criteria for vacating within the window of opportunity (a period of days in the month of December where residents are able to vacate for approved reasons with no penalty).

The resident(s) who wants to vacate prior to or at the conclusion of the fall semester must submit an ITV form at least sixty (60) days in advance of vacating. Failure to provide this notice will result in additional penalties to include the loss of the deposit. The student will be responsible for 100 percent of the rent through the end of December.

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

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.

VACATING IN EMERGENCY SITUATIONS:

In case of fire or other catastrophe which makes the apartment uninhabitable, the university either provides other housing or the agreement terminates immediately.

housing.k-state.edu
Department of Housing and Dining Services
Kansas State University
104 Pittman Building
Manhattan, KS 66506-4601
785-532-6453 888-568-5027 (toll free)
housing@k-state.edu

K-State Housing and Dining Services 

@KStateHousing 