Information for Adult Guests

Introduction

Welcome to K-State Housing and Dining Services. This document has information on services available to you, university policies and answers to common questions. If this document is provided to you as a PDF, web page links should be clickable.

We encourage you to come to the front desk on first floor when you have questions. We usually have an employee there at meal times, and in the evenings. We always have a staff on duty. If you need something, you may call the Haymaker Hall front desk, at 785 395-3710.

ATA Buses

An ATA bus will be available from May 28 until August 16, with a continuous route, Monday - Saturday from 7:30 A.M. to 7:00 P.M., and on Sundays from 7:30 A.M. to 1:00 P.M. Stops will be at the southwest corner of Derby Dining Center, Marlatt Hall and Jardine Apartments. (Marlatt Hall is next to Kramer Dining Center, where all meals will be served.)

Computer Use

Call ResNet at 785 532-2711 with questions on network access, or visit **https://housing.k-state.edu/resources/resnet/howtos.html**.

Wireless Internet is available throughout our residence halls and dining centers. A wireless device should discover these networks:

KSU Guest is good for conference participants. It doesn't require a K-State eID, but guests must accept terms of service every 8 days. KSU Guest will not provide access to services used only by enrolled KSU students. (Every enrolled KSU student gets an eID, which is part of their e-mail address, and is used, along with a password, to log on to computers.)

KSU Housing is useful for long-term residents. A K-State eID is required, as well as registration of the device.

KSU Wireless is available around campus buildings and in the dining centers, but not in the residence halls. A K-State eID is needed.

Web Browser Stations: These computers are located in residence hall main lobbies, and provide general Internet access. A K-State eID may be used for access. Those with no eID may log on with username: **hds-guest** and password: **Summer2019!** Laser printing is available in residence hall main lobbies for 10¢ per page, via CatCash. (Cash cannot be used.)

Ethernet/Wired: Get information on an ethernet (wired) connection at **https://housing.k-state.edu/resources/resnet/howtos.html**. (Click *Connect to the Internet > Ethernet.*) Aruba hubs in student rooms in the Derby and Kramer halls provide wireless and ethernet service. A K-State eID and registration of the computer are required for gaming systems, but not computers. An ethernet connection allows e-mail, Internet and K-State network access.

Hall Computer Labs: These may be used by adult students staying two weeks or longer. A K-State eID – or the username **hds-guest** and password **Summer2019!** – will be needed to use the computer labs.

Dining Services

Meals will be served in Kramer Dining Center, on Denison Ave., just south of Claflin Rd. Map: **https://tinyurl.com/y77exnma**

Menus are available here: **https://apps2.housing.k-state.edu/menu/index.php?l=2.** Meal times will be posted in your hall.

Guests must use their access card as their meal card, or pay to enter dining areas. Entry is allowed only once during each meal. The access card is only for your use. Lost cards, (or cards that do not work) may be replaced by the Dining Services checker. You may only only use the access card for meals scheduled for your group.

You may either dine in, or ask about an On-the-Go option. Seconds are available, but only one entree item will be served in each pass through the line. A light meal may be provided if a participant becomes ill. Our staff can contact a dietitian about food options.

Outside food, beverage and beverage containers may not be brought into dining centers. Shoes and shirts must be worn in the dining center.

Emergencies

In case of a severe storm or tornado, guests on upper floors should move to lower floors (in hallways, with all doors closed). In Wefald Hall, they should move to floors 4 and 3. Elevators should not be used. Everyone should remain in safe areas until an all-clear has been given via KMAN radio (1350 AM), or by hall staff.

If a general building fire alarm sounds, participants should quickly exit the building, using the instructions on the back of each room door.

If smoke detectors sound, prepare to leave the area. If a fire is found, a building fire alarm may be sounded via the pull box on the corridor.

Please notify residence hall staff immediately if an issue requiring medical or police attention occurs. We are required by law to properly report all of these occurrences.

Facilites and Use

If something is broken or not working in your room, please report it at the front desk. You may not open windows or remove screens.

Most corridors have a community bathroom. Suites have private or shared, attached bathrooms. When leaving a shared suite bathroom, guests are asked to leave both doors of the bathroom unlocked, so other occupants may use it.

Activities and gatherings are generally limited to your group's corridors, lobbies and public areas.

Furniture may not be moved from proper locations without approval from the Guest Services office.

Conference participants may not adjust, bunk or disassemble beds. Bunked and lofted beds require safety brackets and pins that must remain in place for the beds to remain stable. Please contact residence hall staff if a change in your bed is needed. Our experienced maintenance staff never attempt adjustments alone.

Air Conditioning

All halls are air conditioned. Energy-saving thermostats have been installed. The On/Off button should be on. The Fan button should be pressed until the thermostat display shows Auto. The temperature range can be adjusted (using the Warm or Cool buttons) from about 72° to 76° F. A motion sensor in your room will start the air conditioning when you return or occupy the room. If the room is not occupied, the air conditioner will operate less, and the temperature will rise. When residents walk in a room, the air conditioner fan should immediately start working. Air conditioning is set to have the room cooled down within 10 minutes of being occupied. Participants are welcome to ask for information at the front desk.

Laundry

The laundry room is in the basement (or the main lobby of Wefald Hall). A laundry card can be purchased at the front desk of Haymaker Hall for $6.00. Slide the card in the reader in the laundry room. There is a $1.50 charge for use of a washer or dryer. Each machine is numbered. Enter the machine number after sliding the card. Any machine not in use may be selected after the card is swiped. Use only liquid detergent in our washers. Do not attempt to pay for more than one machine use before you go to the first machine and start it. Pay for another machine only after the first one is operating.

Mail

Participants should check the message board at the front desk to see if they have mail or messages. Identification is required to pick up mail. Residence hall staff are not allowed to take possession of personal items from participants or their visitors. The room number and hall name serve as the street address. Example:

> (your name), (name of your group)
> (room number and name of your residence hall)
> (street address of your residence hall) ⬅ A street address (available at your front desk) may be required by FedEx and UPS.
> Manhattan, KS   66506

MAPS LINKS:

Kramer Dining Center (Google map): **https://www.tinyurl.com/y77exnma**

KSU Campus Map (PDF, printable): **https://housing.k-state.edu/guest-housing/pdfs/map.pdf**

KSU Maps Page: **https://www.k-state.edu/maps**

Parking

Participants with cars need to purchase temporary parking permits, if not provided by the sponsor. A permit may be purchased at Parking Services in the Parking Garage, or after business hours from the K-State Police, on the west side of Edwards Hall. Participants with either permit may park in general lots designated by letters D, GM, O, R, T, W and Z, excluding reserved and other restricted stalls in these lots.

Policies

The residence halls have appropriate fire protection equipment, including a smoke detector in each room, and a general fire alarm system in each hall. It is illegal to tamper with fire protection equipment. Doing so may result in a fine and/or legal action. Smoke detectors have either a warning seal or an electronic monitoring device. If the smoke detector is tampered with, a $50.00 charge will be assessed.

One of the most serious and dangerous occurrences is elevator abuse (e.g., overloading, jumping, slamming and jamming doors, etc.). Elevator use may be restricted. Participants staying in the basement or first three floors of a hall are encouraged use the stairs. If someone is trapped in an elevator,campus police (532-6412) will be called in to assist in safe removal. Please go to the front desk to request assistance.

Effective on June 1, 2018, smoking is not permitted anywhere on KSU property, with the exception of individually-owned vehicles.

Hall residents who are 21 years of age or older may consume, or be in possession of, alcoholic canned or bottled beverages that are 3.2% or lower in alcohol content. A resident who is 21 years of age or older may be in possession of 30 or fewer containers of 3.2% alcoholic beverages. If a resident is over 21, and their roommate does not meet that qualification, the resident who is 21 may consume 3.2% alcoholic beverages if they have consent of their minor roommate, and the door is closed when alcohol is consumed. Visitors to the hall who are over 21 years of age may drink 3.2% alcohol beverages as long as the hosting resident is over 21 and is present at the time of consumption, and they have the consent of all other roommates. Open containers are prohibited in all residence hall stairways, hallways, elevators, lobbies, front porches, public areas and in resident rooms with the door open. The use of alcohol does not excuse residents' responsibility for the consequences of their behavior under the influence of alcohol, and/or other prohibited substances. Any person 21 years or older is responsible for a minor if they knowingly supply them with an alcoholic beverage.

Guests may not bring certain items into the halls because of electrical limitations and/or safety concerns. Items not permitted are: air conditioner, space heater, halogen lamp with an exposed bulb, open flame devices (e.g., candles, incense, incense burner), appliances with an open or closed heating element (except for coffee makers and flameless candle warmers), and illegal or unauthorized materials (e.g., alcohol, drugs, fireworks, explosives and stolen property).

The University Weapons Policy can be found at **https://www.k-state.edu/policies/ppm/3700/3770.html**.

Excessive messes caused by guests in rooms, public areas and the dining center may result in additional charges to the conference.

Authorized personnel are allowed periodic and emergency access to a guest's room to check if university property is being maintained properly, and for the protection of the health and safety of all residents. We will post notices in advance of non-emergency checks.

Ping pong, billiards and foosball equipment is available for checkout to guests. The access card will be requested.

No more than two participants may stay overnight in a double-occupancy room.

We ask guests to be considerate of other attendees. Noise levels should be reasonable for the time of day. Groups of various ages and daily schedules may occupy nearby floors. Sports playing is not allowed in the residence halls. The university's policies prohibiting harassment of others must be observed.

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

Items abandoned and found in the residence halls or dining centers will be turned in to the Guest Services office. If you have lost something, please call Guest Services (785 532-6368).

The only animals permitted in the residence halls and dining center are service and therapy animals. For conferences and guest housing, pets are not allowed. **https://www.k-state.edu/policies/ppm/7800/7840.html#S.100**

Security and Emergency Assistance

Hall staff (785 395-3710) and university police (785 532-6412) are available 24 hours per day to assist participants. If emergency assistance is needed, call 911.

An electronic door-access system requires use of a participant's access card to enter their residence hall. The card, which may not be loaned, allows entry to the residence hall back doors until 9 p.m., and 24-hour access to the residence hall front doors. Residence hall outside doors (including main lobby doors) are normally locked 24 hours per day.

Visitors may call the front desk from a telephone provided at the main entrance of each hall. Visitors must be escorted beyond the lobby by the guest who is living in the building.

Guests are encouraged to lock room doors and carry room keys at all times.

Services

A bath towel, hand towel, washcloth, plastic drinking cup, sheets, blanket, pillow and pillowcase are provided. Towels may be exchanged at the front desk, as needed. Please bring us the used items when requesting replacements. Bed linen may be exhanged once per week. Extra blankets, pillows and complimentary soap are available at the residence hall front desk. To assist housekeeping staff, we ask that all guest services items (bedding and towels) be left in the room at checkout time.

A television room, vending machines, message board and periodic front desk operations are available in the residence halls.

The university reserves the right to make policy and procedural changes at any time.

KANSAS STATE UNIVERSITY | Department of Housing and Dining Services

May 12, 2019