

# Guidelines for Adult Supervisors

## Introduction

Welcome to K-State Housing and Dining Services. This document provides basic information, and outlines how we see your role as an adult supervisor. We want to work with you to provide a safe and enjoyable experience for all, and quickly resolve any concerns. Our student and full-time staff will be available to assist guests and do rounds. Adult supervisors are responsible for supervising youth participants, who are expected to abide by university policies and state laws. One staff member will be your host team coordinator, and will serve as a resource for sponsors. We always have a staff on duty, who can be called by radio from the Haymaker Hall front desk, at 785 395-3710.

## ATA Buses

An ATA bus will be available from May 29 until August 11. There will be 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 Ford/West corner of Derby, Marlatt Hall and Jardine Apartments.

## Checkout

Changes to the stated checkout time must have prior approval from the Guest Services office, so we can have adequate staff in place to serve you. Adult supervisors are asked to remain in the hall until all participants have checked out. We ask that all bedding be left on the bed. We prefer for wet towels to be left on towel bars in the room or bathroom. Please leave all items inside the room.

## Computer Use

You may call ResNet at 785 532-2711 with questions regarding network access.

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

**KSU Guest** is best for conference participants. It doesn't require a K-State eID, antivirus or registration. KSU Guest will not provide access to services for enrolled students, such as K-State Online or Webmail.

**KSU Housing** is useful for long-term residents. A K-State eID is required, as well as registration of the device. Trend Micro antivirus and SafeConnect must be installed. Users should follow the instructions at <http://wireless.ksu.edu>.

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

**Web Browser Stations:** These are located in 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: **Summer2018!** Laser printing is available at the Haymaker Hall desk for 5¢ per page, via CatCash. (Cash cannot be used.)

**Ethernet/Wired:** Someone who wants an ethernet (wired) connection may get more information at <http://housing.k-state.edu/resnet>. (Click *Network Registration*.) A K-State eID and registration of the computer are required. An ethernet connection allows e-mail, Internet and K-State network access. Trend Micro antivirus and SafeConnect must be installed.

**Hall Computer Labs:** These may only be used by individuals who have a summer school contract, and adults staying two weeks or longer. A K-State eID and password will be needed to use these computers.

## Decorations

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

- An open line of sight to exit signs and emergency lights must be maintained from all locations in a corridor or lobby.
- Decorations must be kept clear of fire safety equipment (e.g., smoke detectors, sprinkler heads and fire extinguishers).
- Nothing may obstruct traffic in the hallways, so nothing may be setting in the hallway.
- Nothing may be hung in front of doorways.
- False walls may not be constructed.
- No more than 25% of a wall or door may be covered.
- Streamers may not be continuous across a ceiling. Gaps are required between streamers, in approximately five-foot sections.
- Electrical cords for lights may not pass under a door, or between the door and frame.
- Large amounts of plastic materials (e.g., trash bags) may not be used on walls or floors.
- Hay or leaves may not be used.

Care should be taken with tape. Use of cellophane tape or packing tape on finished wood can pull off varnish. Masking tape is generally safe for use on wood. Use of any kind of tape on ceiling tiles is certain to damage them.

## Dining Services

Participants must use their access card as their meal card, or pay to enter dining areas. Access is granted only once during each meal period. The access card is only for use by the person to whom it is issued. Lost or malfunctioning cards may be replaced by the Dining Services checker. A participant may only use the access card for meals scheduled by the conference.

Participants 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, and sponsors may contact a dietitian for 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, participants 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 (1350 AM), or other official source.

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, call hall staff. If a fire is discovered, a general building fire alarm may be sounded via the pull box on the corridor. Sponsors must notify the staff at the residence hall front desk if an issue requiring medical or police attention occurs.

#### **Facilities and Use**

A maintenance concern may be reported at the hall's front desk. Participants may not open windows or remove screens. Window screens are secured with a red warning seal. A \$25 charge will be assessed for each broken seal.

Each wing with standard rooms has a community bathroom. Suites have private or shared, attached bathrooms. When leaving a shared bathroom, guests are asked to leave both doors unlocked, so other occupants of the suite may use it. On floors with community bathrooms, males and females (except families) are not assigned to the same wing.

Activities are generally limited to assigned corridors, lobbies and public areas. Participants are asked to respect the privacy of residents in other residence halls and corridors, and in the dining center. Public areas are not automatically available for meetings. Scheduling should be confirmed with the Guest Services office. At times we may have more than one conference assigned to a floor.

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 bed height or configuration is needed. Our experienced maintenance staff adjust beds in groups of three, and 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 digital display shows Auto. The temperature range can be adjusted (using the Warm or Cool buttons) from about 72° to 76° F. Energy saving comes in large part from a motion sensor in each room. If the room is unoccupied, the air conditioner will go to sleep, and the temperature will rise. When residents walk in a room, the air conditioner fan should immediately start working. The programming is set to have the room cooled down within about 10 minutes of being occupied. Participants are welcome to ask for information at the front desk.

#### **Laundry**

A laundry card can be purchased at the front desk of Haymaker Hall for \$6.00. Swipe 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. Any machine not in use may be selected after the card is swiped. In our high-efficiency washers, it is necessary to use only liquid detergent, in a smaller amount than would normally be used.

#### **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:

Willie Wildcat, Livestock Judging Camp

213 Haymaker Hall

1301 Claflin Rd.      ↲ A street address (available at your front desk) is required by some package carriers, such as UPS.  
Manhattan, KS 66506

#### **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 prosecution. 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 to use the stairs. If someone is trapped in an elevator, emergency personnel 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, elevators, lobbies, front porches, general public areas and in resident rooms with the door open. The use of alcohol does not circumvent 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.

Participants 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 <http://www.k-state.edu/policies/ppm/3700/3770.html>.

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

Due to copyright issues, VCRs and DVD players are not available for checkout through Housing and Dining Services.

A participant's room will not be unlocked by Housing and Dining Services staff if requested by sponsors, adult supervisors or other participants unless a signed statement from the participant allowing entrance into their room is on file with the sponsor, and is presented prior to room entry. If the participant is under the age of 18, prior written approval must be granted from a parent or guardian. If the sponsor anticipates a need to enter any participant's room, it is the responsibility of the sponsor to obtain a signed statement in advance.

Authorized personnel are allowed periodic and emergency access to a participant's room to determine if university property is being maintained satisfactorily, and to ensure the protection of the health and safety of all residents and participants.

Ping pong and billiards equipment is available for checkout to youth participants. The access card will be requested.

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

Housing and Dining Services does not allow conferences to bring in outside food to be provided or sold to participants, in camp stores or otherwise, with the exception of Sunday evenings, when our dining centers are not open. An individual may bring in his or own food.

We expect that participants will practice common courtesy to other attendees. Noise levels should be reasonable for the time of day. Groups of various age groups and daily schedules may occupy nearby floors. As a safety precaution, 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 participants 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. Sponsors are responsible for contacting Guest Services (785 532-6368) during or after the conference, and facilitating the return of these items to participants. Housing and Dining Services donates or disposes of all items which have not been collected within 14 days after a conference ends.

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

Signposts may not be put signposts into the ground without consulting the Guest Services office. The university uses underground wiring.

#### **Pre-Conference Handouts**

Please contact the Guest Services office to request to place items in participant rooms before check-in. This requires coordination between the sponsor, host coordinator and custodial staff, and may not be possible until check-in day if another conference is occupying the rooms.

#### **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 is not transferable, allows access to the residence hall from the dining center (Derby Complex) until 9 p.m., and 24-hour access to the residence hall front doors. Residence hall exterior doors (including main lobby doors) are normally locked 24 hours per day. Main lobby doors may be unlocked during a conference's check-in or checkout times.

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 a participant. Outside wing doors have electronic sensors that detect when doors are not secure.

Participants are encouraged to lock room doors and carry room keys at all times. Participants should not place the registration receipt in the card/key holder, as it indicates which room the key opens.

#### **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. We ask that participants bring us the used items when requesting replacements. Linen may be exchanged 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.



Department of  
Housing and Dining Services