

FHSU
Residential Life



Stadium Place/ Wooster Place **APARTMENTS**



HANDBOOK

Apartments Handbook

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Policies and Procedure

Residents of Wooster Place and Stadium Place are responsible for all University, state, and local rules, procedures, and laws. This information is part of all the apartment's housing contract.

Contractual Agreements

Stadium Place Eligibility Requirements

The Stadium Place Apartments are available to all University students and their families. Student Residents must be enrolled for a minimum of twelve (12) undergraduate hours or six (6) graduate hours each semester. Married couples are welcome so long as one of the parties meets the eligibility requirements.

Wooster Place Eligibility for Occupancy

Students who are married or single parents, and who are enrolled in at least 12 undergraduate credit hours, 9 graduate credit hours, or 6 graduate hours if employed by the University 50% of the time or more in graduate level work during regular semesters will be given preference for Wooster Place. As space is available, single graduate students then single undergraduate students with at least a sophomore class standing or above, who meet the above criteria will also be housed in Wooster Place. Proof of marriage, proof of custody of children (for single parents/guardians), photocopy of IDs or passports, and verification of class status or FHSU employment will be required at the time of contracting for Wooster Place. Any changes in marital or academic status must be reported immediately to the Residential Life Office, 126 McMIndes Hall. The apartments are to be occupied only by the REGISTERED LESSEE(S) including the LESSEE'S SPOUSE and natural or legally adopted children. Should the Wooster Place staff find any person other than the registered lessee(s), lessee's spouse, and natural or legally adopted children living in the apartment, the housing contract may be terminated immediately. **MAXIMUM OCCUPANCY FOR 1 BEDROOM IS 3 IMMEDIATE FAMILY MEMBERS AND 5 IMMEDIATE FAMILY MEMBERS FOR 2 BEDROOM UNITS.**

Payment of Rent

Payments may be made online. Payment can also be made by cash, check, Visa or MasterCard to the Student Fiscal Services office. Daily charges for partial monthly periods shall be computed on the basis of 1/30 of the monthly rate. Each month shall be considered as having 30 days for the purpose of rental computations. Rent is due the first of each month in the amount specified in the Housing Lease. If your rent is late, you are subject to a finance charge on all past due amounts. Failure to pay rent by the due date will result in the assessment of a late fee compounded monthly on the unpaid balance. Accounts that are more than 30 days delinquent must be cleared within 30 days or the lease may be terminated.

Contract Obligation

The lessee assumes all of the financial responsibilities for the apartment.

Termination of Contract

Termination of the contract may occur if (1) the student separates from FHSU and will not be enrolled for the semester following the semester of withdrawal (enrollment in summer semester will not qualify) or (2) the student violates Residential Life or FHSU policy. If the resident separates from FHSU, (s)he will be responsible for the full month's rent, water, and electricity charges for the last month of residency. The student will also forfeit the entire security deposit. Any charges associated with damages, missing items, community restitution or cleaning will be assessed against the resident's Tiger Tracks account. If the resident is removed for reasons relating to (2) above, or moves from Stadium Place/ Wooster Place prior to the expiration of the term of the contract other than for reasons relating to separation from the University, (s)he will be responsible for the remainder of the entire contract.

A. Cancellation: Resident is responsible for housing charges for the entire academic year unless the housing contract is terminated for one of the reasons listed below in section 15, B.

If the contract is terminated for one of the reasons listed below in section 15, B, the resident shall have housing charges adjusted on a prorated daily basis plus be charged a \$100 termination fee.

B. In the following situations the resident may apply with proof to the Office of Residential Life for a contract termination:

- (1) Assignment to a university-sponsored internship, research, or other program: if the resident has received an assignment to or is a participant in a university-sponsored internship, exchange, or other university program which requires living away from Hays.
- (2) Medical or health problems: the resident has a severe medical or health problem which is directly related to living in university housing. The resident must present documentation of the severity of the health problem through a medical service provider.
- (3) Permission to live with parents: a resident may apply for termination in order to live with parents who have moved to Hays after the contract start date.
- (4) Marriage: if a resident becomes married after entering into this contract, a copy of the marriage certificate must be presented before an application for termination will be considered.
- (5) Graduation: completion of graduation requirements during the term of the contract.
- (6) Transfer: if a resident is transferring to another university, proof of the transfer must be turned in when the letter is submitted.
- (7) Other: if a resident has extenuating circumstances that are deemed appropriate by a housing committee.

C. The university may terminate the housing contract under the conditions stated in the circumstances identified below. In each case, the resident will be responsible for the full payment of the Stadium Place and Wooster Place Contract, a Meal Plan Contract if one exists and the forfeiture of the security deposit.

- (1) Violations of rules and regulations: the Office of Residential Life may terminate the

housing contract with appropriate notice if the resident is found to have violated university rules, policies and regulations.

(2) Failure to comply with the housing contract: if a resident fails to comply with any portion of the housing contract, the Office of Residential Life may terminate the contract with appropriate notice.

(3) Ineligible to return: the housing contract is automatically terminated if the resident is ineligible to return to the university for disciplinary reasons.

(4) The university reserves the right to administratively remove any resident immediately if, in the judgment of the university, a resident's behavior will have an effect on his or her own safety or that of others.

Contract Renewals

Early each spring an opportunity for returning students to apply for a renewal of the contract will be available. After this time if a renewal application has not been submitted the Residential Life Office may reassign the apartment to another applicant.

Apartment Check In

Individuals will be issued one apartment key. Wooster Place Families or those leasing "shared" apartments will be issued two keys to the apartment.

An appointment must be scheduled 24 hours prior to arrival to check in. Upon check in any needed cleaning, repairs, or damages to the apartment need to be noted. For example, list any nail holes, scratches, any appliances not working, dripping faucets, light fixtures not working, or paint peeling. Residents have FIVE (5) working days after moving in to notify the manager of unnoted damage. After five days you will NOT be able to add any damages to the inventory sheet. Remember, you are responsible for any damages that have not been notified to the manager.

Waste & Condition of Apartment

At all times during the term of the Lease, Lessee agrees to keep the Premises in a neat, clean and sanitary condition, and shall not permit garbage, clutter or debris to accumulate in, on or about the Premises or the Building in which the Premises is located or in any other place on the campus of the University. Failure to comply with reasonable standards of cleanliness, pest control or sanitation may result in disciplinary action including termination of the Lease and removal of Lessee from the Premises. All lessees sharing the same apartment are jointly and severally, responsible for all common areas within the Apartment.

Intentional, Reckless and Negligent Damage

The Lessee shall be responsible for the full cost of the repair of damages to the premises which results from the lessee's intentional, reckless, gross negligent or negligent acts. All lessees within the same apartment shall be jointly and severally liable and responsible for the full cost of repair of damages to any common areas within the apartment, regardless of who actually caused the damage. This includes pets and smoking.

Apartment Policies

Small Appliances

Small appliances, such as toasters, microwaves, irons, televisions, and radios may be used in the apartments. The Wooster Place Apartments are wired only for 110-115 volt electrical appliances. Any appliance requiring a higher voltage may not be used in the apartments. Be sure to check appliances for voltage before you purchase them.

Guest Policy

Guests staying longer than seven consecutive days per calendar month must be authorized and registered with the Apartment Manager:

Stadium Place Manager: Stadiumplace@fhsu.edu

Wooster Place Manager: Woosterplace@fhsu.edu.

Residents will be held responsible for the actions of their guests. Misconduct may result in Student Conduct Board review or administrative review. Disciplinary action may include, but is not limited to, educational sanctions, community restitution, and referral to University Police and/or contract termination without financial release.

Renter's Insurance

The University does not carry insurance covering personal property and is not liable for losses, damages, and injuries of any sort occurring in the apartment areas. As a result, residents are strongly encouraged to obtain personal property insurance. You should contact your insurance agent or an agent in the Hays area for further information.

Wooster Place Laundry

Wooster Place has a laundry for the convenience of our residents. The laundry is located at the corner of buildings C and D and are for Wooster Place residents only. Residents found letting non-Wooster residents into the laundry facility will be sent to Student Conduct Board. There are folding tables available for your convenience. Washers and dryers are not allowed in Wooster Place apartments. This facility is open for Wooster Place resident's access only, the key will be provided upon check in.

Any cost of damages resulting from overloading of machines will be charged directly to the person involved. Users are responsible for all clothing stains as a result of using any washers or dryers. Please be careful when loading any machine.

Courtesy

As a courtesy to your neighbors, noise in the apartments should be kept to a minimum. Wooster Place quiet hours are from 9 p.m. each evening until 8 a.m. the next morning. Stadium Place quiet hours are from 10 pm to 10 am Sunday through Thursday and midnight to 10 am Friday and Saturday. During all apartment quiet hours, the volume of any noisemaking devices or instruments should be kept at a low level. During finals week, quiet hours will be 24 hours a day, beginning 6:00 pm the Friday before finals. Sanctions will be left to the judgment of the Student Conduct Board. Remember that this

is a student community, and the distraction of noise makes study difficult, even during the day. When problems do arise, the best solution is for the residents involved to discuss the situation and reach a compromise between themselves. If this fails, call the on call phone. Noise problems which cannot be remedied may result in FHSU Police interventions. Residents who contribute to inappropriate noise disturbances may lose their contract privileges in the apartments.

Storage

FHSU apartment communities have no storage units. There are many rental storage companies located within Hays which provide this service. Balconies between apartments and breezeway stairs should be kept clear. Only items designed for outdoor use may be placed on balconies and walkways. These are not storage areas. Items blocking free passage (5 ft.) will be removed and disposed including but not limited to bikes, furniture, grills etc.

Bike Racks

Bikes must be parked in the bike racks located near the exits of each hall. Bikes parked in any other location may be removed at your expense including balconies and breezeways. Register your bike with the University Police Department at the beginning of the school year. Bikes not claimed at move out will be disposed of by the University during the last week of May.

Candles/Incense

Use of incense and/or open flames in the apartments are prohibited. Candle warmers are permitted.

Major Appliances

All the apartments are equipped with a refrigerator and a stove. Wooster Place residents are not permitted to install washers/dryers, dishwashers. All apartment residents are not allowed to replace the provided appliances. This includes all portable models. Microwave ovens are permitted at no additional charge.

Large Furniture

Water beds, pianos, and organs are not permitted. Should our office find that you have any large appliances or furniture other than those authorized and noted in your file, you will receive a notice from the Residential Life Office and you will have to remove the item(s) listed in the notice immediately or your contract will be terminated.

Grilling

Charcoal grills are not permitted in the Wooster Place community. Small propane grills are permitted and must be chained to balcony or pole. Grills should be monitored closely by a resident when in use. Do not burn charcoal grills or hibachis within an apartment, because large quantities of carbon monoxide may be given off, which could result in serious or fatal injury.

Stoves

Your apartment is equipped with an electric range. You are not required nor expected to clean behind the stove. If you do want to move the stove for any reason, please call in a maintenance request. We will send someone out to disconnect and reconnect your stove. Upon check out make sure oven and burner pans are clean to avoid charges.

Apartment Services

Electricity

Electricity is included in the rent.

Adjusting Thermostats

The thermostat will be set to a University residential standard setting between 72 and 78 degrees Fahrenheit.

Cable TV

All apartments are equipped to receive cable television. Basic cable charges are included in your rent. If you would like to subscribe to Premium channels such as HBO, Starz, etc., Please contact Eagle Communications at 625-5910. These channels will be billed to you by Eagle Communications. If you experience any service interruptions or outages please e-mail the manager to report the repairs needed.

Stadium Place Manager: Stadiumplace@fhsu.edu

Wooster Place Manager: Woosterplace@fhsu.edu

Most televisions manufactured in recent years are equipped to receive cable. If your television is cable ready, all you need is a single coax cable to connect the wall outlet to the back of your television.

Wooster Place Telephones

Every apartment is equipped with a digital telephone outlet and local service is included in the monthly rental rate. The phone jacks are located in both bedrooms. Residents will need to provide their own telephone. The basic telephone system includes Call Forwarding, Call Transfer, and Accept a Second Call. Other features are provided at an additional charge. Direct connection to both the Ethernet server and the telephone system of the University is in place at no extra charge.

Telephone service includes local calling, voice mail and caller ID. Please e-mail the manager to report the repairs needed. Wooster Place Manager: Woosterplace@fhsu.edu

Garbage Collection

Garbage is collected in the apartment areas twice a week. Large dumpsters are provided near each apartment building. You are encouraged to frequently empty your garbage in the dumpster to reduce the chance of drawing insects into your apartment. Please be sure to bag your trash to prevent attracting flies. Do not set trash in the breezeway to be carried to the dumpster later. This will attract flies and stray animals. All trash to be picked up must be placed in the dumpster. Any trash placed outside of the dumpster will not be picked up and detracts from appearance and sanitation of your apartment area.

Grounds Upkeep

The University is responsible for the upkeep of the lawn area around the apartments. For this reason, residents may not plant gardens or flowers or erect any structures in the area around the apartments. Please keep toys and trash picked up so that the grounds keepers will be able to mow more efficiently and so that hard-to-see toys are not accidentally destroyed.

Maintenance Request

When repairs to your apartment are necessary during weekdays, please e-mail the manager to report the repairs needed.

Stadium Place Manager: StadiumPlace@fhsu.edu

Wooster Place Manager: Woosterplace@fhsu.edu

Please Include your apartment number and which room or bedroom is in need of the repair and a detailed description of the problem. Repairs should be submitted to the manager as soon as they happen.

If emergency maintenance is needed call the On-Call cell phone

Wooster Place 785-650-3491

Stadium Place: 785-259-5241

Only maintenance work considered to be of an emergency nature will be performed after hours, holidays or weekends. The only requests considered "emergency" are those which endanger health or property, not inconvenience.

Lock-Outs & Replacement Keys

If you are locked out of your apartment, call the apartment On-Call cell phone to let you into your apartment.

Wooster Place 785-650-3491

Stadium Place: 785-259-5241

If you cannot contact your apartment manager, contact the Residential Life Office during office hours. In an emergency after hours please call the other apartment On-call phone. If you live in Wooster Place please call the Stadium Place phone and vice versa.

No extra keys are awarded for lost keys. Replacement keys must be purchased and will only be issued with the appropriate documentation. University-issued keys may not be duplicated.

Lock-out Charges:

First time: Free

Any time after first time:

10pm-9am: \$20.00

9am-10pm: \$10.00

Light Bulbs

Fluorescent lights, appliance bulbs, and the outside breezeway lights are supplied by the University. If one of these lights goes out, e-mail in a maintenance request with the Manager. We will arrange to have it replaced. Replacement of all other light bulbs in your apartment is your responsibility. All light bulbs must be functioning when you are checked out of your apartment, or you will be charged for each bulb. A 60 watt bulb is the maximum size for any FHSU supplied fixture in the apartment.

Academic Success

There are a number of academic services available to FHSU students within each college. Please contact the service in your college for additional information. There is also a writing and study skills lab on campus. Contact the Kelly Center at PH 111 or call 4401 for information.

Pest Control

All pest control sprays must be requested by the resident. To schedule a spray free of charge please contact the Residential Life Office in McMIndes Hall 126 or 785-628-4245. All furniture and house hold items, including children's toys need to be moved at least 3 inches away from the walls and doorways to prevent damage. If your apartment is not ready at the scheduled time of the spray it will not be sprayed and you will need to reschedule a new appointment.

General Policies**Smoking**

Smoking is prohibited in the apartments. Smoking is not permitted on balconies, breezeways or picnic tables. Smoking is only permitted in designated parking lots. The tenant will be responsible for any excessive cleaning charges in order to re-create a smoke-free environment for the next resident should (s)he smoke in the apartment. In the past, in-apartment smoking has resulted in the need to re-paint and re-carpet the entire unit. Any charges related to creating a smoke-free apartment will be assessed against your student account. Smoking in the apartment is a violation of this regulation and is grounds for immediate cancellation of all rights to continue occupancy in the apartments. (See also 'Tobacco' for University Policy)

Tobacco

Smoking and the use of tobacco products are prohibited in all Fort Hays State University buildings and facilities, as well as any other designated exterior spaces. Smoking in the apartment is a violation of this regulation and is grounds for immediately cancellation of all rights to continue occupancy in FHSU apartment communities. Complaints concerning violations of these regulations will be submitted to a committee formed by members of the Department of Facilities. This policy will be effective June 1, 2008 and enforced in agreement with state statutes K.S.A. 21-4009 through 21-4013. Adopted by the President's Cabinet 3/5/08

Tobacco – If summons to appear is provided to a student these are the sanctions that might occur from Student Life

1st Incident: Provide them with a map; educational conference, no sanctions

2nd Incident: \$10 fine & any other sanctions the SCBoard sees fit

3rd Incident: \$25 fine & any other sanctions the SCBoard sees fit

4th Incident: \$50 fine & any other sanctions the SCBoard sees fit

5th Incident: refer to student / faculty court

Smoke Detectors

During a fire alarm all residents must leave the building and stay out until the building has been secured. When you leave, shut and lock your door. You will be notified when you can re-enter the building. Do not enter the building until you are told by the hall staff that it is safe to do so. The silencing of the alarm is not permission to re-enter the building. Failure to leave may result in disciplinary sanctions. Please see the student Discipline section of Rights and Restrictions. Each residence room has a smoke alarm. Each building is equipped with a complete state-of-the-art smoke and fire alarm system. These devices exist for the safety of all residents and any tampering with or misuse of these systems is considered a serious offense against the members of the residential community. Offenders are subject to sanctions up to and including criminal prosecution. Tampering with fire safety equipment (including but not limited to) fire extinguishers, sprinkler heads, smoke detectors, and fire alarms may disciplinary sanctions which may include termination of housing contract. It is possible to have more than one concurrent offense. Each violation could be considered a separate offense. If at any time the smoke detector starts beeping periodically, a malfunction may exist. If this happens, please call the Residential Life office, apartment manager, or FHSU Police, and they will send someone to respond to the problem. repeatedly setting off detectors may result in documentation and referral to Student Conduct Board.

Pets

Absolutely no pets except fish in aquariums (10 gallons or less) are permitted on University property. NO DOGS OR CATS ARE ALLOWED. This includes pets of guests. Violation of this regulation immediately cancels all rights to continue occupancy in Wooster or Stadium Place. If an apartment is vacated for this violation, rent will continue until the end of the semester. Fines may also be levied. Residents will be assessed any related cleaning or damage charges. In the past, returning an apartment to an environment free

of all animal residue has resulted in completely repainting and re-carpeting the entire unit. Any charges related to creating a pet-free apartment will be assessed against your student account.

Drugs

Manufacturing, possessing, selling, transmitting, using, or being party to any activity involving an illegal drug, controlled substance or drug paraphernalia is a violation of Fort Hays State University policy as well as a violation of the law. Suspected violations of this policy are reported to the University Police. Please refer to the Campus Directory and Student Handbook for detailed information.

Gambling

Kansas state law prohibits any gambling on state property. The residence halls and campus apartments are state property; therefore no gambling is allowed anywhere in the halls. Community councils and/or RHA may sponsor casino themed programming which involves no monetary component.

Solicitation/ Campaigning Policy

Soliciting is not permitted in the On Campus Apartments. If soliciting occurs, please call the apartment On-Call phone and report the solicitor.

Wooster Place: 785-650-3491

Stadium Place: 785-259-5241

Door to Door solicitation is not allowed in the Apartments. This includes that solicitation of goods and services as well as ideas and pertains to all other nonprofit organizations, groups, or persons wishing to address residents at random. Students should immediately contact the manager and/or University Police if solicitors are in the residence hall. The Residence Hall Association and the Residence Life Office have established the following guidelines for political campaigning and solicitation of ideas within the residence halls.

Campaigning- the following policy and procedures regarding political campaigning are designed to allow candidates the opportunity to discuss issues, distribute literature, and provide residence hall students the occasion to talk with candidates. Likewise this policy and these procedures are designed to protect the students' rights to privacy and security Policy- candidates in all elections pertinent to residence hall students may conduct timely door-to-door campaigns, hold open meetings in a designated meeting place, and distribute literature following the procedures below.

Procedures -

1.To assure the security of residents, their property and University property, all candidates and their representatives (no more than 2) must leave proper identification with the Manager prior to entering the living unit. While campaigning, candidates and their reps must wear visible identification (a button) provided by the Manager. Candidates and their reps must return the button when they pick up their identification before leaving.

2. Door-to-door campaigning may only be conducted from 3 to 7pm, Monday through Friday, and 3-5 pm on Saturday and Sunday. During these visits, candidates are welcome to distribute literature only to those residents expressing an interest. Placement of materials under or on doors is prohibited
3. Candidates must honor the wishes of students who choose not to speak with them or who do not invite them into their rooms
4. To keep disruptions to a minimum, discussions among candidates, their representatives, and students are to occur in students' rooms only. Discussions in hallways are prohibited. Larger groups may meet in a designated area should be reserved through individual hall councils.
5. Materials to be posted must be approved by the hall director and follow the poster policies of each hall. All posters not approved will be removed.
6. Candidates and their representatives who choose not to follow the above procedures will be asked to leave the residence hall and will not be allowed to return for the duration of the election

Weapons

Weapons are not allowed in the apartments or vehicles and must be stored off-campus. The possession/use of weapons which endanger health or safety of yourself or others is sufficient cause for immediate dismissal from the residence without financial release and referral to the Vice President of Student Affairs for further disciplinary review.

Alcohol

Wooster and Stadium Palace residents of legal drinking age, as defined by Kansas law, may possess and consume alcohol in their own apartments or the apartment of another resident of legal drinking age. Such beverages must be packaged in containers of one (1) liter or less in volume and represent reasonable personal consumption. All other possession and consumption of alcoholic beverages is PROHIBITED in the Wooster and Stadium Place apartments.

A resident of legal drinking age may consume alcohol in his/her apartment even if his/her assigned roommate is present and under 21 years of age. Consumption may not be in public, and must be done inside the apartment. A resident of legal drinking age may consume alcohol in the assigned room of another resident who is 21 years of age while that person is present. A resident of legal drinking age will be held accountable for a roommate and/or others under legal drinking age who consumes alcoholic beverages while he/she is present. Anybody in a room where an alcohol or drug violation occurs will be held responsible of the violation. People who are found responsible for violation of the policies will be referred to the Assistant Director of Residential Life or the Student Conduct Board. They may be subject to sanctions, educational experiences, referral for alcohol abuse assessment, counseling, removal from hall, and/or termination of housing contract. Severe incidents may result in referral to the Assistant Director of Residential Life and/or Office of Student Affairs.

Living in Your Apartment

Community Council

Each apartment Community Council serves as a liaison between the residents and the administrative staff of Residential Life. Members of the committee meet weekly with the apartment manager to discuss activities, policies, and other matters of interest to complex residents. Residential Life wants each resident to participate fully in their community and encourages involvement with their Community Council, Residence Hall Association (RHA) or the peer Student Conduct Board.

Mail Service

All mail service in the apartments is delivered by the United States Postal Service. The instructions on how to address your correspondence and your mailing address are as follows:

Stadium Place:

Your Name
300 Lewis Dr. Apt A101
Hays KS, 67601

Wooster Place:

Your Name
1 Wooster Place Apt A-1
Hays, KS 67601

Postal kiosks complete with an individual letter box for each apartment, and with parcel boxes, are centrally located in the apartment complex.

Stadium Place: residents will be provided with a mail box key by the manager upon check in.

Wooster Place: residents pick up their mail box keys directly from the United States Postal Service office located at the corner of Eighth and Fort Street. Keys must be returned to the Postal Service prior to moving from Wooster Place.

Outgoing and Misrouted Mail

The postman will not pick up any mail that is placed in your box. Should you receive mail for someone else, please mark it "Return to Sender" and place it in the out-going mail slot. Outgoing mail goes in the box is designated in the upper left hand corner of each cluster system.

Wooster Place Playgrounds

Playground equipment is located throughout the housing area. Please keep the safety of your children in mind when allowing them to play on the equipment. Children must be supervised by a responsible adult while playing. Please notify the manager if any of the equipment needs repairs.

Children

Children are the responsibility of their parents/legal guardians. If children are found unattended, they and their parents/legal guardians may be referred to the Department of Human Services. Please remember that much cooperation is needed if residents both with and without children are to live in close proximity without problems. Families with children should try to limit their children's active play in the late evening hours.

At the same time, residents without children must be patient, realizing their social activities may require similar patience from families.

Community Standards

The residents and staff of Wooster Place and Stadium Place are a multicultural community of individuals. We are of diverse national, racial, ethnic, and socioeconomic origins. Our community encompasses a broad spectrum of religious and political beliefs, and our sexual orientations may differ. We are unique in that we strive to work and live together. In the process, we learn from one another in an atmosphere of positive contact and mutual respect. We are committed to behaving and expecting others to behave in ways which demonstrate our beliefs about the respectful treatment of each member of our community. We believe we are individually and collectively responsible for our behavior and are fully accountable for our actions. We must take initiative and responsibility for our own learning and awareness of the differences which exist in our community and avoid all actions that diminish others. We are committed to these principles which are an integral part of our purpose, values, and daily activities. Bigotry and hatred will be given no home within our residential community. While each of us has the right to our own personal beliefs, these beliefs in no way give us the right to denigrate another on the basis of his/her age, physical handicap, national origin, sexual orientation, race, gender, or religious affiliation. Our communities will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against residents, FHSU staff, or visitors. In addition, we cannot accept ignorance, false humor, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behavior.

Resident Confrontation

Policies for our community were developed to establish an environment in which a large number of residents may live together with maximum freedom while recognizing the rights of fellow residents. All residents accept the responsibility involved with living in a community situation and should make an effort to be aware of how their actions affect their neighbors and roommates. When a resident violates this basic standard of community living by endangering the safety of other residents or violating any of the policies outlined by the University or this guide, this behavior must be confronted. When a resident infringes upon the rights of another individual or the community, he/she should first be confronted by the person(s) whose rights have been violated. This statement assumes that the most effective tool to help others learn that their behaviors are violating personal rights and community regulations are the people in the community whose rights are being violated. Ask yourself, "If people are having a problem with my actions, wouldn't I want

them to be up front with me so that we can work it out?"

We ask you to be the first person to handle a situation when you or the community's rights are being violated. If, after confronting the inappropriate behavior of another individual, the individual does not attempt to alter his/her behavior, you should visit with your apartment manager. As a member of the community you can do a great deal to help others learn to live in your community by exercising the Resident Confrontation Policy. You are encouraged to take initiative to start solving your own problems when they begin, to positively confront fellow residents initially, and to follow-up with further steps in the conflict mediation process when appropriate.

Water Heaters

Apartments are equipped with electric water heaters. You may notice a "rumbling" noise coming from your water heater from time to time. This is caused by a mineral build-up in the bottom of the tank, and is not of concern.

Do not, under any circumstances, use the heater closets as storage areas. This will cause an extreme fire hazard. If you are found with items stored in the heater closet, the heater and hot water tank will be turned off until the items are removed and stored elsewhere. A charge may be assessed for the safety violation.

Decorating Your Apartment

Hanging Pictures

When decorating your apartment, keep in mind that the use of scotch tape, plastic foam back picture hangers, nails and contact paper on walls, woodwork or cabinets of the apartment may damage the walls. Do not use the plastic foam backed picture hangers. These cause extensive damage to the walls. 3M Command hangers and hooks are recommended. Regardless of the type of picture hanger used, you are held responsible for any wall damages and for nail hole repair.

Remodeling

However, please do not make alterations, changes, repairs or remodeling of the premises or of the furnishing and/or equipment. This includes painting, refinishing, placing holes in the walls, building partitions or shelves, installing special locks or peepholes, or making any other permanent alterations to the apartment. In addition, please do not hang anything from the apartment windows or place anything on the exterior window sills. This includes planters and/or television, radio antennas, and satellite dishes. You should be aware that residents will be charged for any unauthorized alterations, change, repairs, or remodeling done in or outside the apartment.

Carpets and Rugs

If you place your own carpet in your apartment, carpet edges should not be anchored down with anything that will damage the tile and small rugs should be fixed with anti-skid backing to prevent falls.

Safety Issues

Safety Tips for Residents

The FHSU Department of Environmental Health Services wishes to welcome you to the campus and your life in Wooster Place. As life sometimes goes, emergencies may occur. The emergency number for FIRE, POLICE OR AMBULANCE IS 9-911. Doctors may be found listed in the Yellow Pages of your telephone book and when you have established a local doctor, you should keep their telephone number in a handy place.

Do not permit children to play in the parking lots, driveways, or adjacent streets. Report playground equipment repairs to the Residential Life office or apartment manager. A child's safety is your responsibility.

Flammable Liquids

Storage of flammable liquids such as gasoline is not permitted within or near any of the units.

Grilling

Charcoal grills are not permitted in the Wooster Place community. Small propane grills are permitted and must be chained to balcony or pole. Grills should be monitored closely by a resident when in use. Do not burn charcoal grills or hibachis within an apartment, because large quantities of carbon monoxide may be given off, which could result in serious or fatal injury.

Natural Gas Leaks

Occasionally, natural gas may be smelled in or adjacent to the apartment. If you smell gas, immediately call the On-Call Phone Wooster Place 785-650-3491 Stadium Place: 785-259-5241 or call the FHSU Police, during holidays, and weekends. Take the following precautions: Do not turn electrical switches on or off, do not smoke or light matches. If the odor of gas is exceedingly strong, open the doors and windows and get out of the building. Place your phone call from a friend's apartment or house.

Tampering with Fire Protection Devices

A false fire alarm can endanger the safety and lives of fellow residents. Anyone found guilty of initiating a false alarm may be charged with a misdemeanor and a fine.

Tornado Warning Instructions

Definitions:

Tornado - Violent, destructive, whirling wind accompanied by a dark, funnel-shaped cloud that progresses in a narrow path over the land.

Tornado Watch - Conditions are such that storms capable of producing a tornado may develop.

Tornado Warning - A tornado has been spotted and is heading our way. Take cover IMMEDIATELY.

Take Cover Signal

A 3 to 5 minute steady blast on the storm sirens. In the event of an impending storm, this signal will be sounded throughout the city of Hays.

Places to go for Protection

There is no universal protection against tornadoes except in underground areas. If no storm cellar or basement is available, other precautions may be helpful when a tornado is seen or is known to be approaching. You have the choice to go to Wiest Hall for shelter. If unable to reach public shelter, seek inside shelter on the lowest floor possible. Seek shelter in a closet or other interior area (such as the bathroom) or under a sturdy work bench or heavy table. If possible, sit on the floor and put your head between your knees with your hands across the back of the neck. Stay away from windows. Refer to Severe Weather Warning and Shelter Procedure Poster on the back of the entry closet door for more information.

Automobile Policies

Parking

In order to provide as much parking convenience as we can, the following guidelines have been developed for the Wooster Place area:

1. All parking areas have been striped.
2. Parking permits for the residential area are issued to each resident.
3. FHSU parking permits must be displayed and renewed each year before the Fall Semester.
4. All guests must have a guest parking pass which can be obtained at the Center of Public Safety in Custer Hall.

Copies of FHSU Parking and Traffic Regulations are available at the FHSU Police Station. All cars must have a valid, current parking permit. If you have more than one car, you must register and obtain parking passes for each vehicle. Cars and motorcycles should be parked only in the designated parking spaces. No motorized vehicle may be

parked on lawn areas, breezeways, curbs, or access roads. Vehicles parked in these areas will be ticketed. Also, parking disabled vehicles in striped areas is not permitted. Motorized vehicles are not permitted within apartment.

Parking on Lawn Areas

To help keep your home at the University safe and looking attractive, driving or parking cars on the lawns of the Wooster Place area is not permitted, even when moving in or out of your apartment. Parking on the lawns will result in being ticketed by the FHSU Police and you will be billed for any damages done to the lawn area as a result of your parking.

Car Maintenance

Space to conduct car maintenance is limited at apartment areas. Vehicles raised on jacks or ramps must be safe and attended at all times. It is against FHSU and Environmental Protection Agency regulations to dispose of vehicle fluids except through authorized disposal means. Car washing is conveniently available through many outlets in the FHSU community.

Local Services

There is also a Wellness Center on campus. The FHSU Wellness Center houses cardiovascular (treadmills, bikes, and elliptical machines) and resistance training equipment (free weights, etc.). Convenient hours of operation allow hundreds of students, faculty, and staff to fit working out into their daily schedules.

The Sternberg Museum is located on the east side of Hays along I-70. The museum is an exciting and educational destination for travelers, school groups, and families. With its permanent exhibitions and its many new and changing exhibitions, it is always a good place to go and check out again and again.

Emergency

Medical care is available at the FHSU Student Health Center. Contact the Center for information regarding health care services available for spouses and dependents. For information concerning the clinic, call 628-4293.

Also, Hays Medical Center located at 2220 Canterbury Dr., offers full emergency room and hospital facilities. Please call 623-5000 for more information.

Access Van / Safe Ride

The Access Van is the campus and community transit service operated by the City of Hays. The Access Van offers transit services throughout Hays and the FHSU campus on several routes. The Access Van is accessible for persons with mobility impairments. It is open to all citizens.

Tiger Transport

Tiger Transport is a shuttle service provided by the International Students' Office through the Department of Student Affairs. For complete program details, bus schedules, rules and information search: ("tiger transport" on <http://www.fhsu.edu>) or call 628-1052.

Public Schools

Washington Grade School is located approximately five blocks from Wooster Place and Oloughlin Grade School is located 1401 Hall street. Additional information about public schools may be obtained from: Unified School District 489, 323 W. 12th (785-623-2400).

Voting

The Ellis County Clerk's Office is located at 1204 Fort St. For information concerning voter registration, call 628-9410 or visit them online at <http://www.haysusa.com/City Commission/Voting/voting.html>. You may register to vote on the FHSU campus at the Forsyth Library, Inter Library Loan.

Campus Information

DEPARTMENTS

Advanced Educational Programs	140 P11
Agriculture	104 P8
Allied Health	138A O1
Art and Design	140 P11
Athletics	138A O1
Biological Sciences.....	104 P8
Chemistry	143 M6
Communication Disorders	104 P8
Communication Studies	109 P6
Docking Institute	314 H5
Economics, Finance & Accounting.....	103 O8
English	140 P11
English as a Second Language	314 H5
Geosciences	143 M6
Health & Human Performance	138A O1
History	140 P11
Informatics	141 O7
Journalism	109 P6
Justice Studies	140 P11
KAMS.....	310 K8
Leadership Studies.....	190 P11
Management & Marketing	103 O8
Mathematics & Computer Science.....	140 P11
Modern Languages	140 P11

Music	109 P6
Nursing.....	139 R7
Philosophy	140 P11
Physics	143 M6
Political Science	140 P11
Psychology	108 O10
Sociology & Social Work	140 P11
Teacher Education	140 P11
Technology Studies	106 Q10

OFFICES

Admissions	101 O10
Alumni Association	501 U2
Budget & Planning.....	102 N9
Business Office	102 N9
Career Services	102 N9
Deans' Offices:	
Arts & Sciences.....	140 P11
Business & Leadership	103 O8
Education & Technology	140 P11
Graduate School.....	101 O10
Health & Life Sciences	104 P8
Virtual College	127 N7
EOE	314 N9
FHSU Foundation.....	501 U2
Financial Assistance.....	101 O10
Food Services Office	325 Q9
Grants	101 O10
Grounds	220A T8
Maintenance	221 V8
Motor Pool	222 U9
Physical Plant Offices &	
Printing Services.....	115 U8
President.....	102 N9
Provost	102 N9
Registrar	101 O10
Student Fiscal Services	101 O10
Student Health.....	305 Q9
Student Publications.....	109 P6
Student Residential Life	325 Q9
University Police	310 K8
Vice Presidents:	
Administration & Finance	102 N9
Student Affairs	102 N9
Warehouse	221 V8

SPECIAL SERVICES

Academic Advising & Career Exploration.....	101 O10
Beach/Schmidt Performing Arts Center	102 N9
Center for Teaching Excellence & Learning Technology	127 N7
Computing & Telecommunication Center	143 M6
Felten-Start Theatre	109 P6
FHSU Foundation and Alumni Association	501 U2
Herndon Clinic.....	104 P8
Kelly Center.....	101 O10
Printing Services	115 U8
Prometric Testing	101 O10
Personnel	314 H5
Student Government Association	305 Q9
Student Health.....	305 Q9
Tickets, Athletic	138B Q1
Tickets, Other	305 Q9
Tiger Tots.....	140 P11
University Police	310 K8
University Relations	102 N9
Writing Center.....	127 N9

MARKERS

A - Lewis Field Pioneers Memorial	B8
B - Contemplation Garden Sculptures	M8
C - "Pieces of Our World" Sculpture	M6
Dalton/Kellerman Fountain	
D - "Interlude" Sculpture	O11
E - Vietnam Memorial Garden	Q9
F - "Homage to Kansas" Sculpture	G10
G - Jellison Bridge	L9
H - "Stylized Wheat & Hand Form" M9	
Gagelman Fountain	
I - War Memorial	N9
J - HALO Marker	O10
K - Jackson State/Kent State Memorial	Q8
L - Memorial Rose Garden	O10
M - The Plymouth Schoolhouse	M8
N - Mortar Board Stone Sculpture	S10
O - Millstones	P8
P - Hubbard Press Box	B6
Q - "Deeply Rooted Sisters" Sculpture	P10

R - Larks Park B2
S - Entrance Sign/Time Capsule O11/T1
T - "Bronze Tiger" Sculpture R9
R.D. & Joan Dale Hubbard Foundation
U - Alex Francis Memorial B6
V - High ropes Course T6
W - Low ropes Course Q4
X - Psychology Mosaic Wall P10

ACADEMIC BUILDINGS

101 - Picken Hall O10
102 - Sheridan Hall N9
103 - McCartney Hall O8
104 - Albertson Hall P8
106 - Davis Hall Q10
108 - Martin Allen Hall P10
109 - Malloy Hall P6
127 - Forsyth Library N7
138A - Cunningham Hall O1
139 - Stroup Hall R7
140 - Rarick Hall P11
141 - Heather Hall O7
142 - Beach Hall H11
143 - Tomanek Hall M6

SERVICE BUILDINGS

115 - Brooks Building U8
220 - Grounds (A)
Greenhouse (B) T8
221 - C. A. Witt Building
Maintenance/Warehouse V8
222 - Motor Pool U9
223 - Old Power Plant S10
224 - Akers Energy Center M5
225 - South Maintenance Bldg. A6

AUXILIARY ENTERPRISES

305 - Memorial Union Q9
310 - Custer Hall K8
312 - Wooster Place No. 1 (A-D) K4
313 - Wooster Place No. 2 (E-F) K5
314 - Wiest Hall H5
316 - Stadium Place (A-D) F6
319 - President's Residence S7

325 - McMIndes Hall I7
501 - Robbins Center U2

ATHLETIC FACILITIES

116 - Lewis Field Stadium B7
138B - Gross Memorial Coliseum Q1
144 - Tigers Press Box B2

Important Campus Phone Numbers

Residential Life

Student Residential Life Office 4245
Custer Front Desk 5700
McMindes Front Desk 4900
Wiest Front Desk 4600

Dining Services

Chartwells Office - McMIndes 4476
Chartwells Office - McMIndes Cafeteria 4930
Chartwells Office - Union 5396

Campus Offices and Services

Admissions 5666
Career Services 4260
Commerce Bank 4540
CTC Help Desk 5276
Forsyth Library 4431
Graduate Office 4236
International Student Services 4276
Intramural Office 4373
Jobs for Tigers 4260
Kelly Center 4401
Memorial Union 5305
Parking Permits 5304
Registrar 4222
Scholarship Services 4419
Student Affairs 5824 or 4276
Student Employment 5227
Student Fiscal Services 5251
Student Government 5311
Student Health Center 4293
University Activities Board 5355
University Book Store 4417
University Card Center 5533
Virtual College 4291

University Police 5304

After Hours & Weekends 9-625-1011 (non emergency)
9-911 (emergency)

Food Delivery Options

Below is a selection of restaurants that will deliver.

China Garden 628-2280

Chinese Food Express 628-9999

Domino's Pizza 625-2311

Gutierrez Mexican Restaurant 625-4402

Lomato's Pizza 623-2888

Mr. Goodcents 650-0800

Pizza Hut 628-1777

Taco Grande 628-1413

Taco Shop 625-7114

Campus Cable Channel Guide

2 NBC (KSNC)

3 Weather Channel

4 TV Guide

5 FOX (KSAS)

6 MYTV (KMTW)

8 LOCAL Ad Channel

9 PBS (KOOD)

10 CBS (KBSH)

11 ABC (KAKE)

12 CW (KSCW)

13 Eagle Education Channel

14 Eagle Community TV

15 Customer Information Channel

16 HSN

18 QVC

19 C-SPAN

20 WGN

21 Campus Movie Channel

23 Fox Sports Net

24 SPIKE TV

25 ESPN

26 ESPN2

27 ESPNNews

28 ESPN Classic

29 Lifetime
30 USA
31 TNT
32 TBS
33 NICK
34 AMC
35 CNBC
36 A&E
37 VH1
38 SCI-FI
39 CMT
40 History Channel
41 Comedy Central
42 MTV
43 Hallmark
44 EWTN
45 Travel Channel
46 Fit TV
47 MSNBC
48 FX
49 Fox Movie Channel
50 Fox News
51 HGTV
52 CNN
53 Headline News
54 TVLand
55 Disney
56 Toon Disney
57 The Learning Channel
58 Animal Planet
59 Cartoon Network
60 ABC Family
61 Boomerang
62 DIY
63 E! Entertainment
64 Discovery
65 Food
66 Bravo
67 Fort Hays State Universtiy
68 Court TV
69 National Geographic
70 Sportsman Channel
71 NFL Network

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