

# RESIDENCE HALL GUIDE

Fort Hays State University



## FROM THE DIRECTOR

Welcome to Fort Hays State University and to living in University housing! We have approximately 1,400 residents living on-campus in traditional residence halls, suites and apartments. Our halls offer more than just a place to sleep; there are numerous opportunities for leadership and involvement, a variety of activities, and many friendships to be made! I encourage you to get involved in the different housing government organizations, get to know your Resident Assistant (RA) and Hall Director and get to know your neighbors. I wish all the best as you begin a new school year and when the year is over, I hope you are saying that “this was the best year of my life and I wish it wasn’t over.” Should you need further information or assistance, please feel free to contact our office at (785) 628-4245.

**Go Tigers!**

***Brian G. Faust***

Director of Residential Life

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# **WELCOME TO FHSU**

## **Mission Statement**

Fort Hays State University provides accessible quality education to Kansas, the nation, and the world through an innovative community of teacher-scholars and professionals to develop engaged global citizen-leaders.

## **Personal Development**

The residence halls of Fort Hays State University are true living/ learning communities. Each hall is a comfortable, convenient, vital life center for personal interaction with other students, faculty and staff. The residence hall is where students connect with new ideas and differing opinions, attitudes and lifestyles. Our students form friendships and build memories that last a lifetime.

Residential communities are designed to foster academic success and offer opportunities for you to be involved. Staff members are prepared to connect residents with a variety of social and academic support systems. Check the hall bulletin boards or ask a staff member about the activities and programs that are planned.

## **Statement of Responsibility for Policies**

As a resident, you are responsible for the policies found in this book as well as the student code of conduct which may be found at <https://www.fhsu.edu/judicial/student-code-of-conduct/>. Please read the contents thoroughly. If you have any questions, do not hesitate to ask a staff member. Failure to know and understand these policies, as well as failure to abide by these policies, may result in unintended behaviors and consequences, such as a summons to appear before the student conduct board and / or sanctions. Please take your responsibility as a member of this community seriously.

# **FHSU RESIDENTIAL LIFE TEAM**

## **Residence Life Staff**

The residence life team consists of the Director of Residential Life, the Assistant Director of Residential Life, Hall Directors, Apartment

Managers, Assistant Hall Directors, Resident Assistants, Desk Assistants, Housekeepers / Housekeeping and Maintenance Crew Members. These individuals are readily available to assist you in your personal and academic development, as well as providing a clean, safe and comfortable home.

### **Office of Residential Life (785) 628-4245**

The center of the residence hall program is located on the first floor of McMIndes Hall (room 126). The office is open 8:00am to 4:30pm, Monday through Friday, and is there to serve you.

### **Hall Directors**

There is a Hall Director in each residence hall. These individuals are full-time, professional staff and are responsible for the total program within the hall. With the primary focus of addressing student needs, this is accomplished through advising hall council, supervising and training the student staff, working with the housekeeping and maintenance staff, assisting individual students, enforcing policies, and coordinating special services provided by the Office of Residential Life. Hall Directors are not on call 24 hours per day; however, there is always someone on call in the event of an emergency. The Hall Director's office is located at the front desk. He/she also lives in an apartment in the building.

### **Apartment Managers**

Apartment Managers provide oversight to campus apartment communities. They work with residents to ensure that the apartments are a fun and welcoming community. They are responsible for the facilities management, crisis response, and provide programming for the community members.

### **Assistant Hall Directors**

McMindes and Wiest Halls are staffed with an Assistant Hall Director. These individuals are students at FHSU. His/her major responsibilities are to manage their building and ensure excellent customer service.

### **Resident Assistants**

Resident Assistants are peer leaders who live on your floor. They help create an environment that is conducive to academic, personal and social growth. RAs plan social, academic, and

cultural programs for residents that help enhance community development and students' personal growth. Your RA will try to get to know you on a personal basis and is aware of resources on campus that may help you to succeed.

Most of all, your RA, with your help, will make the resident hall a worthwhile place to live.

## **Desk Assistants**

Desk Assistants are the individuals who welcome and provide information to residents and guests, help with hall security, sell stamps, sort mail, provide change and maintain checkout of hall supplies. Desk Assistants are some of the most visible and helpful people on the residence hall team.

## **HOUSEKEEPING AND MAINTENANCE**

Take time to get to know your housekeeper and the maintenance crew as they are important to your community. The housekeepers work in cooperation with the Hall Director, student staff, hall council and residents to clean general areas of the hall. Repairs to furniture, plumbing, heating, etc. may be brought to the attention of your RA or the front desk and they will pass them on to the maintenance personnel. Use of hall kitchens, or other facilities within the hall, is a privilege and you, not the housekeeper, are responsible for cleaning up after yourself. Personal trash and other messes are your responsibility.

## **GETTING INVOLVED IN YOUR COMMUNITY**

### **Your Residence Hall**

Check the hall bulletin boards or ask a staff member about the activities and programs that are planned.

### **Residence Hall Association (RHA)**

All residence hall students are considered members and meetings are open to all students. Residence Hall Association representatives from each building meet weekly to represent your needs as student. Open to all residents living on-campus

Responsibilities-governing board of hall councils; planning social, educational, recreational, cultural, and academic events; reviewing and supporting the hall policies

Offices/opportunities available – If you are interested in joining RHA please talk with your Hall Director/Apartment Manager or drop by the Residential Life Office to see how to get involved! All are welcome!

Meeting time: please see the Residence Hall Association Office (McMindes Hall 150) if interested.

## **Hall Councils and Apartment Councils**

Open to all residents in that particular community

Responsibilities- planning social, educational, recreational, cultural, and academic events for their hall

Offices/opportunities available

Meeting times for every hall: please see your Hall Director if interested

## **National Residence Hall Honorary (NRHH)**

Composed of the top 1% of student leaders who have contributed outstanding service and leadership while living the residence halls.

*Members must have the following to qualify:*

- 2.5 cumulative grade point average at time of induction, which must be maintained throughout membership
- Lived in the residence halls for two semesters prior to their induction, including the semester of induction
- Be currently living in a residence hall
- FHSU NRHH does not discriminate based on race, creed, national origin, sexual orientation, physical handicap, or gender & gender expression

**Responsibilities** - The purpose of this organization shall be to provide recognition for those living in the residence halls who have provided outstanding service and important leadership in the advancement of the residence hall system at FHSU. This organization recognizes those living in residence halls who have upheld the four pillars of NRHH: leadership, recognition,

scholastics, and service.

## **Student Conduct Board**

Membership is by application only. Applications are available at the first of the year.

Responsibilities- Hear student conduct cases, weigh evidence, make a decision and assign sanctions

Must attend training to serve on the student conduct board.

## **Residential Life Acronyms**

**NACURH** - National Association of College and University Residence Halls-[www.nacurh.org](http://www.nacurh.org)

- This is the national organization that the Residence Hall Association affiliates with annually. An annual conference is hosted each year in which students from across the world attend.

**MACURH** - Midwest Affiliate of College and University Residence Halls- [macurh.nacurh.org](http://macurh.nacurh.org)

- This is the regional organization that the Residence Hall Association affiliates with annually. An annual conference is hosted each year in which students from across the Midwest region attend.

**RHA** - Residence Hall Association

**NRHH** - National Residence Hall Honorary

**RA** - Resident Assistant

**CSI** - Center for Student Involvement

This is the department on campus

**UPD** - University Police Department

**AHD** - Assistant Hall Director

**HD** - Hall Director

# CONTRACTUAL CONDITIONS

## Room Contracts

### *Live-on Policy*

The resident must be enrolled at Fort Hays State University and be determined eligible to reside in on campus housing by the Director of Residential Life or appropriate Fort Hays State University authority. Residents with less than a full-time course load must meet with their hall director to discuss their course schedule. Students that have been out of high school for less than one year are required to live in university housing. Students subject to special partnership agreements of the University may also be eligible. Contract the Director of Residential Life to inquire into eligibility.

### *Contractual Obligations*

A copy of the Residential Life Housing and Meal Plan Contract can be found on the Residential Life website.

### *Termination of Contract*

Please reference the Residential Life Housing and Meal Plan Contract or speak with someone in the Residential Life Office regarding questions.

## Checking-out Procedures

- When you must be out
- Scheduling your check-out appointment
- Check-out checklist

## Room Changes

- No changes during first two weeks of the semester
- Must talk with roommate about desired change
- Must be done through hall director
- The University reserves the right to make room/hall changes or remove a student from on-campus housing

## Single Rooms and Room Consolidation

If available, policy to make room consolidation easier - ex. Have

72 hours to “buy out” their room as a single, find a roommate, or move in with someone else

## **Vacations**

When the halls close

Staying in halls over vacations

Before leaving for vacation:

- Turn off all lights
- Securely close all windows, blinds, and curtains
- Unplug all appliances
- Empty your garbage and recycling

## **Room Entry by Staff**

University officials reserve the right to enter and inspect university housing units at any time. Inspections are conducted to protect and maintain the property of the university, ensure the health and safety of its students, or whenever necessary to aid in the basic responsibility of the university regarding discipline and maintenance of an educational atmosphere. In such cases, effort will be made to notify the resident(s) in advance and to have resident(s) present at the time of entry.

# **LIVING IN A COMMUNITY**

## ***ACUHO-I Statement of Residents’ Rights and Responsibilities***

As a member of The Association of College and University Housing Officers International (ACUHO-I), Fort Hays State University upholds the Resident Rights & Responsibilities as defined by ACUHO-I.

Residents in university housing facilities possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. Housing personnel should educate residents regarding these rights and responsibilities that are associated with community living and use them as a guide in making decisions concerning resident welfare and behavior. The following statements define

minimal expectations regarding these rights and responsibilities.

## **Residents have the right...**

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of housing agreement/contract.
- To have direct access to staff who provide assistance, guidance, and support as needed.
- To host guests, within established guidelines.
- To receive equitable treatment when behavior is in question.
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- To participate in resident governmental bodies, and housing departmental committees.
- To have access to individual and group social, educational, and developmental opportunities in their living community.

## **Residents have the responsibility...**

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or university officials, or fellow residents.
- To meet payment schedules for room, board, and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of those others who are different from them.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To participate in housing departmental committees as requested.
- To express themselves individually, or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.
- (from ACUHO-I Statement of Resident Rights and Responsibilities, Approved 1987, Revised 2002)

## **Getting to Know Your Roommate**

Having a roommate and being a roommate can be one of the best experiences of university life. How you approach this new experience and what you expect from it will be the basic ingredients in what may turn out to be a life-long friendship.

The outcome depends on both of you. Your willingness to share, to communicate and to work through conflict, are all factors in getting along with your roommate. You and your roommate will share the ups and downs of one another's lives, the good moods as well as the bad, the joys and sorrows; in short, all that makes each of you, you. With care and energy, you can work out a good living situation with the degree of friendship you wish.

Ask questions that will help you learn about each other and build on similarities.

### **Ice-breaking questions**

- Where are you from?
- What is your family like?
- What are your favorite things to do?
- What is your major?
- What are you looking forward to this semester?
- What do you need when you are stressed?
- What is your favorite movie?
- What kind of music do you like?
- Keep the line of communication open

### **Knowing What You Need**

Working through these questions will help create a positive roommate relationship

#### **Cleaning**

- How neat and clean are you used to keeping your room?
- How will housekeeping duties be shared?
- How would you like the room arranged and decorated?

#### **Borrowing**

- Will you share food and drink costs?
- Do you mind if guests use items in the room?
- Do you prefer to be asked before someone borrows something?

- What items are you comfortable sharing and would you prefer that they not be borrowed or used?

### **Study Time**

- What time do you typically study?
- Can you study with the TV or radio on? With visitors in the room?

### **Sleeping**

- What time do you typically go to bed or get up in the morning?
- Are you a heavy or light sleeper?
- Can you sleep with the TV or radio on? With visitors in the room?

### **Guests**

- When can guests be in the room?
- Can guests spend the night?

### **Using a Roommate Agreement**

Use the answers to the above questions to help you create a roommate agreement. A sample of this agreement can be found at the back of the handbook.

This agreement will help you set up ground rules and start you on the right path to have an enjoyable roommate experience

### **Creating the agreement**

- Take time to address all of the areas of the agreement
- Make sure there is nothing you are missing or nothing you do not agree to
- Talk with your RA about your agreement

### **Renegotiating**

- If problems arise you will be able to renegotiate your roommate agreement
- In the renegotiating try to avoid blame and accusations
- If a solution cannot be reached, the next step is to ask your RA

for help or mediation

- A room change is the last straw when all other methods of resolving conflict have been tried

## **RESIDENCE HALL SERVICES**

There are many benefits to residence hall living, the first of which is the convenience. Each of the halls on the Fort Hays State University campus is able to provide students with a wide range of services to help make your experience as convenient and positive as possible. Here are some of the services available to you as a resident:

### **Bike Racks**

Bikes may 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.

### **Cable**

Each room is provided with a cable hook-up for TV which includes expanded basic cable.

### **Cleaning Supplies Closet**

Cleaning supplies closets are available for residents. These closets contain a variety of housekeeping equipment to be used by the residents for cleaning their room.

### **Cooking**

The residence halls are not equipped with the kind of wiring, plumbing or ventilation systems which permit cooking in student rooms. Each hall has a kitchenette area that residents may use for cooking. Residents are expected to clean up after themselves.

### **Copy Machines**

McMindes Hall has the only public copy machine in the residence halls. The coin-operated copy machine is located across from the front desk, near the east elevators.

## **Dining Services**

Options exist for students in both the McMindes Hall Cafeteria, Outtakes in Chucks Place, or Tiger Market in Memorial Union. If you cannot make a meal time please contact Chartwell's (in McMindes Hall) or the dining manager regarding to-go meals. Chartwell's works with students to provide dining options to fit their individual needs including to-go meals, gluten free, dairy free, etc.

### **McMindes Hall Cafeteria**

The café offers fresh made pizzas from the brick oven, made to order burgers, delicious grilled deli sandwiches as well as gourmet stir frys.

#### **Hours:**

Monday-Thursday: 7:00am to 7:30pm

Friday: 7:00am to 6:30pm

Saturday: 11:00am to 6:30pm

Sunday: 11:00am to 7:00pm

#### **Daily Offerings:**

7:00am-9:00am: Full Breakfast

9:00am-11:00am: Continental Breakfast

11:00am-2:00pm: Full Lunch

2:00pm-4:00pm: Extended Lunch

4:00pm-7:00pm: Full Dinner

*Remember:* With each meal plan, you will receive 5 FREE guest meals every semester. Invite a friend over to your place for dinner! If you invite a friend, you must stay with your guest. Just tell the cashier when you would like to use a guest meal and they will take care of it!

## **Cash Rates:**

Breakfast (7:00am-11:00am): \$5.76 + tax

Lunch (11:00am-4:00pm): \$7.98 + tax

Dinner (4:00pm-7:00pm): \$8.97 + tax

\* all rates are subject to change without notice

## **Outtakes - Wiest Hall**

Convenience items available Dining Dollars accepted, as well as other normal payment options

### **Hours:**

Monday-Sunday: 7:00pm-12:00am

## **Tiger Market - Memorial Union**

Provides many retail food options where student may use their Dining Dollars:

### **Coyote Jacks:** *grilled food*

Monday-Friday: 11:00am to 2:00pm

### **Grab-n-Go:** *convenience items*

Monday-Friday: 7:00am-10:00pm

Saturday: 8:00am-10:00pm

Sunday: 1:00pm-10:00pm

### **Mondo Subs:** *Sub Shop*

Monday-Thursday: 11:00am- 9:00pm

Friday: 11:00am- 5:30pm

Saturday: 11:00am-2:00pm

## **Pizza Hut Wing Street**

Monday-Friday: 11:00am-2:00pm

## **Starbucks: *coffee***

Monday-Friday: 7:00am-10:00pm

Saturday: 8:00am-10:00pm

Sunday: 1:00pm-10:00pm

## **Facility Repairs**

Repair and maintenance needs, including heat issues, broken furniture, malfunctioning equipment, fixture leaks, burnt out light bulbs, and other issues requiring attention should be reported to the maintenance staff or Residential Life staff through a maintenance report. You can fill out a maintenance report at the front desk of your residence hall. Additionally, please inform your Resident Assistant if you have filled one out, but the issue has not been resolved.

## **Front Desk Operation**

Service desks are located in the front lobby of Agnew, Custer, McMindes & Wiest Halls. Equipment at each desk varies, but includes such items as games, vacuums, and stamps for purchase. You must have a University ID and be a resident of the hall to check out items. Rules, regulations, and times for check out vary among halls.

### ***Agnew Desk Hours***

Sunday through Saturday 9:00am through 3:00am

### ***Custer Desk Hours***

Sunday through Thursday 9:00am through 11:00pm

Friday through Saturday 9:00am through 1:00am

### ***McMindes Desk Hours***

Open 24 hours per day

## **Wiest Desk Hours**

Sunday through Saturday 9:00am through 3:00am

## **Ice Machine**

McMindes Hall and Wiest Hall are equipped with an ice machine for the residents' use. Please keep in mind that the ice is for every resident's use and should not be used as a personal ice box for food and/or other items.

## **Internet and E-Mail**

*To connect to the wireless offered by FHSU, follow these steps:*

1. Select TigerNetStudent as the Network SSID
2. Open an Internet browser
3. Enter your TigerTracks username and password
4. Restart your computer (initial registration only)

## **Laundry room**

Washers and dryers are located in the basement of Custer, McMindes and Wiest Halls at no cost to the resident. Agnew Hall has washers and dryers on each floor at no cost to the resident. These machines are for use by the residents of that community only.

## **Living Rooms/Lounges**

The living rooms and lounges are public, multi-purpose rooms for residents and visitors to use. Both can be used as a waiting area and for hall programs.

## **Lock Outs**

If you lock yourself out, go to the front desk and ask to be let in to your room. You will be charged for this service. Be prepared to show your ID. We will not let you in someone else's room for any reason.

*The following are the lock out charges:*

- 12:00am-8:59am: \$10.00
- 9:00am-11:59pm:\$2.00

## **Lost Keys and Lock Changes**

If you lose your key, notify the Hall Director immediately. You will be charged \$50.00 for the room key/replacement of lock. The cost for a replacement pass key or mailbox key is \$10.00.

## **Lost Tiger Cards**

Visit the Tiger Card Center in the second floor of the Memorial Union for a new Tiger Card. You will be charged for a replacement of this card.

## **Mail**

Both U.S. and campus mail services are provided when classes are in session. Campus mail is a free service for those wishing to mail items to other students or offices on campus. Address campus mail with the recipient's name, campus address, and Campus Mail printed clearly on the envelope.

- Check your mailbox daily
- Be sure to place outgoing mail in the correct mail bin, located at the front desk
- When you check out of the halls, provide your forwarding address on your key checkout form

### **Address:**

Your Name

Your Room Number & Hall

Hays, KS 67601

### **Example:**

Victor E Tiger

874 McMIndes Hall

Hays, KS 67601

## **Movie Channel**

Television channel 21 is the university movie channel and public bulletin board. The movies shown are selected by Residential

Life staff members. They welcome any suggestions or requests. Please speak with your hall director if you have suggestions. A schedule of the movies being played will be posted in the residence halls.

## **Refrigerators**

All resident-owned refrigerators must be less than eight years old and less than a total of five cubic feet in size

## **Reservations**

Certain rooms may be reserved for events and organization meetings. Please see the Residential Life Office (location) about making a reservation.

**Rooms available** - Custer Gazebo, McMIndes Living Room, 2R Classroom, and Tiger Den

## **Study Rooms**

McMindes Hall has study rooms available to groups. Please check out a key at the front desk.

## **Vending**

vending machines are located in each residence hall. If you lose money in one of the machines, go to the front desk of that building for a refund

# **HALL POLICIES**

## **Abandoned Property**

Fort Hays State University, the Residential Life Office and / or any of its staff are not responsible for any student property left in residence hall rooms or public areas. In the event that student property is left in the residence halls after the housing contract period is over, the property may be removed at the owner's expense.

## **Alarm Clocks**

A staff member must enter a resident's room to shut off an alarm clock if the resident cannot be located.

## **Alcohol/Alcohol Containers**

Possession and consumption of alcoholic beverages are expressly prohibited in all of our residence halls, regardless of age. Alcohol containers as decorations are prohibited in all of our residence halls regardless of age.

## **Assault/Harassment**

Verbal, physical, or written abuse/harassment (including, but not limited to, racial, ethnic, or sexist slurs) will not be tolerated. Courtesy and respect are to be given to all students. The following behaviors by residents are strictly prohibited:

- Verbal or written abuse - this includes electronic forms of communication
- Physical intimidations or menacing behavior directed at fellow resident(s)
- Display of visual materials that demeans or humiliates a fellow resident(s)
- Violations may result in dismissal from the residence halls and University disciplinary action, including the possibility of suspension.

## **Bikes**

Register your bike with the University Police Department at the beginning of the school year.

## **Bike Removal**

Bikes not claimed at move out will be disposed of by the University during the last week of May.

## **Bulletin Board/ Posters**

All material to be posted in the residence halls must comply with publicity guidelines

Any signs, posters, pictures, or messages visible outside your room that are found to be offensive, objectionable, or questionable to another person must be removed. This includes the outside of the room door, items visible through the window, and items visible to passersby when your door is open.

## **Posting of Flyers**

Even if approved by the Center for Student Involvement, you must seek approval from the Residential Life Office. Failure to do so may result in posting being taken down.

## **Candles/Incense**

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

## **Carpet**

A resident may put carpet in his or her room as long it is not taped or glued to the floor. If it covers more than half of the room, the carpet must have a flame spread rating of 78 percent or less.

## **Common Area Furniture**

All common area furniture must stay in the common area. Removal of common area furnishings will be viewed as theft. Those found responsible will face disciplinary action.

## **Conservation and Recycling**

The Residential Life Office is committed to the campus recycling efforts. All residents are encouraged to separate trash from recyclables and dispose of these items properly.

Recycling bins are located in each residence hall lobby. For more information about the City of Hays recycling efforts, please call (785) 628-7357.

## **Cooking**

Small appliances that have no open coil are allowed.

Small electric coffeepots and small microwave ovens (less than 700 watts in size) are allowed. "George Foreman grills" (this includes other appliances such as electric woks, electric skillet, quesadilla makers) are allowed but must be used in kitchens only. They may be stored in residential rooms after they have been allowed to cool and the grease is disposed of properly.

## **Courtesy Towards Staff**

Interference with a staff member engaged in the performance of assigned duties and / or failure to comply with a reasonable

request from a staff member is strictly prohibited

## **Darts and Dartboards**

Due to the potential for personal injury and property damage, darts and dartboards are not permitted at any time in hallways or residents' rooms or suites

## **Door Policy**

No more than 50 percent of your door may be covered due to fire code; room numbers may not be covered

## **Drugs**

Manufacturing, possessing, selling, transmitting, using, or being party to any activity involving an illegal/illicit 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 University Police. Please refer to the Campus Directory and Student Handbook for detailed information.

## **Elevators**

Vandalism to any elevator is strictly prohibited

This also includes no jumping, holding open for an extended period of time, or delaying the elevator.

## **Extension Cords**

Please keep use of extension cords to a minimum. Regular household extension cords are prohibited due to fire safety. If needed, you may use a power strip. Only multiple outlet strips with built-in circuit breakers are allowed. Extension cords may not run from inside a student's room into the hallway.

## **Facility Repairs**

Residents will be held responsible for personal damage caused throughout the year as well as damage caused by your guests.

## **Furniture**

Every room is equipped with a bed, study chair, desk, and closet for each resident. Some rooms additionally feature a bulletin board for each resident. Residential Life will not provide storage

for any furniture a resident removes. All residence hall furniture must stay within the resident room. Removal of furniture is not allowed. Failure to return all Residential Life furniture to the room at check-out will result in replacement charges being assessed.

## **Gambling**

Kansas state law prohibits any gambling on state property. The residence halls 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

## **Hall Sports**

Hallways and common areas of the residence halls are not intended to be used as athletic facilities. Physical sports (i.e., soccer, hockey, wrestling, football, lacrosse, running, hacky sack, ball bouncing, etc.) when played in a closed environment, are disruptive to others and potentially damaging to property as well as personal safety; therefore, they are prohibited within the residence halls.

## **Hazing**

Hazing is defined as acts committed for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization, or as part of any activity of a recognized student organization. Hazing is prohibited; prohibited behavior includes any act that endangers the mental or physical health or safety of a student; the deconstruction or removal of public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which tends to bring the reputation of the organization, group, or University into disrepute.

## **Room Decorations**

If residents decorate their rooms or floors, these guidelines must be followed:

- All materials used (i.e. paper, foil, etc.) must be flame resistant
- Trees and other greenery must be artificial

- Lights must be UL-approved and of low wattage
- Fire alarm pull stations, fire extinguisher cabinets, room numbers, smoke detectors and exit signs must not be covered and exits must not be blocked
- No candles, or any open flame may be used in any floor or room decoration

## **Inappropriate Behaviors**

If a resident's behavior becomes disruptive to the community environment, the student may be required to attend a hearing with the student conduct board. If found in violation, sanctions up to and including the resident's removal from the floor, residence hall, or university may be imposed.

## **Intentional Reckless & Negligent Damage**

Residents are expected to keep their room/apartment in a neat, clean and sanitary condition. This includes clearing all garbage or debris in, on or about their residence. Failure to maintain appropriate reasonable standards regarding cleanliness, pest control or sanitation may result in attending a hearing with a student conduct board. If found in violation, disciplinary action, including termination of the housing contract, may occur.

Residents will be responsible for the full cost of the repair of damages to their room which results from intentional, reckless, gross negligent or negligent acts. All residents within the same community shall be jointly liable and responsible for all common areas within their community, as well as the full cost of repair of damages to any common area within the residence or community unless the individual is identified.

Excessive levels of damage or vandalism may result in an individual attending a hearing with the student conduct board. If found in violation, disciplinary action may occur, which may include relocation or the termination of the housing contract without financial release.

## **Painting**

Painting of your room/suite is strictly prohibited.

## **Pets**

No pets of any kind are allowed for reasons of health and safety, with the exception of fish in aquariums of 10 gallons or less. Each resident is permitted one 10 gallon tank.

## **Practical Jokes/Pranks**

Practical jokes and pranks may damage property or injure other students. Practical jokes and pranks can also increase noise levels and disturb non-involved residents. Students who engage in practical jokes and pranks will be held responsible for damages and disciplinary action may be taken.

## **Public Areas**

The outside of room doors and the outside of windows are considered public areas. Residents are encouraged to be considerate of the other members of the community when displaying material in these areas. Any decoration used must not protrude beyond the door frame itself. The Residential Life staff may ask you to remove items determined to be fire or safety hazards from your room to doorway. Anything determined to represent hate speech will be removed and the resident responsible will face disciplinary action.

## **Propping of Doors**

All residence hall exterior entrance doors are locked each night at 11 pm. The propping of any exterior or fire doors is prohibited. If a resident or guest is caught propping open any door, they will face disciplinary action.

## **Public Viewing Areas**

The outside of room doors and the outside of windows are considered public viewing areas. Residents are encouraged to be considerate of the other members of the community when displaying material in these areas. Any decoration used must not protrude beyond the door frame itself. The Residential Life staff may ask you to remove items determined to be fire or safety hazards from your room to doorway. Anything determined to represent hate speech will be removed and the resident responsible will face disciplinary action.

## **Quiet Hours**

Quiet hours are enforced from 10pm to 10am Sunday through Thursday. Quiet hours run midnight to 10am Friday and Saturday. During quiet hours, residents' exterior room doors should be closed. The volume of any noisemaking devices or instruments should be kept at a low level. There are also 24 hour courtesy quiet hours in the residence halls. This means stereos, radios, TVs, musical instruments, and all conversations must be kept to levels that will not interfere with the study or sleep of other residents. During finals week, quiet hours will be 24 hours a day, beginning 6:00pm the Friday before finals. Sanctions for those found in violation of quiet hours will be left to the findings of the Student Conduct Board or Residential Life Staff

## **Respect for Others Policy**

All residents must show respect towards other residents, resident assistants, and all Residential Life staff.

## **Restrooms**

Restroom use is only for the specified gender indicated on the restroom door (if so indicated). All violations of this policy will be dealt with through the student conduct process. Guests of the same gender may use the bathroom on the resident's floor; public restrooms are available on the main floor or lower level of every building.

## **Room Personalization**

Residents are encouraged to customize their rooms in a manner that makes them feel at home. It is recommended that residents use removable mounting tape or painters tape. Any damages that occur to the room because of room personalization will be charged upon checking out of the residence hall. The following modifications are not allowed:

- Painting the residence hall room
- Using nails/thumbtacks
- Mounting squares/tape that are not removable

## **Solicitation/Campaigning Policy**

Door to Door solicitation is not allowed in the residence halls. This includes that the solicitation of goods services, and ideas and pertains to all nonprofit organizations, groups, or persons wishing to address residents at random. Students should immediately contact the hall front desk and/or University Police if solicitors are in the residence hall.

*The Residential Life Office has established the following guidelines for political campaigning 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.

### **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**

- To assure the security of residents, their property and University property, all candidates and their representatives (no more than 2) must leave proper identification at the front desk prior to entering the living unit
- 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
- Candidates must honor the wishes of students who choose not to speak with them or who do not invite them into their rooms
- 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 that should be

reserved through the hall director.

- 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.
- 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

## **Wireless Access**

For more information and to learn about the campus computer policies, visit [www.fhsu.edu/ctc](http://www.fhsu.edu/ctc) or contact the CTC Helpdesk, 113 Tomanek Hall, (785) 628-5276.

## **Suspicious Person**

Residents should ask unescorted nonresidents or suspicious persons to leave the building if doing so does not endanger residents. Residents should contact a staff member or the University Police Department, (785) 628-5304 to notify them of the person's presence. Residents should make a mental note regarding the behavior and appearance of the person (gender, body type, facial hair, scars, clothing, etc.)

## **Theft/Vandalism**

To ensure the safeguarding of possessions, the University provides locks on room doors and door keys to each resident. All residents are urged to keep the room doors locked. In the event of theft or vandalism, the resident should notify his/her Resident Assistant, Hall Director, or the Residential Life Office and contact University Police. The university is not responsible for items lost due to theft or vandalism, and students are encouraged to carry personal property insurance.

## **Tobacco**

Smoking and the use of tobacco products, including vapor cigarettes are prohibited in all Fort Hays State University buildings and facilities. Smoking is only permitted in a parking area that is University approved as dictated by University policy.

## **Video and Filesharing Guidelines**

Due to federal copyright laws and court cases concerning viewing videos in public areas, the Residential Life Office does not permit group viewing of copyrighted videos (tapes, DVD, downloaded, etc.) in lounges or public areas unless they are being played on the university movie channel. You may view videos in the privacy of your room. Filesharing is illegal and may result in internet access being blacklisted. Please remove any infringing files or software from your computer to avoid disciplinary action.

## **Visitation/Escort Policies/Co-habitation**

### **Agnew, Custer (non-KAMS floors), McMIndes, and Wiest Visitation Hours:**

- Sunday-Thursday: 10am-12am
- Friday-Saturday: 24hrs

### **Escort Policies**

- All guests must be escorted by a resident of the building they are visiting.
- The resident will be held responsible for any inconveniences or disturbances that his or her guest(s) cause including damages and violation of policy
- Each room may host a maximum of two overnight guests per night.
- An overnight guest may stay a maximum of two nights in any hall within a seven-day period and seven nights in a calendar month.
- Hall residents found in violation of the visitation policy will face disciplinary action. Residents will be held responsible for the action of their guests
- Any staff member may ask a visitor to leave if the guest is causing a disturbance
- Overnight guests must be of same sex and be registered with staff; roommate must approve any overnight guest
- Any guest entering MM between 11pm-6:00am must check in at front desk and leave ID. All visitors/guests must carry a valid

picture ID.

- Respect the rights of the roommate when having visitors
- Males must use male restrooms and females must use female restrooms

## **Co-habitation**

Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if he or she were living there. Cohabitation is not permitted.

## **Waterbeds**

Due to structural stress imposed on the building and because of the great variety in quality, waterbeds are not permitted in any resident room. No water furnishings of any kind are allowed in University housing.

## **Weapons/Explosives/Fireworks**

Firearms, bows and/or arrows, stun guns, other weapons, knives, fireworks, ammunition, or explosives of any description are not permitted in the residence halls at any time. Starter pistols, air guns, paintball guns, and other projectile devices are also not permitted.

## **Windows/Screens**

Any resident who removes the screen from a window for any reason will be assessed a \$50.00 removal charge and face disciplinary action if found in violation. Anyone found in violation of throwing items from a window will face disciplinary action and/or criminal charges

# **HALL STUDENT CONDUCT PROCESSES**

## **Discipline Hearing**

Students who are in possible violation of Residential Life policies will have their cases heard by the Student Conduct Board. Should a student not want to be heard by the Student Conduct Board you must contact your hall director within 48 business hours of receiving your letter to appear from the Student Conduct Board.

## **Appeals Process**

All discipline sanctions and decisions can be appealed to the Assistant Director of Residential Life if the student involved feels that the assigned sanction(s) is inordinately severe for the violation or if (s)he feels the finding of responsibility was made in error and (s)he can produce new information. Failure to appear at the original hearing renders the right of appeal null and void. Appeals must be provided in writing to the Assistant Director of Residential Life within 10 business days stating the reason for the appeal. It must be submitted in writing. After it is submitted, a meeting will be scheduled to discuss the appeal.

## **STUDENT CONDUCT BOARD**

The Residential Life Student Conduct Board (SCBoard) exists to promote a positive group living environment by providing a means to assure compliance with the established policies of the Department of Residential Life and FHSU in all of our communities. The SCBoard operates within the boundaries of the communities which provide its power and is committed to provide fair treatment of each person who appears before the board. Members of the SCBoard are drawn from each Residential Life community. Residents interested in serving as a member of the SCBoard apply in the fall to the SCBoard Advisor. Specific application information is provided at the beginning of each academic year. Those individuals who are selected to serve on the SCBoard receive specialized training and remain seated throughout the academic year if their performance is satisfactory and their conduct history remains clear.

After an incident occurs a decision as to whether a policy violation is major or minor and as to whether it is to be reviewed by the SCBoard, the Hall Director, the Assistant Director of Residential Life or the Office of Student Affairs is made. Any time a resident is notified to appear before the SCBoard, (s)he must do so. All communication with the involved student(s) will be via the students FHSU email account or through Campus Mail. Failure to appear at a hearing due to not checking their email and/or campus mail box is not an acceptable excuse. If the resident fails to appear, his/her case will be reviewed by the SCBoard based on the evidence

in hand. All students have the right to request an administrative hearing with their Hall Director by the time specified on their Hearing Notice Letter. Not appearing at the original SCBoard hearing renders the right of appeal null and void unless under extremely compelling circumstances. Incomplete sanctions will result in an escalation of disciplinary status, a finding of non-compliance and may result in additional sanctions being assigned. Non-compliance represents a violation of any probationary status invoked by the SCBoard or through an administrative hearing.

## **SANCTIONS**

### **Alcohol:**

In the presence of a violation of policy and/or state or federal law:

- **1st Incident:** 6 month RL probation\*, paper or poster, alcohol safety school\*, community restitution if appropriate
- **2nd Incident:** University probation 1 year\*, removal from community, research paper, alcohol evaluation and compliance with recommendations\*, community restitution if appropriate
- **3rd Incident:** possible University suspension, removal from RL with no financial release

### **Providing:**

- **1st Incident:** 1 year RL probation, research paper, MIP/UDP involvement\*, alcohol safety school\*, community restitution if appropriate
- **2nd Incident:** University probation (indefinite)\*, removal from RL without financial release, alcohol evaluation and compliance with recommendations\*, community restitution if appropriate
- **3rd Incident:** referral to Vice President of Student Affairs for possible University suspension

### **Incapacitation:**

- **1st Incident:** 6 month RL probation\*, alcohol safety school\*, alcohol evaluation and compliance with recommendations\*, educational sanction, community restitution if appropriate
- **2nd Incident:** University probation 1 year\*, removal from

community and/or RL, community restitution if appropriate

- **3rd Incident:** referral to Vice President of Student Affairs for possible University suspension

### **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

Items marked with \* are mandatory unless compelling circumstances need to be considered. All other sanctions are discretionary and can be applied according to Student Conduct Board or hearing officers determination

Professional staff members and Student Conduct Board may place students on RL probation and remove from community. Recommendations for University probation and/or termination of housing contact must be made to the Director of Residential Life.

## **EMERGENCY PROCEDURES**

### **Fire Alarm**

Each residence room has a smoke alarm. Each building is equipped with a complete 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. Offenders found in violation 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 result in a

minimum \$250 fine and disciplinary sanctions which may include sanctions including termination of housing contract.

## **In Case of Fire and Fire Evacuation**

### ***If your door is hot or if the corridor is full of smoke:***

1. REMAIN IN YOUR ROOM
2. Put towels around your door and seal all cracks
3. Hang a sheet or towel from your window, and signal for help
4. If you have a phone in your room, call 911

### ***If it is safe to leave:***

1. Open the draperies
2. Close the windows
3. Turn off your lights
4. Wear hard-soled shoes and a coat
5. Close the door as you leave
6. Follow the evacuation exit routes posted in your hall
7. Wait for the signal to re-enter the building

## **Evacuation Sites**

All residents must be at least across the street from their residence hall.

- McMIndes Hall to Custer/Agnew Hall Lawn
- Wiest Hall to Agnew Hall Street
- Custer Hall to McMIndes Lawn
- Agnew Hall to McMIndes Lawn/Parking Lot and Tomanek Parking Lot

## **Missing Persons**

On-campus students should contact your Resident Assistant, Hall Director, or the University Police Department if they suspect another student is missing.

## Severe Weather and Tornadoes

Radio and television weather services typically issue tornado warnings with reference to city and county. Fort Hays State University is located in the City of Hays in Ellis County. In the event a tornado warning for Hays or Ellis County is broadcast by the radio and television services or is indicated by the sounding of the tornado siren, all residents and visitors are advised to:

1. Leave residence room
2. Close and lock the door
3. Move immediately to seek shelter in the basement or lowest level
4. Take the following items with you if they are immediately available: pillow to protect your head, flashlight, and a battery-powered radio

If there is not enough time to move to the basement, all residents and visitors are advised to leave residence rooms, close and lock the door and seek shelter in a hallway on the lowest level of the building they can safely reach. Interior rooms without windows, closets, and similar spaces are good choices for quick shelter. Stay away from windows and all other glass.

## Weather Terminology

**Tornado/Severe Weather Watch** - means that the present weather conditions could produce a tornado, thunderstorm, or severe weather. When a Watch occurs, individuals should take precautions to protect themselves, such as tuning in to a radio or television.

**Tornado/Severe Weather** - Warning- means there is severe weather or a tornado that has been sighted in the area. Individuals should seek shelter immediately.

## Sexual Assault Incidents

If you are a victim or know a victim of an assault the following individuals and groups will provide assistance:

- **Resident Assistant** - You can contact them through the front desk of your residence hall or on your floor.
- **Hall Director** - You can contact them through the front desk of

your residence hall or on your floor.

- **Residential Life Staff Member** - The Residential Life Office is located in 126 McMIndes Hall.

## **Options**

**Kelly Center** - The Kelly Center is located in the basement of Picken Hall. Their phone number is 785-628-4401.

**University Police Department** - The University Police Department is located in the basement of Custer Hall. Their phone number is 785-628-5304. If it is an emergency please dial 911!

**Be sure you understand and are aware of the contents of this handbook. If at any time you have questions or concerns, please contact the Residential Life Office**

# 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
<b>University Police</b>	<b>5304</b>
After Hours & Weekends	9-625-1011 (non emergency) 9-911 (emergency)

## FOOD DELIVERY OPTIONS

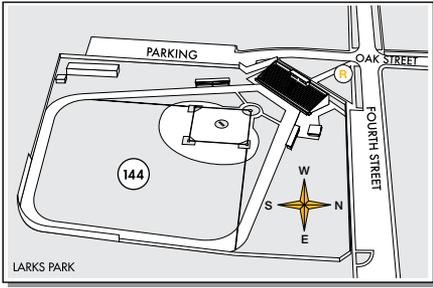
Below is a selection of restaurants that will deliver.

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

## CABLE CHANNEL GUIDE

2	NBC (KSNC)	38	SCI-FI
3	Weather Channel	39	CMT
4	TV Guide	40	History Channel
5	FOX (KSAS)	41	Comedy Central
6	MYTV (KMTW)	42	MTV
8	LOCAL Ad Channel	43	Hallmark
9	PBS (KOOD)	44	EWTN
10	CBS (KBSH)	45	Travel Channel
11	ABC (KAKE)	46	Fit TV
12	CW (KSCW)	47	MSNBC
13	Eagle Education Channel	48	FX
14	Eagle Community TV	49	Fox Movie Channel
15	Customer Information Channel	50	Fox News
16	HSN	51	HGTV
18	QVC	52	CNN
19	C-SPAN	53	Headline News
20	WGN	54	TVLand
21	Campus Movie Channel	55	Disney
23	Fox Sports Net	56	Toon Disney
24	SPIKE TV	57	The Learning Channel
25	ESPN	58	Animal Planet
26	ESPN2	59	Cartoon Network
27	ESPNews	60	ABC Family
28	ESPN Classic	61	Boomerang
29	Lifetime	62	DIY
30	USA	63	E! Entertainment
31	TNT	64	Discovery
32	TBS	65	Food
33	NICK	66	Bravo
34	AMC	67	Fort Hays State Universtiy
35	CNBC	68	Court TV
36	A&E	69	National Geographic
37	VH1	70	Sportsman Channel
		71	NFL Network

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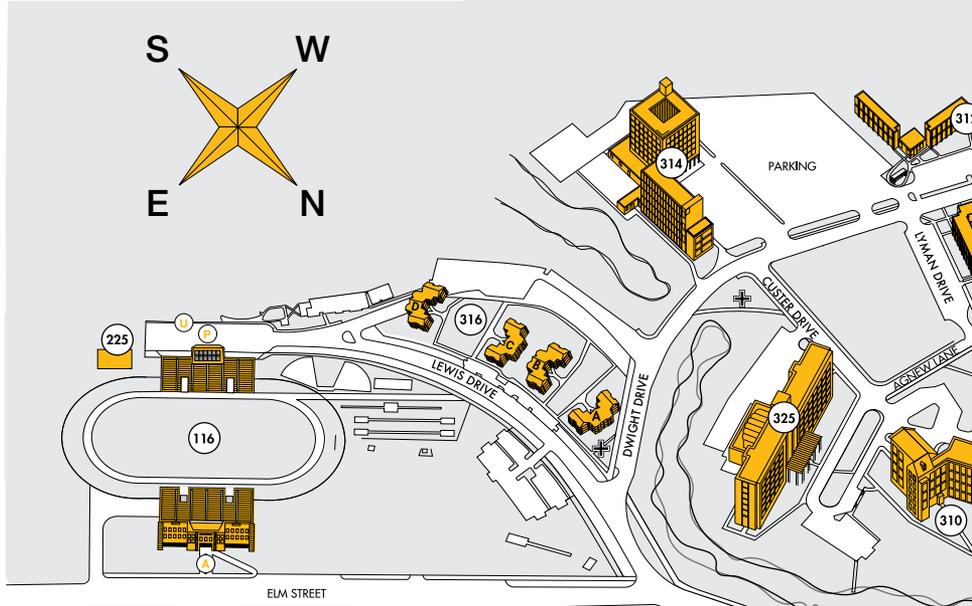
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**DEPARTMENTS**

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
Fellow-Start Theatre	109	P6
FHSU Foundation and Alumni Association	501	U2
Herndon Clinic	104	P8
Kelly Center	101	O10
Printing Services	115	U8

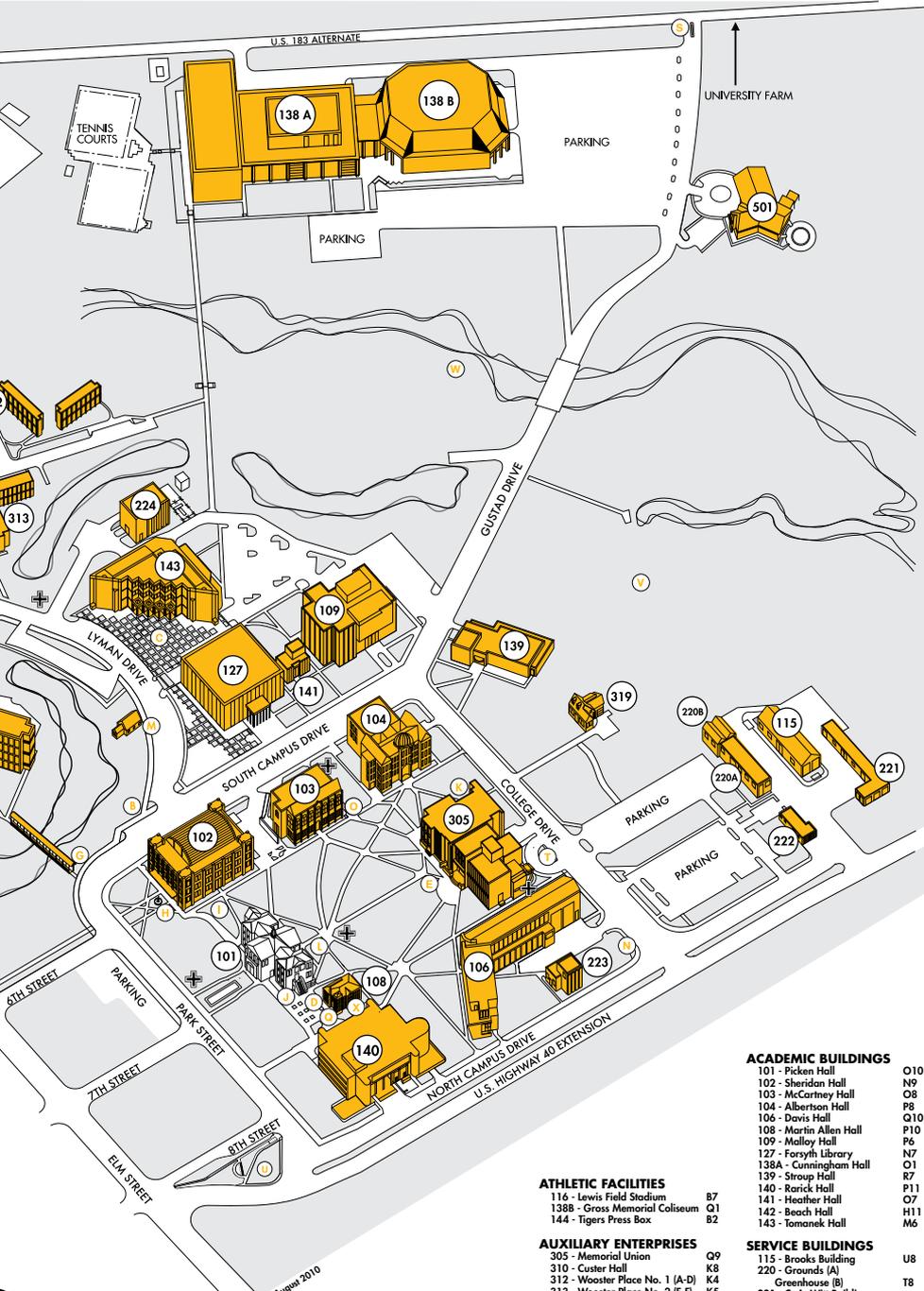
Prometric Testing	101	O10
Personnel	314	H5
Student Government Association	305	Q9
Student Health	305	Q9
Tickets, Athletic	138B	O1
Tickets, Other	305	Q9
Tiger Tots	140	P11
University Police	310	K8
University Relations	102	N9
Writing Center	127	N9

**MARKERS**

A - Lewis Field Pioneers Memorial	88	B8
B - Contemplation Garden Sculptures	M8	M8
C - "Pieces of Our World" Sculpture	M6	M6
Dalton/Kellerman Fountain		
D - "Interlude" Sculpture	O11	O11
E - Vietnam Memorial Garden	O9	O9
F - "Homage to Kansas" Sculpture	G10	G10
G - Jellison Bridge	L9	L9
H - "Stylized Wheat & Hand Form" Gagelman Fountain	MP	MP
I - War Memorial	N9	N9
J - HALO Marker	O10	O10
K - Jackson State/Kent State Memorial	O8	O8
L - Memorial Rose Garden	O10	O10
M - The Plymouth Schoolhouse	M8	M8
N - Marlar Board Stone Sculpture	S10	S10
O - Millstones	P8	P8
P - Hubbard Press Box	B6	B6
Q - "Deeply Rooted Sisters" Sculpture	P10	P10
R - Larks Park	B2	B2
S - Entrance Sign/Time Capsule	O11/71	O11/71
T - "Bronze Tiger" Sculpture	R9	R9
R.D. & Joan Dale Hubbard Foundation		
U - Alex Francis Memorial	B6	B6
V - High ropes Course	T6	T6
W - Low ropes Course	Q4	Q4
X - Psychology Mosaic Wall	P10	P10

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August 2010

- ATHLETIC FACILITIES**
- 116 - Lewis Field Stadium B7
  - 1388 - Gross Memorial Coliseum Q1
  - 144 - Tigers Press Box B2

- 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 - McMinds Hall I7
  - 501 - Robbins Center U2

**ACADEMIC BUILDINGS**

- 101 - Picken Hall O10
- 102 - Sheridan Hall N9
- 103 - McCortney 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 Q1
- 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) K8
- 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

# RESIDENCE HALL ROOMMATE AGREEMENT

Welcome to FHSU and the halls! We are excited that you have chosen to live with us and we hope that this experience will be both fun and rewarding. We have created this contract to help you and your roommate create a foundation on which to build your relationship throughout the remainder of the year.

You and your roommate will share a small space. This may be the first time in your life that you have lived with another person in a relatively small area. It is also possible that this is your first experience living with someone who you have not previously met. Additionally, if there is a roommate disagreement your RA will bring out this document for you to revisit and reevaluate.

Your relationship with your roommate can be one of the most enriching and rewarding college experiences you'll have. In order to reach this potential you will face a few challenges; you will need to cooperate in order to create an atmosphere conducive to studying, relaxation, privacy, sleeping, and fun. The hall staff is here to support you.

The key to any relationship is communication. This exercise is designed to initiate discussion of issues that commonly cause roommate conflicts, and help you set some guidelines that will maximize your residence hall experience. Honesty now can prevent problems later!

Please take some time to discuss the following topics with your roommate. Then, record your information by each roommate initialing your response. Hopefully you can reach an agreement about your responses, but some may be helpful to just discuss and have an individual response. Lastly, return the completed form to your Resident Assistant by Friday, August 31st. Remember that we are here to help you. If you need assistance, your RA would be happy to sit down and talk with both of you.

Best of luck!

*Residence Hall Staff*

Semester: \_\_\_\_\_

Room number: \_\_\_\_\_

***Check all that apply.***

1. I am comfortable having guests in the room:

- Only on the weekends
- Between certain hours
- Only when my roommate or I is present
- Other:
- Only when I'm awake
- Only when I am out of the room
- Depends on the gender
- Whenever

2. I sleep best when the room is:

- Dark
- Quiet
- Cool
- Warm
- Other

3. The atmosphere conducive for my studying is:

- Complete Silence
- With the TV or Stereo On
- Alone
- With Others
- Outside of the Room
- Other:

4. In regard to my personal property, I prefer:

To share everything

To allow my roommate to use specific items without permission

To allow my roommate to use items only after asking permission

Not to share anything

5. Regarding the appearance of the room, I prefer that it be:

Always Orderly and Clean

Sometimes Orderly and Clean

No Preference

Other: \_\_\_\_\_

6. When cleaning the room, I feel that:

My roommate and I should take turns cleaning the room

My roommate and I should each clean up our own mess

My roommate and I should clean the room together

Other: \_\_\_\_\_

7. If someone wants to borrow my property, I would prefer that my roommate:

Lend it to the person

Lend it only if I previously granted permission

Never lend my things

Other: \_\_\_\_\_

8. If my roommate is frustrated or upset with me, I want him/her to:

- Tell me right away & talk about it with me
- Wait to see if the feelings subside
- Talk to me later
- Write me a note about it
- Talk with me once they've "cooled down"
- Other: \_\_\_\_\_

9. When I am upset, I need:

- To talk about things
- Advice
- Just to vent
- Space and time to deal with it
- Other: \_\_\_\_\_

10. For safety and security reasons, I would prefer that the room:

- Remain locked at all times
- Be locked when we are not on the floor
- Be locked only when we are not in the room
- Be locked when I go to bed or am asleep
- Other: \_\_\_\_\_

11. If I am gone for a weekend or longer, I would:

- Want my roommate to know where I am
- Let my roommate know when I would return
- Prefer not to let my roommate know my whereabouts
- Other: \_\_\_\_\_

Other areas/issues or concerns you wish to make an agreement about that are not listed on this contract:

We have discussed the above items and agree to abide by our mutual decisions. In addition, we understand that we can re-visit and update this agreement at any time.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_



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