

FHSU



Wooster Place



Residential Life



Handbook

Wooster Place Handbook

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Policies and Procedure

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

Contractual Agreements

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. Faculty / Staff may also live in Wooster Place as space is available.

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, 114 Agnew 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.

Summer Storage If you are planning to be gone from June 1 through July 31, you may elect to place your apartment in Summer Storage. You must pay all of May's rent and restart regular rent no later than August 1. Details are available from the Residential Life Office.

Termination of Contract Following 60 days of occupancy, the lessee must give 40 days written notice before termination. The 40 day period begins the day your notice is received in the Residential Life office (the written notice may be faxed or e-mail to srl@fhsu.edu). Once the notice is accepted, the lessee must vacate the apartment by the end of the 40 day period. You may vacate the apartment anytime during the notice period. However, once you have checked out of the apartment, you may not reenter the apartment and financial responsibility will continue until the 40 day notice period is satisfied, whether the apartment is occupied or vacant.

Wooster Place check-ins and check-outs must be scheduled a minimum of 24 hours in advance. Check-ins and check-outs

must be scheduled between 8:00 a.m. and 6:00 p.m.

Contract Renewals Each Spring you will receive a notice about contract renewals so you will know when to sign your new contract. If the lessee does not sign a new contract by June 15th, the Residential Life office may reassign the apartment to another applicant.

Inventory Sheet Please fill out the front of the check in sheet upon checking into your apartment. It lists the FHSU furnishings, appliance inventory and general condition of your apartment. Please return to the office within five working days after moving in. In absence of the inventory sheet, the apartment will be considered clean and in good condition, and you will be charged as such upon move-out.

Individuals will be issued one apartment key. Families or those leasing “shared” apartments will be issued two keys to the apartment. Mail box keys are available at the Hays Post Office located at the corner of 8th Street and Fort Street. On the inventory sheet, please note any needed cleaning, repairs, or damages to the apartment - be specific and complete. For example, list any nail holes, scratches, dirt on walls, doors, and/or floors, any appliances not working, dripping faucets, light fixtures not working, paint peeling, damage to furniture, etc. If you need more space to note problems, attach a separate piece of paper to the inventory sheet.

You have FIVE (5) working days after moving in to fill out your check-in sheet. After you have noted all problems, the Principal lessee signs the front of the check-in sheet. Once you have turned your check-in sheet into the Manager, you will NOT be able to add any damages to the inventory sheet. Remember, you are responsible for any damages not listed on your inventory sheet. Take time to be thorough. The Wooster Place manager will verify your inventory sheet.

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 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 Lessees 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.

Living in Wooster

Air Conditioning Service: Adjusting Thermostats

To conserve energy in vacant apartments, we adjust the furnace and refrigerator. When you move in, you will need to readjust the following:

1. Set the furnace thermostat to a comfortable setting
(Summer: 78 degrees; Winter: 68 degrees)
2. Turn the refrigerator thermostat to approximately half way between the warmest and the coldest setting.

Electricity You must make your own arrangements for electricity. You will be billed directly by Midwest Energy, 1330 Canterbury Dr., Hays, KS 67601 (785-625-3437) for all electricity used. Please contact Midwest Energy several days prior to your move in date to set up your account. Failure to

establish your account with Midwest Energy will result in electricity services being terminated.

Cable TV All apartments are equipped to receive cable television. Apartments have a connection in the living room only. 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 contact Residential Life office (628-4245).

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

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. For information and service, contact Telecommunications at Tomanek Hall 113. 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.

Garbage Collection Garbage is collected in the Wooster Place area 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 call the Residential Life office (4245) and report the repairs needed. If emergency maintenance is needed when our office is closed, call the Wooster Place manager cell phone (650-3491). 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 & Extra Keys If you are locked out of your apartment before midnight, call the apartment manager to let you into your apartment. If you cannot contact your apartment manager, contact the Residential Life office during office hours or the University Police after hours. 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.

Energy Conservation In the last few years, energy costs have risen drastically. FHSU is doing all it can to keep costs down by updating equipment, performing conservation-related maintenance, and by supporting energy conservation as a long-range goal. We ask you, as residents of Wooster

Place, to look at your habits and do all you can to cut down on your consumption of energy. One approach, for example, suggests setting your thermostat in the winter to no more than 68°F and in the summer to no less than 78 °F. Because of apartment design, washers and dryers cannot be installed or used in the apartments. This includes all portable models.

You can also help by reporting any energy wastes in your home, such as leaky faucets and drafts around doors and windows. Please call the Residential Life office (4245) when you notice such energy wasting so they can be corrected by Physical Plant.

Light Bulbs Fluorescent lights, appliance bulbs, and the outside breezeway lights are supplied by the University. If one of these lights goes out, call in a maintenance request. We will arrange to have it replaced.

Replacement of all other light bulbs in your apartment is your responsibility. You should also be aware that 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.

Major Appliances All Wooster Place Apartments are equipped with a refrigerator and a stove. Residents are not permitted to install washers/dryers, dishwashers, or replace the provided Wooster Place appliances. This includes all portable models. Microwave ovens are permitted at no additional charge.

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.

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.

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.

Automobile Policies

Being able to drive is important for many even when living on campus. Approved drivers’ training and licensing is required to be authorized to drive in Kansas.

Remember, too, it is unlawful to pass a stopped school bus or to pass a stopped car at a crosswalk. Our children’s lives are at stake. Contact the FHSU Police Department or Residential Life office for additional information on Kansas travel or vehicle use.

Bus Service 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 per-

sons 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 visit: (<http://www.fhsu.edu/international/tigertransport.shtml>).

Vehicle Insurance The Kansas statute on driving also requires that all drivers must be insured to provide a financial safety net in the case of personal injury or property damage. The penalties can be harsh for not abiding by regulations designed to enhance the welfare of our community. Substance abuse while driving, for instance, is treated very seriously in Hays and Campus communities.

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. Only one parking space is designated for each apartment.
3. Parking decals for Wooster Place are issued to each resident to identify the vehicle parking space.
4. FHSU parking decals must be displayed and renewed each year before the Fall Semester.

Parking spaces are unnumbered and marked "Wooster" and are reserved for Wooster Place. The unmarked spaces may be utilized by residents with more than one car and by guests of Wooster Place residents on a first-come, first served basis.

All cars must have a valid, current parking permit. In addition, all residents of Wooster Place must have a Wooster Place decal on their cars. To obtain a Wooster place decal, you must register your car with FHSU Police. Upon registration you will receive a student decal or permit with a registration number on it.

If you have more than one car, you must register and obtain parking decals for each vehicle. Residents with an additional car(s) should park in one of the unassigned spaces as space is available.

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.

University Parking Regulations University regulations require that all cars driven on campus or in Hays by a student must be registered with the FHSU Police Office. Copies of FHSU Parking and Traffic Regulations are available at the FHSU Police Station.

Speed Limits For safety reasons, posted speed limits must be strictly observed. The speed limit is 20 MPH in the Wooster Place area and on campus, unless otherwise designated. The Wooster Place area is a residential neighborhood, and vehicle speeds must be reduced to posted limits. Remember there are children playing in the area, and adults frequently travel to class and home across streets at many points.

Car Maintenance Space to conduct car maintenance is limited at Wooster Place area. 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.

Wooster Place Services

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 308 or call 4401 for information.

Community Council The Wooster Place Community Council serves as a liaison between the residents and the administrative staff of Residential Life. Members of the committee meet monthly with the Wooster Place manager to discuss activities, policies, and other matters of interest to Wooster Place residents.

The names of Council members are posted in the laundry or can be obtained by calling the Residential Life office. If you are interested in becoming involved with the Community Council, please contact the Wooster Place manager. You need not be a student to join.

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 Judicial Review Board (JBoard). Individuals who are elected to serve on the executive board of their Community Council, RHA or are selected to serve on the JBoard will earn a 10% discount on their room contract (meal plan is excluded). This discount will be applied at the end of each semester to every individual who remains active throughout the semester. If you have additional questions regarding this discount contact your Hall Director or Community Manager.

Guest Policy Guests staying longer than two weeks must be authorized and registered with the Residential Life Office. Residents will be held responsible for the actions of their guests. Misconduct may result in Peer Judicial Board review or administrative review. Disciplinary action may include, but is not limited to, educational sanctions, community restitution, 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.

Laundry Wooster Place has a laundry for the convenience of our residents. The laundry is located at the corner of buildings C and D. There are folding tables available for your convenience. There is also a bulletin board located at the laundry.

Damages 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.

Mail Service All mail service in Wooster Place is delivered by the United States Postal Service. The exact address is on your housing contract. The instructions on how to address your correspondence and your mailing address are as follows:

EXAMPLE:

Jane Doe
A-1 Wooster Place
Hays, KS 67601

A postal kiosk complete with an individual letter box for each apartment, and with parcel boxes, is centrally located in the Wooster Place complex, near the laundromat. Residents pick up their postal box keys directly from the United States Postal Service office located at Eighth and Fort Streets. Keys may be returned to the Postal Service when 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 so designated in the upper left hand corner of each cluster system.

Pest Control - Mandatory Sprays In response to demand for better insect control in the Wooster Place Apartments, your building is scheduled for pest extermination twice a year. It is necessary to spray all apartments in order to effectively control insects. Failure to have your apartment exterminated may cause a problem for you as well as neighboring apartments. You must have your apartment sprayed during your scheduled time. You will receive instructions about how to prepare your apartment before each spray. Please arrange to leave your apartment for a minimum of 2 hours at the time of a spray. If you have special concerns, contact the Residential Life Office. Please note: Your lease requires mandatory pest extermination spray.

Pest Control - Request Sprays If you are having persistent problems, you may call the Residential Life office to schedule extermination sprays at additional times.

A fee will be charged to your account if your apartment is not prepared to be sprayed on the scheduled or requested date.

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.

Wooster Place Policies

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 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 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.

Courtesy As a courtesy to your neighbors, noise in Wooster Place should be kept to a minimum, especially after 9 p.m. Quiet time is from 9 p.m. each evening until 8 a.m. the next morning. 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, contact your apartment manager. Noise problems which cannot be remedied may result in FHSU Police interventions. Residents who contribute to unremedied noise disturbances may lose their contract privileges in Wooster Place.

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.

Smoking Smoking is prohibited in Wooster Place and is not permitted within 30 feet of any door. Therefore, smoking is not permitted on balconies. 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. (*See also 'Tobacco' for University Policy*)

Pets Absolutely no pets except fish in aquariums (25 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 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 involve no monetary component.

Alcohol Wooster Place 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 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. 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 consume 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 Director of Residential Life or the Community Judicial 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 Director of Residential Life and/or Office of Student Affairs.

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. All entrances to University buildings will be non-smoking within a radius of 30 feet.

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

Solicitors Soliciting is not permitted in the Wooster Place Apartments. If soliciting occurs, please call the Student Residential Life Office, or if after office hours, the FHSU police, and report the solicitor.

Storage Wooster Place has 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. These are not storage areas. Items blocking free passage (5 ft) will be removed and disposed. Only items designed for outdoor use may be placed on balconies and walkways.

Decorating Your New Home

Decorating your Apartment This is a great deal of flexibility in making your apartment “home”. 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.

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. Regardless of the type of picture hanger used, you are held responsible for any wall damages

and for nail hole repair.

Water beds, pianos, and organs are not permitted in 2nd or 3rd story units. 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 seven (7) days to remove the item(s) listed in the notice or your contract will be terminated.

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.

To prevent falls, it is recommended you do not stand on chairs to hang draperies or reach items in cabinets. Use a small stepladder, step stool, or other device designed for climbing. Balconies and walkways between apartments and breezeway stairs should be kept clear. Toys, bicycles, motorcycles, etc. should not be stored in the breezeways where they will obstruct these hallways at any time. Motorcycles may not be stored in breezeways, but should be parked in the designated parking areas.

When washing dishes, be sure that knives and other sharp objects are not placed in the sink. Wash them separately, because many injuries occur every year due to sharp objects being touched in the sink while washing dishes. Watch children as they play. Playgrounds are provided in safe areas. Do not permit children to play in the parking lots,

driveways, or adjacent streets. Report playground equipment repairs to the Residential Life office. A child's safety is your responsibility.

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.

Weapons Weapons and ammunition may not be kept in individual rooms. Storage for weapons and ammunition is available and is allowed only in those areas designated by the Wiest Hall Director. In order to access your stored weapons or explosives, you must present a valid photo ID. Weapons will only be released to that individual who originally stores the weapon and signed the storage agreement. The possession/use of weapons which endanger health or safety of yourself or others is sufficient cause for immediate dismissal from the residence hall without financial release and referral to the Vice President of Student Affairs for further disciplinary review.

Fire Storage is not permitted in or around furnaces or hot water tanks in any of the apartments. Serious fires have occurred in the past because combustible items were placed too close to the appliances and ignited.

When cooking, especially with grease, be sure your cooking is attended. Should fire occur, baking soda may be applied.

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 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 Residential Life office during office hours or call the FHSU Police after hours, 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.

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 will result in a \$50 fine. 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 result in a \$250 fine and 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.

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.

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.

Hays Services

Dining Out Chartwells Dining Services provide many on campus options for dining. McMIndes Dining Hall provides a wide variety of food in all-you-can-eat buffet style. The Union Station Cafeteria has many different stations to choose from, including Pizza Hut and Starbucks. There is also a wide variety of fast-food and full-service restaurants located in the city. Consult the yellow pages of your phone directory for suggestions.

Family Recreation Hays has many facilities around town for family fun and recreation. There are parks for swimming, frisbee golf, baseball, football, soccer, fishing, jogging, walking and more.

Hays Aquatic Park is a prime example for a fun day in the sun. It boasts two curve filled slides and a relaxing lazy river. It also has three separate swimming areas to entertain the whole family.

Hays is also home to one of the largest frisbee golf courses in Kansas. With its 18 holes twisting in and around Big Creek, it proves to be quite a challenging course. Located in Frontier Park, it provides a perfect area for a picnic as well.

The Hays Recreation Commission is a great place for a variety of recreational activities. It is well equipped with high quality facilities and programming. Check out Hays Rec for

anything from water aerobics to bridge lessons. For more information, contact HRC at 623.2650.

There is also a Wellness Center on campus. The FHSU Wellness Center houses cardiovascular (treadmills, bikes, and elliptical machines) and resistance training equipment (free weight and selectorized). 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.

Hospital Care Medical care is available at the FHSU Student Health Center. Student Health is currently located on 2nd floor of Wiest Hall. 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.

Child Care Tiger Tots Nursery Center provides a combination daycare-preschool facility for children of Fort Hays State University students, staff, and faculty. They offer full and part-time childcare for children 2 1/2 - 6 years of age.

Public Schools Washington Grade School is located approximately five blocks from Wooster Place. Additional information about public schools may be obtained from: Unified

School District 489, 323 W. 12th (785-623-2400).

Shopping Hays is centrally located between many large shopping areas including Kansas City and Denver. Hays also has The Mall with many shops. On campus, the University Bookstore is the place to go for all Fort Hays State apparel. The Corner Bookstore (509 W. 7th) is also available off campus.

Voting The Ellis County Clerks 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.



Residential Life
Agnew 114
Hays, KS 67601
785-628-4245
srl@fhsu.edu