

Fort Hays State University

# RESIDENTIAL LIFE HANDBOOK

**MAILING ADDRESS**

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**REGULAR BUSINESS HOURS**

8:00 am-4:30 pm, Monday through Friday

**WEBSITE**

[www.fhsu.edu/reslife](http://www.fhsu.edu/reslife)

**EMAIL**

[srl@fhsu.edu](mailto:srl@fhsu.edu)

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# **MISSION STATEMENTS**

## **RESIDENTIAL LIFE MISSION STATEMENT**

The Department of Residential Life's mission is to assist in the preparation of citizen leaders by fostering community, providing access, focusing on resident needs, and supporting the educational experience.

**Community:** Residential Life is committed to creating a safe and supportive environment where residents have a network of people who care about them.

**Accessibility:** Residential Life is committed to providing a living environment that meets the various needs of our residents at an affordable cost.

**Resident Centered:** Residential Life is committed to creating services, programs, and policies that benefit the residents we serve.

**Educational Support:** Residential Life is committed to providing individual growth experiences, inclusive of our residents' academic development.

## **RESIDENTIAL COMMUNITY STANDARDS**

The residents and staff of Residential Life 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 gender and 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 that 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 that 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 constituting harassment 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 harass another on the basis of their age, physical handicap, national origin, sexual orientation, race, gender identity, or religious affiliation.

# **GENERAL INFORMATION**

## **RESIDENTIAL LIFE STAFF**

### **Community Assistant (CA)**

Your Community Assistant is a full-time student whose part-time job is to assist you. Generally, your CA has lived on campus for at least a year and knows what a great experience living on campus can be. Your CA has many diverse responsibilities. You can expect your CA to:

- Get to know you and care about how you are doing.
- Be available on a personal basis to talk about whatever you need to talk about.
- Be available to answer your general questions.
- Be able to direct you to the appropriate university office for answers to your questions.
- Work at the hall desk several hours each week.
- Hold floor meetings as needed to discuss important topics.
- Ask for your help in making life on the floor enjoyable and productive.
- Plan and hold social and educational programs and events.
- Make sure you and others are following housing and university policies.
- Complete duty rounds to ensure that the building and floor are safe places for you to live.

While your CA is there to support you, please be courteous and remember that they are also a person and a student.

### **Desk Assistant (DA)**

Desk Assistants are the individuals who welcome and provide information to residents and guests, help with hall security, sort mail, and maintain check-out of hall supplies. They work at the front desk area of each residence hall.

### **Assistant Community Director (ACD)**

Each of our communities has an Assistant Community Director. The ACD is a graduate student on campus and is hired to help the halls run smoothly. They oversee the function of our front desks and may take care of other tasks such as mail distribution, facilities management, administrative responsibilities, advising, and supervision.

### **Community Director (CD)**

Your Community Director is a full-time professional. The CD is the primary manager of the hall/apartment community with the overall goal of helping you to be successful at FHSU. Through advising hall or community council, supervising and training the student staff, working with the custodial and maintenance staff, assisting individual students, enforcing policies, and coordinating special services provided by the Office of Residential Life, the CD works to ensure the needs of the community are met. You will get to know your CD at community programs and events or through informal contact in your building.

On an individual level, the CD is available to consult with you regarding a number of areas such as personal relationships, academic progress and success, or general information about the university. Become acquainted with your CD, and feel free to call on them when you have questions or concerns. If

they can't answer your question, they should be able to direct you to someone who can. The CD's office is located near the front desk of most buildings.

### **Residential Life Office Staff**

The Residential Life office team consists of the Director of Residential Life, two Assistant Directors of Residential Life, the Administrative Assistant, and student workers. The staff is here to assist you with any questions or needs.

### **Custodial and Maintenance Staff**

Take time to get to know your custodial and maintenance staff, as they play an important role in your community. The custodians work in conjunction with the Community Director, student staff, and residents to clean and maintain public areas of the hall.

Use of community spaces, such as kitchens, community rooms, and study rooms within the halls, are a benefit and you are responsible for cleaning up after yourself. Please clean up after yourself and dispose of all waste properly. For more information regarding maintenance requests see page 8.

## **COMMUNITY LIVING**

### **Community Members**

You will soon get to know the people who live in your community and hopefully, your living space will feel like home. Living on campus provides opportunities for you to get to know other students, to socialize, to study with classmates, and to develop greater interpersonal skills.

You can participate in your community in many ways. You can become involved in the hall or community council by serving as a wing, floor, or community representative. You and your community members can provide feedback to your CA(s) about what type of community you would like to live in. You can also take part in intramurals, social activities, and educational programs sponsored by your CA(s) and hall or community council.

### **Roommate(s)/Suitemates**

Willingness to share, to compromise, to communicate, and to work through conflict, are all factors in getting along with your roommate(s). The best way to work things out with your roommate(s) is to be clear and specific about your expectations. Talk openly with your roommate(s) about what type of living environment you would prefer. Your CA will have you and your roommate(s) complete a roommate agreement within the first few weeks of the semester.

Some important topics to discuss are as follows:

- Cleaning
- Borrowing
- Study Time
- Sleeping
- Guests
- Getting Involved
- Floor, Hall, and Campus Events
- Check the hall bulletin boards or ask a staff member about the activities and programs that are planned for your floor/community.

## **GETTING INVOLVED**

### **Community Council**

Every Community has a Community Council. These groups are comprised of students living in the community, and they seek feedback from their peers on how to advocate for an enhanced campus living experience. They also plan social, educational, recreational, cultural, and academic events for you to attend to connect with the hall. Please see your Community Director or Assistant Community Director if you are interested in participating in your Community Council.

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

The Residence Hall Association is comprised of students living across campus and creates programming designed to enrich the lives of all on-campus residents. RHA serves as a voice for residents and acts as a link between on-campus residents and the administration to provide input about dining services and the overall function of the residential communities. RHA provides residents opportunities to develop

leadership skills through elected and appointed positions and is actively connected to similar leadership organizations at the regional and national levels. RHA also plays an active role active in developing annual events.

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

The Golden Plains Chapter of the National Residence Hall Honorary (NRHH) is a group comprised of the top 1% of leaders who have contributed outstanding service and leadership while living in the residential communities. NRHH is built upon the values of service and recognition and provides recognition and leadership opportunities for those living on campus. NRHH Members also oversee and vote on the Of the Month (OTM) nominations that recognize the outstanding members of our community.

## **HALL SERVICES AND AMENITIES**

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:

### **Wireless Internet**

Wireless Internet is available in all residential communities. To connect to the wireless offered by FHSU, you will generally follow these steps:

1. Select TigerNet as the Network SSID
2. Enter your TigerNetID username and password

For specific information on how to connect your Android, iOS, MacOS, devices to TigerNet, please visit [Technology Support for Students - Fort Hays State University \(FHSU\)](#)

### **Movie Streaming Service**

The Residential Life Streaming Service can be found at <http://movies.fhsu.edu>. Movies available for viewing are selected by Residential Life staff members and student leaders. If you have feedback or input, please contact [srl@fhsu.edu](mailto:srl@fhsu.edu). Selected movies added each month are free for residents to watch throughout the academic year.

### **Cable**

Basic cable is provided in residential community lounges.

### **Cleaning Supplies**

Our residential communities have a variety of custodial equipment and products including brooms, dustpans, cleaning solutions, cleaning cloths, trash bags, and vacuums. These items are available to check out from your building's front desk or can be found in your nearest custodial closet.

Please note, students residing in Stadium Place, Wooster Place, and Heather and Agnew Halls are responsible for cleaning their bathrooms and living areas. Our custodial teams do not enter apartments or suites to clean the bathrooms or living areas.



## **Custodial Services**

Each hall provides regular custodial services in commons areas Monday through Friday. Please do your part by cleaning up after yourself in the halls, lounges, and bathrooms.

All residence hall and apartment residents should take trash/recycling to the dumpsters located near their buildings. Dumping personal trash and pizza boxes from your room in the bathroom, lounge receptacles, or stairwells is NOT acceptable.

## **Ice Machine**

McMindes Hall and Victor E. Village are each equipped with an ice machine. Please keep in mind that the ice is for every resident to use, and the ice machine should not be used as a personal icebox for food and/or other items.

## **Kitchens and Cooking**

The residence halls are not equipped with wiring, plumbing, or ventilation systems that permit cooking in student rooms. Each traditional residence hall has a kitchenette that residents may use for meal prep and cooking. The number and location of kitchen facilities varies by hall. Residents are expected to remain near the stove/oven while preparing food. Residents should also use appropriate tools, such as cutting boards, to keep from damaging kitchenette countertops and other furnishings and ensure that they clean up immediately after using the kitchenette area. A variety of cookware and utensils are available to check out at each front desk.

Failure to follow appropriate cooking methods may result in excessive heat/smoke production, which will trigger the hall fire alarm system. Intentional disregard to cooking safety or other reasonable safety procedures, which results in the activation of the fire safety system, will result in disciplinary action and a possible fine. Resident misuse of kitchens may result in the kitchens being temporarily unavailable.

## **Laundry Room**

Washers and dryers are in each community at no charge as laundry fees are included in housing rates. Machines are for use by residents of that community only. Any resident found allowing any non-resident to utilize laundry facilities will go through the student conduct process.

If a machine is not working properly, please follow the instructions found in the laundry room and email [srl@fhsu.edu](mailto:srl@fhsu.edu) with the following information: date, building name, washer or dryer, number on the machine, error message shown (if applicable), and a description of the malfunction.

## **Community Rooms/Lounges**

Community rooms and lounges are public multi-rooms for residents and visitors to use as waiting areas, study or social spaces, and for community programs. Personal items cannot be left in these spaces.

## **Meeting Spaces**

Certain rooms may be reserved for events and organization meetings. Please go to the Residential Life website and fill out the Community Space Reservation Form, found under the forms tab (<https://www.fhsu.edu/reslife/Forms/room-reservation>). A minimum of 3 business days is needed to process the reservation. Some of the available spaces include Custer Lawn, Heather Hall Storm Shelter, Tiger Place Courtyard, and McMindes 2R Classroom.

## **Maintenance**

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 through a maintenance request. To report a problem, you must fill out a Work Order Request found on the Residential Life page on the FHSU webpage at [www.fhsu.edu/reslife/forms](http://www.fhsu.edu/reslife/forms). Please inform your Community Director if you have reported your maintenance issue but the issue has not been resolved.

If there is an emergency, please contact the appropriate staff immediately. The only requests considered emergencies are those which pose an immediate danger to health or property. Maintenance staff are permitted to enter residence hall rooms and apartments starting at 9:00 a.m. to complete appropriate repairs. For more information regarding repairs, see page 29.

## **Vending**

Vending machines are located in each residence hall. If you lose money in one of the machines, please visit the Residential Life office in McMindes Hall Room 126 to request a refund. If you have any questions or concerns about vending, please email [srl@fhsu.edu](mailto:srl@fhsu.edu).

## **DESK AND MAIL SERVICES**

### **FRONT DESK**

McMindes, Victor E. Village, Custer, and Agnew Hall have front desks that have staff available to assist residents and checkout supplies. Desk hours for all buildings are Mon–Fri 8:00 a.m.–7:00 p.m. Weekend hours are Saturday 11:00 a.m.–3:00 p.m. in Tiger Place and Victor E and Sat–Sun from 11:00 a.m.–7:00 p.m. in Custer and McMindes. Equipment at each desk varies and includes items such as vacuums and other housekeeping supplies, games, kitchen supplies, and moving carts. You must have a valid Tiger ID and be an on-campus resident to check out items. Times for checkout vary among halls. Items that are returned late or damaged will result in the student going through the conduct process and could include the student being charged for the cost of replacing the item.

Front Desk Telephone Numbers:

- Custer Hall Front Desk: 785-628-5700
- McMindes Hall Front Desk: 785-628-4900
- Tiger Place Front Desk: 785-628-5400
- Victor E. Village Front Desk: 785-628-4600

### **U.S. AND CAMPUS MAIL**

Both U.S. and campus mail services are provided when classes are in session.

Incoming mail is delivered each day except Sundays and holidays.

Each resident will be assigned either a mailbox key or a mailbox combination upon move-in except Wooster Place. See below for information for Wooster Place residents.

You should check your mailbox daily. Important university and Residential Life notices are sent through campus mail.

If your address should change, be sure to update your forwarding address in your student Workday account. Additionally, please update your new address with any person, business or publisher who sends you mail regularly.

Residential Life staff will forward first class and third-class mail (magazines, newspapers and other periodicals) to which you have a paid subscription for 90 days after you no longer reside on campus.

## **APARTMENT AND TIGER VILLAGE HOUSING MAIL**

Postal Kiosks are located near Wooster Place Apartments, Stadium Place Apartments, and Tiger Village. The postal kiosks have individual letterboxes for letters.

Tiger Village residents will be provided with a mailbox key upon check in. Residents receiving large packages that do not fit in a kiosk box will receive a package slip that can be turned in at the Victor E. Village front desk to receive their package.

Stadium Place residents will be provided with a mailbox key by Residential Life staff upon check in. USPS packages for these residents will be in the larger package boxes of the postal kiosk. FedEx, UPS, and large USPS packages will be delivered directly to a resident's apartment. A key is required to access your mailbox.

Wooster Place residents pick up their mailbox keys directly from the United States Postal Service office located at the corner of Eighth and Fort Street. Students must bring the pink copy of their room condition report, that they received during check-in, to the United States Postal Service. Keys must be returned to the Postal Service prior to moving out of Wooster Place. USPS packages for these residents will be in the larger package boxes of the postal kiosk. FedEx, UPS, and large USPS packages will be delivered directly to a resident's apartment. A key is required to access your mailbox.

## **OUTGOING MAIL AND MISROUTED MAIL**

The US Postal Service will not pick up any outgoing mail that is placed in your mailbox. Outgoing mail with appropriate postage can be dropped off at the following locations: McMinder Hall front desk, or the Victor E. Village front desk.

Packages cannot be left at the desk to be picked up from USPS, UPS, FedEx- these will need to be taken to a location for shipping:

- USPS – 706 Fort Street, Hays, KS 67601
- UPS- 4320 Vine St., Unit 80 or
- FedEx- At Walgreens- 2600 Vine St.

Should you receive mail for someone else, please return it unopened to the building front desk.

## **PACKAGES**

Packages are logged and processed daily. Once the package has been recorded and processed, student staff will place a package slip in your mailbox to notify you that you have a package. You must bring the package slip to the appropriate front desk to retrieve your package. All packages need to be signed for at the desk before they are given to the resident.

Wooster Place and Stadium Place Apartment residents will have a key to access their packages from the kiosks if delivered by USPS. UPS and FedEx deliver packages directly to resident apartments. Residential Life is not involved in this delivery process nor is responsible for packages missing from front doors. If an apartment resident is missing a package, they should contact the carrier service provider directly (ex. USPS, UPS, FedEx, etc.). If a resident thinks a package has been stolen, they should reach out to University Police Department.

## POSTAL ADDRESSES

When sending letters or packages, your mail should be addressed according to the following building address information:

Building	US Mail	UPS/FedEx
Agnew	Your Name 1 Agnew Hall Room# Hays, KS 67601	Your Name 402 Lyman Drive Room# Hays, KS 67601
Custer	Your Name 1 Custer Hall Room# Hays, KS 67601	Your Name 420 Custer Drive Room# Hays, KS 67601
Hansen	Your Name 1 Hansen Hall Room# Hays, KS 67601	Your Name 306 Dwight Drive Room# Hays, KS 67601
Heather	Your Name 1 Heather Hall Room# Hays, KS 67601	Your Name 401 Custer Drive Room# Hays, KS 67601
McMindes	Your Name 1 McMindes Hall Room# Hays, KS 67601	Your Name 410 Agnew Ln Room# Hays, KS 67601
Stadium Place	Your Name 300 Lewis Drive Room# Hays, KS 67601	Your Name 300 Lewis Drive Room# Hays, KS 67601
Tiger Village	Your Name 315 Lewis Drive Room# Hays, KS 67601	Your Name 306 Dwight Drive Room# Hays, KS 67601
Victor E. Village	Your Name 306 Dwight Drive Room# Hays, KS 67601	Your Name 306 Dwight Drive Room# Hays, KS 67601
Wooster Place	Your Name 1 Wooster Place Apt# Hays, KS 67601	Bldgs. A, B, C, D Your Name 312 Dwight Drive Apt# Hays, KS 67601  Bldgs. E, F Your Name 405 Dwight Drive Apt# Hays, KS 67601

## IMPORTANT RESIDENTIAL LIFE DATES

### FALL 2025 SEMESTER

August 9	Apartment Move-In
August 13-15	Move-In Days
August 19	First Day of Fall Semester Classes
August 29	Last Day for Meal Plan Changes
September 1-5	Week 3 Room Change Requests Due
September 5	Week 3 Room Changes Take Place at 4:30pm
November 3	Fall Break Housing Request Form Opens
November 14	Fall Break Housing Request Form Closes
November 21	Residence halls close for Fall Break at 5pm
November 30	Residence halls reopen after Fall Break at 12pm
December 1	Spring Room Change Paperwork Opens
December 1	Winter Break Housing Request Form Opens
December 5	Winter Break Housing Request Form Closes
December 4	24-Hour Quiet Hours Begin at 10pm
December 8-12	Room Changes for Spring Semester Take Place
December 12	Residence halls close for the Fall Semester at 12pm

**\*\*Dates and times subject to change\*\***

For additional important university dates please see the official FHSU academic calendar by visiting the Registrar's website at <http://www.fhsu.edu/registrar/>.

## DINING SERVICES

Various dining options are available on campus for students including the McMindes Hall Cafe, Tiger Pizza in Victor E. Village, and Tiger Market in Memorial Union. Each meal plan includes Dining Dollars, which can be used at any Union Catering Company on-campus locations.

If you cannot make a meal during scheduled hours, please contact Dining Services (in McMindes Hall) or the Dining Manager. Dining services work with students to provide dining options to fit their individual needs, including to-go meals, gluten free, dairy free, etc. Please contact Dining Services at 785-628-4476.

## **DINING OPTIONS:**

### **McMindes Café:**

Take a break and hang out with friends as you enjoy a wide variety of all-you-care-to-eat menu options in a comfortable atmosphere. Located on the first floor of McMindes Hall, McMindes Café is conveniently located for all campus residents to access. The café offers a different hotline menu for each meal that may include freshly made pizzas from a brick oven, appetizing burgers, delicious deli sandwiches, gourmet stir-fries, salad bar, a dessert bar, and much more!

**\*\*All dining hours are subject to change\*\***

#### **Hours:**

Monday–Thursday: 7:00 a.m.–7:30 p.m.

Friday: 7:00 a.m.–6:30 p.m.

Saturday: 11:00 a.m.–6:30 p.m.

Sunday: 11:00 a.m.–7:00 p.m.

Hot food lines are available during peak dining hours with continental options available all day. During the weekdays, hot breakfast options are offered from 7:00 – 9:00 a.m. Everyday hot lunch items are from 11:00 a.m. to 2:00 p.m. and dinner from 5:00 p.m. to close.

With each meal plan, you will receive five 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.

### **Tiger Pizza – Victor E. Village:**

Looking for a late-night snack? Tiger Pizza, located on the main floor of Victor E. Village, offers pizza, yogurt parfaits, sodas, and more. Dining Dollars, cash, and credit/debit cards are accepted.

Monday-Sunday: 7:30 p.m.–11:00 p.m.

### **Tiger Alley & Student Stash – Memorial Union:**

When your schedule keeps you in the Quad, make the union your dining choice. The Memorial Union offers a variety of menu options in a central location among the university's academic buildings. The Union provides many retail food options where Dining Dollars are accepted, as well as other normal payment options. This includes grab-&-go options in the Student Stash near Starbucks.

Dining options from the locations below are located inside Tiger Alley. They are open Monday-Friday 11:00 a.m.-2:00 p.m. (*hours subject to change*):

- **Tiger Grille (specialty burgers & chicken sandwiches)**
- **Bamboo Bistro (Asian-inspired dishes)**
- **Pizza Hut Wing Street (pizza and wings)**
- **Jaja's (burritos & bowls)**

### **Additional Dining Options in Memorial Union:**

#### **Hoagie's (sandwiches) – in the Cody Commons**

Monday-Friday: 11:00 a.m.-8:00 p.m., Saturday: 11:00 a.m.-2:00 p.m., Sunday closed

#### **Starbucks – in the lobby by Student Stash**

Monday-Thursday: 7:00 a.m.-10:00 p.m., Friday: 7:00 a.m. – 8:00 p.m., Saturday: 8:00 a.m.-6:00 p.m., Sunday: 1:00 p.m.-10:00 p.m.

#### **Student Stash (Convenience Items)**

Monday-Thursday: 7:00 a.m.-10:00 p.m., Friday: 7:00 a.m. – 8:00 p.m., Saturday: 8:00 a.m.-6:00 p.m., Sunday: 1:00 p.m.-10:00 p.m.

***\*\*All dining hours are subject to change\*\****

## **POLICIES AND PROCEDURES**

### **LIVING ON CAMPUS**

Being a member of a community brings a set of rights and responsibilities. As a member of the campus community, you are expected to respect others and follow the rules and policies established by the university community. We encourage you to seek active roles within your community. In non-emergency situations, residents should address disruptive behaviors before contacting staff for assistance. For example, if your neighbor is playing loud music late at night, you should first ask them to quiet down before contacting a CA. If needed, staff members are present to help define and direct and support the student conduct process.



## PROCEDURAL GUIDELINES FOR CONDUCT

When you signed your housing contract, you agreed to abide by all residential community policies, procedures, and contract guidelines. Additionally, you agreed “to observe all rules, policies and regulations of Fort Hays State University,” and “to abide by all state and federal laws.” The Fort Hays State University Student Code of Conduct can be found online on the Judicial Affairs site <https://www.fhsu.edu/judicial/student-code-of-conduct/index>.

If you have questions about any of the policies, please contact your Community Assistant (CA), Community Director (CD), or Assistant Community Director (ACD) for clarification.

Please keep these things in mind if you are confronted by a staff member:

- Cooperation with staff members is important. You can cooperate with staff members by opening the door, talking with them openly and honestly, and complying with their requests. Not doing these things may be considered obstructing a university official.
- It is important to note that if a room is uncooperative with hall staff members, the Community Director and/or University Police could be called to assist with resolving the situation, and that behavior will be noted in the incident report.
- According to university policy, all students should carry their Tiger Card and present it to university officials upon request. Staff members are university officials. Not providing a student ID when requested (or photo ID for non-student visitors) is viewed as a lack of cooperation.
- Familiarize yourself with the Residential Life policies.
- If a staff member approaches your room for a policy violation and you are hosting guests (whether they be residents from another hall or from off-campus), it’s important that you encourage your guests to cooperate with staff by answering their questions and providing a photo ID.
- If your guest(s) cannot provide ID or are being uncooperative with staff members, the CA, Community Director or University Police may escort your guest(s) from the building. It is also important to note that you will be held responsible for your guest(s) and their actions, so it’s best if you explain the basic policies to your guest(s) when they arrive so they know what you expect from them.
- When being approached by a staff member, some students become nervous and worry about “getting in trouble.” Despite your feelings, it is best to remain calm and be honest with staff members about what is happening and who is involved. You can be held responsible for making false statements in a conduct hearing and it is best to tell the truth from the start.

## SAFETY IN THE RESIDENCE HALLS

Residential Life is committed to providing a comfortable living environment that is as safe and secure as possible. If at any point you feel threatened, concerned, or have an issue, please contact your CA, Community Director/Assistant Community Director, the Residential Life Office, or the University Police Department. If it is an emergency, please call 911. During the evenings, Residential Life student staff conduct regular rounds of the residence halls. If at any point you have a concern, please call the on-call phone for your community. Professional staff serve on-call 24/7 and can address emergencies and concerns.

## STUDENT CONDUCT PROCESS

The Residential Life conduct process exists to promote a positive group living environment by providing a means to assure compliance with the established policies of the Residential Life Office and FHSU in all our communities. The conduct process is committed to providing fair treatment for each participant. If you are involved in a situation where an alleged policy is being violated, a staff member may address the situation. At that time, our staff's responsibility is to end whatever behavior is taking place that violates a policy. The CA will identify the individual(s) responsible for the behavior(s) of concern and resolve the situation. If concern is based on a guests' behavior, the CA will identify the resident hosting the guest. The CA will then write a report documenting the details of what happened including names of individuals present, policies that were allegedly violated, and any other relevant information. The report is then forwarded to the appropriate Community Director for review. Depending on the nature of the situation, a professional staff member will follow up with students in a meeting, called a conduct hearing, and notice of the conduct hearing will be provided via email. A decision is made as to whether a policy violation is major or minor and as to whether it is to be reviewed by the Assistant Community Director, Community Director, Assistant Director of Residential Life, the Director of Residential Life, or the Assistant Vice President of Student Affairs. Any time a resident is notified to appear for a hearing, they must do so. The CA is not responsible for assessing your role in the situation, they merely document what is happening, and the Assistant Community Director or Community Director will determine each student's role in the incident. If a resident fails to appear to a conduct hearing, their case will be reviewed by the hearing officer based on the information in the incident report.

When a student admits to being or is found to have been in violation of a policy, sanctions are possible. Possible sanctions encompass a large range of outcomes in line with the severity of the policy violation. Sanctions may include warnings, restitution (repayment of any monetary damages), assignments such as community service, papers, workshop attendance, referral meetings, disciplinary probation, removal from residential life facilities, suspension, and/or expulsion. Sanctions may be imposed singularly or in combination. Failure to complete sanctions as assigned may result in an escalation of disciplinary status, a finding of non-compliance may result in a hold being placed on the student's account. Holds prevent students from enrolling in classes, receiving their transcript, or their diploma upon graduating.

Students have the right to appeal. Students must submit a written statement within three business days of receiving their outcome letter. Appeal requests must outline the reasons the review is being requested and should include the date of original hearing, the date/time/location of the alleged incident, and the reason for the appeal. Residents who do not attend their conduct meeting forfeit their right to submit an appeal. In addition, appeals that are submitted after three business days may not be accepted. If you submit an appeal, and it does not fit into one of the two appeals categories, it can be denied. Below are reasons for an appeal.

- Evidence not available at the hearing which, had it been available, would likely have produced a different finding (responsible v. not responsible)
- Perceived hearing officers' bias resulting in a violation of the standards of fairness used in disciplinary hearings.

# **RESIDENTIAL LIFE POLICIES**

## **Abandoned Property**

Fort Hays State University, the Department of Residential Life, and any of its staff are not responsible for any student property left in public areas.

If a student abandons property in their residence hall room or apartment after leaving the university, Residential Life staff members will make reasonable efforts to contact them via phone and university e-mail to have that student retrieve their belongings.

If it is determined that the former resident will not be returning (for example, if the student has not registered for classes, has canceled their housing contract, etc.) hall staff will pack and inventory the student's belongings and store them for 30 days.

Residential Life reserves the right to dispose of items in the room that may pose a threat to storage spaces or other belongings (perishable foods, items that may attract bugs or rodents, etc.). After 30 days, items will be donated or disposed of at the discretion of Residential Life staff (any costs of removal will be at the owner's expense).

Residential Life will not ship items to its owners. Owners may have another individual pick up their belongings during office business hours by contacting the Community Director to set up a date and time. The owner will be required to email Residential Life at least 24 hours prior to pick-up with the following information: the former resident's ID number, clear instructions on who can pick up the items, and a descriptive list of what items can be retrieved. The individual retrieving the items will be required to show a photo ID to verify their identity when picking up the items.

## **Alarm Clocks**

Two staff members may enter a resident's room to shut off an alarm clock if the resident cannot be located or there is no response at the door.

## **Alcohol/Alcohol Containers**

Possession or consumption of alcoholic beverages are prohibited in all our residence halls (Agnew Hall, Custer Hall, Hansen Hall, Heather Hall, McMinder Hall, Victor E. Village, Tiger Village) regardless of age. Alcohol containers cannot be used as decoration in rooms. Anyone in a room where an alcohol violation occurs may be held responsible for the violation, regardless of whether or not you are drinking.

Apartment (Stadium Place, Wooster Place) residents of legal drinking age, as defined by Kansas law, may possess, and consume alcohol in Residential Life apartments. The amount of alcohol allowed in the space must be a reasonable amount for the residents to safely consume.

An apartment resident may consume alcohol in their apartment even if their assigned roommate or guests are present and under 21 years of age. Consumption may not be in public and must be done inside the apartment. A resident of legal drinking age will be held accountable for a roommate and others under legal drinking age who consume alcoholic beverages while they are present.

Guests 21 years of age or older that are in the apartment of a resident's whose age is under 21 years of age are not permitted to possess or consume alcohol in the apartment.

## **Apartment Storage**

Wooster Place residents should not use heater closets as storage areas. Any access to this room will be assessed for damage. If items are found stored in these areas, the heater and hot water tank will be turned off until the items are removed.

Stadium Place residents should not store or hang anything off of the water heater or any other mechanical items in the laundry closet.

## **Appliances and Electricity**

Residents are expected to take reasonable care in their usage of appliances and other electrical items. Due to potential fire hazards and power failures caused by overloaded electrical circuits, electrical appliance usage must be limited. Residents are required to use UL-approved surge protectors with appliances to avoid blowing fuses. Multiple incidents of blown fuses may result in additional limitations to the items students may keep/use in their rooms.

Appliance and Electricity limitations:

- All resident-owned refrigerators in rooms must be less than 10 years old and less than a total of 4.5 cubic feet in size.
- Small electric coffee pots (brews 6 cups or less without a warming plate), flameless candle warmers, and small microwave ovens (less than 1000 watts in size) are allowed to be used in student rooms.
  - Pod style coffee makers (ie. Keurig) are only allowed in the single pod variants and must be plugged directly into the outlet.
- Small cooking appliances without open coils such as George Foreman grills, toasters, air fryers, electric woks, electric skillets, waffle makers, or quesadilla makers can be stored in your room but may only be used in kitchens.
- Personal space heaters of any kind are not allowed.
- Halogen, Medusa, or torchiere lamps with goosenecks and plastic shades are not allowed.
- LED strip lights or any other lights with adhesive backing are prohibited. If installed, students are responsible for all damage incurred when removed.
- Use or installation of windows or personal portable air conditioning units is prohibited.

## **Arson**

No person shall start a fire that causes or may cause damage or injury on university property.

## **Assault/Harassment**

Unlawful verbal, physical, or written harassment (including, but not limited to, unlawful conduct that involves racial, ethnic, or sexist slurs) will not be tolerated. Courtesy and respect should be given to all students.

- Violations may result in dismissal from the residence halls and university disciplinary action, including the possibility of suspension.
- If you experience gender-based violence, please contact the Title IX Coordinator for resources.

- All residents are expected to uphold the university's Title IX policy, sexual harassment policy, and harassment policy. Please refer to university policies for specific information.

### **Balcony Storage**

Balconies between apartments and breezeway stairs should be kept clear. Items blocking free passage (5 feet) will be removed and disposed, including but not limited to bikes, grills, and furniture.

### **Bicycles and Scooters**

Bicycles should be parked in the bike racks located near the exits of each hall. Bikes parked in any other location, including apartment balconies and breezeways, will be removed at your expense. Bikes not claimed at move-out will be removed by the university during the last week of May. Bikes will be sold or disposed of at the discretion of the Department of Residential Life. Residential Life is not responsible for cut locks.

Bikes and scooters may not be ridden indoors; however, they may be stored in student rooms if both roommates agree. When bringing a bike into the hall, care should be taken not to damage the floor or walls. Bikes, scooters, motorized bikes, and any similar wheeled device may not be kept in public spaces in the hall including hallways, lounges, or stairwells. If left in these spaces Residential Life is not responsible for stolen property. Bikes or scooters can not be secured to any portion of the interior of public spaces within the Residential Halls.

Students found riding any wheeled devices (bikes, scooters, skateboards, etc.) inside will immediately be fined \$100 with no appeal and have a conduct hearing. Second violations will result in confiscation of the device regardless of ownership.

### **Break Housing**

All residence halls close when classes are not in session. Those wishing to stay over fall, winter, or spring break, must fill out break housing request and submit appropriate documentation regarding the need to stay over break.

Summer break housing is limited. Residential Life staff will notify residents which communities are available for summer stays when the summer contract becomes available each Spring.

All policies are in effect during break periods. Additionally, residents in all communities, other than Wooster Place, may not have any overnight guests.

During all breaks, including the summer term, there is zero tolerance for policy violations. Those found in violation of a Residence Life policy may have to leave for the remainder of the break.

### **Candles and Incense**

Use of incense, candles and/or open flames in the residence halls or apartments is prohibited. Candle warmers are permitted and encouraged. Students using candle warmers must use candles that have never been lit.

Students wishing to practice a religious ritual or ceremony that involves flame/incense/coins must contact the Residential Life office to determine if an accommodation is available.

### **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.

Playground equipment is in the Wooster Courtyard behind building C. Please keep the safety of your children in mind when allowing them to play on the equipment.

Children must be supervised by a responsible adult while playing. Please notify the Wooster Place Community Director if any of the equipment needs repairs.

### **Cleanliness/Garbage**

Residents are expected to clean up after themselves to maintain a clean community living space. Disposing of personal trash and pizza boxes from your room in the bathroom or lounge receptacles is not acceptable. Leaving trash in hallways or stairwells is also not permitted. Public trashcans (bathrooms, lounges, etc.) may not be removed from public areas to be utilized in student rooms.

Dumpster garbage is collected in the apartment areas twice a week. Large dumpsters are provided near each apartment building. You are encouraged to frequently empty your garbage in the dumpster to reduce the chance of drawing insects into your apartment. Please be sure to bag your trash to prevent attracting flies.

Do not set trash outside of doors, on sidewalks, or on balconies to be carried to the dumpster later. This will attract flies and stray animals. All trash that is to be picked up must be placed in the dumpster. Do not place personal trash in the community trash cans. Any trash placed outside of the dumpster will not be picked up and detracts from the appearance and sanitation of your apartment area.

Students found to not be appropriately disposing of trash will be documented and go through the conduct process, which may result in sanctions.

### **Cohabitation**

Cohabitation is strictly prohibited. Overnight guest(s) may not stay for longer than three consecutive nights or eight total nights per month, regardless of room, unless special permission is granted in advance by the Community Director, Assistant Director, and/or the Director of Residential Life. Personal belongings of guests amounting to more than one overnight bag may be grounds to discuss cohabitation.

Please refer to the Break Housing section for information regarding guests during breaks.

### **Common Area Furniture**

All common area furniture must stay in the assigned floor's common area. Removal of common area furnishings will be viewed as theft. Students removing furniture will be documented and go through the conduct process which may result in sanctions.

### **Compliance**

Students are expected to comply with any reasonable request of a university employee, Residential Life staff member, or uniformed response personnel promptly and respectfully in the completion of their duties. Per university policy, students are expected to always carry their FHSU student ID. Tiger ID and/or identifying information must be presented to the previously mentioned individuals upon request.

### **Compliance with General Laws**

Students, upon registration at FHSU, shall abide by all regulations, federal and state laws, and city of Hays ordinances. Enrollment as a student in no way exempts any person from penalty in case of violation of local, state, or federal laws. Any disciplinary action taken by the university may be taken independently of any action taken by an off-campus authority.

### **Concealed Carry**

In accordance with the State of Kansas Concealed Carry Law, residents who are of age are able to carry a handgun if it is concealed on their person or concealed in a bag/backpack that is in their immediate reach. Students must store their handgun in their vehicle or in an approved gun safe within their room and must not give others access to their weapon, including the access to their gun safe. An approved storage device has each of these characteristics: (1) it is of sufficient size to fully enclose the handgun while secured in an approved holster; (2) it is constructed of sturdy materials that are non-flammable; (3) it has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device, but devices secured exclusively with a key lock are prohibited; and, (4) the device is constructed specifically for storage of a handgun and/or ammunition.

The possession/use of weapons that violates policy, endangers the health or safety of yourself or others is sufficient cause for immediate dismissal from the residential community without financial release and referral to the Director of Residential Life for further disciplinary review.

### **Contract Violation**

Students are responsible for adhering to the Residential Life contract. Students who are released from their Residential Life contract due to any policy violation will be responsible for the payment of all Residential Life charges and fees. A copy of the Residential Life contract can be found on our website at [www.fhsu.edu/reslife/forms](http://www.fhsu.edu/reslife/forms).

### **Cooking/Kitchens**

Failure to follow appropriate cooking methods may result in excessive heat/smoke production, which will trigger the hall fire alarm system. Intentional disregard for cooking methods or failure to adhere to reasonable safety procedures which results in fire safety system activation will result in disciplinary action and financial consequences for a fire safety violation.

### **Courtesy Towards Staff**

Students are expected to comply with any reasonable request of a university employee, Residential Life staff member, or uniformed response personnel promptly and respectfully in the completion of their duties.

### **Disorderly Conduct**

A resident's behavior may not become unreasonably disruptive to the community environment. This includes actions that unnecessarily or unreasonably obstruct or interfere with the teaching, research, or learning functions or other normal and necessary activities of the University, or that create an imminent threat of danger to persons or property. Such conduct may include, but is not limited to, assault, threats to the personal safety of oneself or others, damage to or endangering property, making excessive noise, unwelcome physical contact, hazing or any other type of unreasonable interference with the normal operations or activities of the University. Such conduct shall include (but is not limited to) conduct that violates any statutory, administrative, or regulatory provision that could subject the University to any

sanction under any federal or state law, regulation, or policy, or to any potential or actual loss of accreditation. Such conduct shall not include, however, any constitutionally protected expression, though such expression may be limited by reasonable, narrowly drawn and content neutral time, place, or manner restrictions.

## **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.

## **Elevators**

Vandalism to or the misuse of any elevator is strictly prohibited. This also includes jumping, holding doors open for an extended period, using feet to push elevator buttons or delaying the elevator. Each elevator has an advertised maximum capacity which should always be followed. Vandalism or misuse may result in disciplinary action and financial consequences including charges up to the actual cost of any repairs or replacement.

## **Fire and Safety Equipment**

Residents are to respect fire and safety equipment within the residence halls and apartments. Each building is equipped with a complete smoke and fire alarm system. These devices (including fire extinguishers, pull stations, smoke detectors, strobe lights, sprinklers, alarms, and alarm panels) exist for the safety of all residents.

Falsely, intentionally, or negligently tampering with or activating fire safety equipment is a serious offense against the members of the residential community. Offenders are subject to criminal prosecution. Damage may also result in conduct sanctions and financial consequences.

Proper use of and response to fire alarms is required. All individuals present in any housing or dining facility must respond to a fire alarm, regardless of whether an emergency exists.

Please review the following fire safety guidelines:

- Doors or exits labeled “Emergency Exit Only” are not to be used for any purpose except emergency evacuation.
- Items may not be hung from the ceiling or from other overhead room structures such as pipes, lights, or ceiling tiles.
- Items may not be hung on, near, or around fire safety equipment (smoke detectors, sprinklers heads, etc.).
- The Residential Life staff may ask you to remove items determined to be fire or safety hazards from your room or doorway.
- Students wishing to practice a religious ritual or ceremony that involves flame/incense/coals must contact Residential Life office to be considered for accommodations.
- In the event of a fire alarm, all students and guests are required to exit the building in an orderly and timely fashion. Failure to do so could result in disciplinary action.

## **Fraud or Lying**



Lying or fraudulent misrepresentation in or regarding any transaction with the university, whether oral, written, or by other means is prohibited, including misrepresenting the truth before a hearing of the university or making a false report or statement to any university official.

### **Gambling**

Residents are prohibited from gambling in or surrounding Residential Life buildings or activities. Gambling is defined as the wagering of money or other valuables on the outcome of events. Examples include, but are not limited to, card and dice games, sport pools, lotteries, raffles, internet gambling, gambling devices and gambling machines. Community Councils and RHA may sponsor casino-themed programming which involves no monetary component.

### **Gender Based Violence**

See the student Code of Conduct and refer to the chart on page 34 in this document for information on Gender Based Violence. Residential Life takes allegations seriously and will follow up with all student concerns.

### **Grilling**

Grilling is only permitted outdoors in the outdoor communities away from the residence halls and cannot block a walkway. Charcoal grills are permitted but must always be attended to and when not in use, the cover must be on to prevent loose coals from escaping. Grills cannot be used inside the apartments or residence halls.

If propane/gas is used, the tanks must be 1 pound or less in size. Note that Charcoal, Lighter fluid and other fire accelerants cannot be stored in your room.

### **Grounds Upkeep**

The university is responsible for the upkeep of the lawn area around the residence halls and apartments. For this reason, residents may not plant gardens or flowers or erect any structures in the area around the apartments, except in the designated containers behind Wooster Place Apartments.

Keep all toys, yard games, 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.

Any resident approved for any Emotional Support Animal or Service Dog must clean up all animal waste created by their animal immediately.

### **Guest/Visitation**

The right of a resident to live in reasonable privacy takes precedence over the right to entertain guests within the residential facilities. Any resident of the room has the right to ask a visitor or guest to leave. A resident must accompany their guest(s) at all times in public spaces. All guests 16 years or older must always have a picture ID with them while in the Residence Halls. Unescorted guests will be required to leave the hall.

Open visitation is allowed in all the residence halls. The overnight guest and visitor policies are designed to allow short visits from friends and family. The policies are NOT designed to permit or encourage cohabitation.

KAMS/AMS students in Custer Hall must follow guest policies outlined in the Student Parent Handbook

At all times, courtesy to the roommate and suitemates must prevail. Roommates/suitemates should agree when there will be late night, early morning, or overnight visitors.

Guests must always be accompanied in public spaces apart from the public restrooms. Unescorted guests will be required to leave the hall.

Guests may stay a maximum of three (3) nights in a row, or a maximum of eight (8) total nights per month unless special permission is granted by the Community Director. Overnight is considered at Midnight (12 am) of each night.

All guests must use the restroom and shower facilities that correspond to their gender. Some communities have single use bathroom stalls that can be used by any gender. For more information, please contact the Community Director or Assistant Community Director. All guests must always be escorted by the hosting resident.

No keys will be issued to guests. Hosts should never give their keys or Student ID card to a guest as this is a violation of housing policies.

Residents will be held responsible for the actions of their guests and are expected to ensure that guests know and follow all policies. Any staff member, including a Community Assistant, may ask a visitor to leave if the guest is violating housing or university policies or causing a disturbance. The resident will be held responsible for any violations or disturbances that their guest(s) cause and may face disciplinary action.

During university breaks overnight guests are not permitted, apart from Wooster Place Apartments.

## **Hall Sports**

Residents are prohibited from participating in any kind of sport or physically active game inside the residence halls (typically any activity that would be played outdoors or in a sporting venue). This includes but is not limited to football, basketball, soccer, hockey, golf, Frisbee, tag, bowling, wrestling, ball bouncing, running in the halls, toy guns, and water fights.

This policy has been adopted to prevent disruption to others as well as accidents that could potentially harm people or damage property or fire systems in the residence halls. Riding bicycles, scooters, skateboards, skates, or any other wheeled device is prohibited in all areas of the residence halls/apartments. Students found riding any wheeled devices inside will immediately be fined \$100 with no appeal and have a conduct hearing. Second violations will result in confiscation of the device regardless of ownership.

## **Hate Crimes/Harassment**

Unlawful verbal, physical, or written harassment (including, but not limited to, unlawful conduct that involves racial, ethnic, or sexist slurs) will not be tolerated. Courtesy and respect should be given to all students.

Our communities will not tolerate 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.

The use of cellular devices and any other devices with photographic and/or video capabilities in a manner qualifying as unlawful harassment is prohibited.

## **Intentional, Reckless, and 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 reasonable standards of cleanliness, pest control, or sanitation may result in disciplinary action including termination of the housing contract.

Residents may be held responsible for any common areas within their community. Residents will be responsible for the full cost of the repair of damages to their room/apartment that result from intentional, reckless, or negligent acts. All residents within the same community/apartment may be jointly liable and responsible for the full cost of repair of damages to any common areas or shared living spaces within the residence or community, unless the individual who caused the damage can be identified.

Excessive levels of damage or vandalism may result in disciplinary action, which may include relocation or the termination of the housing contract without financial release.

## **Keys and ID Cards**

Unauthorized possession, duplication or use of keys or ID in any housing or dining facility is prohibited. Keys and ID must remain in the possession of the person to whom they are issued and may not be used by another person. Per university policy, students are expected to always carry their FHSU student ID and present it to university officials upon request.

## **Laundry Room**

Washing machines and dryers located in residence halls are available to residents only. Residents should only use the laundry room located in their community. Any individuals who do not live in the residence halls may not use the laundry facilities. Residents who provide access to laundry facilities to non-residents may go through the conduct process.

If you experience any issues with a washing machine or dryer, please contact [srl@fhsu.edu](mailto:srl@fhsu.edu) with the following information: date, building name, washer or dryer, number on the machine, error message shown (if applicable), and a description of the malfunction.

Clothes left in the laundry room for more than 48 hours will be collected and taken to the front desk for each residential area. If you discover that your items are missing from the laundry room, you may reach out to University Police to file a report.

## **Lock outs/Lost Keys**

Residents are expected to always have their room key/ ID card with them. Excessive or repetitive, defined as three or more lockouts a semester, lockouts may result in the following. The fourth through seventh lockout will be billed at a rate of \$5 per lockout. Additionally, the seventh lockout will result in a conduct hearing. Eight or more lockouts will result in a charge of \$25 per lockout.

2 per semester	No Charge
3rd	No Charge, Warning Letter
4-6	\$5 Each
7th	\$5 Conduct Meeting
8 <sup>th</sup> and all additional	\$25

If you lock yourself out of your room, call your building on-call phone or go to the desk. Be prepared to show your Tiger ID once let into the room. Residents will only be granted access into their assigned room. Friends, family, etc., will not be allowed access to a resident's room.

If you lose or damage your key, immediately inform a community staff member. Student ID cards that are bent, punctured, or altered in any way may not work and may need to be replaced at the student's expense. The charges to change locks or replace lost keys are as follows:

- \$50 to replace/change the lock on your door, plus \$10 for every key needed for that room or suite.
- \$10 to replace a damaged or broken room door key that has been returned to a Residential Life staff member.
- \$10 to replace a mailbox key.
- \$25 to replace a lost or damaged student ID. Please go to the Memorial Union ID center during business hours for ID replacement.
- Temporary or camp cards may be issued on a case-by-case basis by Residential Life staff. If a temporary or camp card is issued to a resident and not returned, a \$25 charge will be added to the student account.

These charges are non-refundable, even if lost keys are subsequently found and returned.

## **Lofts**

Loft Kits are only available in Custer Hall. Students must fill out a loft kit request form found at <https://fhsu.edu/reslife/documents/Downloads/New-Loft-Kit-Request-Form/index.pdf> The request to loft a bed must be completed by August 1 in order to have lofting completed in time for move in day. Residential Life will make efforts to loft all beds prior to move-in day but cannot be guaranteed that all requests will be completed on time. Facilities staff will continue to loft beds until requests are completed.

Students in other communities may adjust the height of their bed on their own. The student may come to their community's front desk to check out a mallet for use in adjusting their bed height. If the frame gets pinched or stuck the student may then submit a work order to have the bed adjusted. Note that students living in Agnew Hall, Heather Hall, or Stadium Place do not have beds that adjust in height.

## **Mandatory Meetings**

At the beginning of each year, mandatory community meetings will be held to introduce and review housing policies and procedures. Throughout the year, mandatory meetings may be held by Residential Life staff to address important information and/or community concerns. Attendance at these meetings is required for all residents. **Residents are responsible for any information presented at the meeting, whether in attendance or not.**

## **Misuse of Telephones**

Making or assisting in annoying or harassing telephone calls, unauthorized use of long-distance phone privileges or otherwise misusing or abusing FHSU telephone equipment is prohibited. Prank calling is not permitted in any capacity. This includes making calls to FHSU Staff/Faculty or using FHSU phones to make prank calls.

## **Pets**

No pets of any kind are allowed for reasons of health and safety, except for fish in aquariums of 10 gallons or less. This includes the pets of guests. Returning an apartment or room to a pet-free state can include completely repainting and re-carpeting the entire unit, along with additional cleaning. Any charges related to creating a pet-free environment will be the responsibility of the resident, and all charges will be billed the resident's student account.

*Students requiring an emotional support animal should first contact Student Accessibility Services at 785.628.4401 to learn about the ESA process. Failure to follow all steps in the ESA approval process can result in loss of ESA privileges.*

*Student Accessibility Services must have submitted the ESA approval to Residential Life and the ESA consultation with the Residential Life Director must have already taken place before the ESA is allowed on campus.*

## **Pranks**

If any individual—student, staff, or faculty—catches a prank in progress and asks for the prank to stop, the participants of the prank must comply immediately. The participants of any prank will be held responsible for resolving all negative repercussions of their actions, including, but not limited to, unintentional and unforeseen damage of property.

Participants are also responsible to clean and restore residential life environments to their original state after pranks. Some destruction and damages may result in charges to the student's account.

## **Propping of Doors**

Do NOT prop open any exterior building doors or wing/hallway doors. To ensure the safety and security of our facilities, propping of doors is prohibited. Propping doors can lead to possible dangerous and unauthorized individuals entering the building and may allow animals to enter the building.

While present in their own space, residents may prop open their room doors, to encourage interactions with others.

## **Public Viewing Areas**

The outside of room doors and room windows are considered public viewing areas. Residents are expected to be considerate of the other members of the community when displaying materials in these areas. Any decorations used must not protrude beyond the doorframe itself. Anything determined to create an offensive, demeaning, intimidating, or hostile environment for any community member will be removed.

Hanging items in your room window in a manner that blocks any visibility from the outside or inside of your window is prohibited. Residents cannot place furniture against the windows.

## **Posting/Advertising**

Posting in all the residence halls must be approved in advance by the Assistant Director of Residential Life, in accordance with this policy and the provisions of any policy applicable to residence halls or apartments. You may email your request to [SRL@fhsu.edu](mailto:SRL@fhsu.edu). If a request for posting is denied, a written

explanation will be provided and the person or group who submitted the request may contact the Director of Residential Life, who will determine the request in accordance with the terms of this policy. The public may not post in the residence halls or apartments.

Poster route bulletin boards must be approved through the Memorial Union.

### **Priority Housing Sign-Up**

Each year, an opportunity for returning students to apply for renewal of the housing contract will be available. Residents can sign-up for spaces for the upcoming school year. Information regarding this process will be communicated through your FHSU email account. Please contact the Residential Life office for more information.

### **Quiet Hours**

Quiet hours in all residence halls are enforced from 10:00 p.m.-10:00 a.m. on weeknights and midnight - 10:00 a.m. on weekends. Courtesy hours are in effect 24 hours a day in all buildings. During Courtesy Hours, residents should keep in mind the level of noise coming from their space and accommodate any requests from community members to lower noise levels.

During finals week, quiet hours will be enforced 24 hours a day, beginning at 10:00 pm the Thursday before finals. Any exceptions will be posted. During this time, room doors should be closed if you are playing music, using your TV, or having a conversation and volume should be kept at a low level. If another resident requests that you lower the volume, you are expected to cooperate with the request, regardless of the time of day. Likewise, you have the right to politely request that another resident decrease their noise level.

### **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.

### **Repairs**

Repair and maintenance needs, including heat issues, broken furniture, malfunctioning equipment, fixture leaks, burnt out light bulbs, and other issues requiring attention must be reported through a Work Order Request found on the Residential Life page on the FHSU webpage at [www.fhsu.edu/reslife/forms](http://www.fhsu.edu/reslife/forms).

It is the resident's responsibility to put in a work order. Please see the in-room materials for step-by-step instructions, talk with your CA, or inquire at the building Front Desk for detailed instructions.

Additionally, please inform your Community Director if you have submitted a work order request but the issue has not been updated in 48 hours. Remember, we cannot help you unless we are informed of the problem.

If there is a facilities emergency, immediately contact a staff member. An emergency is a situation that could endanger health or property, not a minor inconvenience. Maintenance staff are permitted to enter resident rooms and apartments starting at 9:00 a.m. to complete appropriate repairs.

## **Resident Confrontation Policy**

Policies for our community aid in creating an environment in which residents may live together with maximum freedom while recognizing the rights of individuals and fellow residents. All residents should try to be aware of how their actions impact 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, they should first be confronted by the person(s) whose rights have been violated.

We ask you to be the first person to handle a situation when you feel your rights or the community's rights are being violated. If after confronting inappropriate behavior of another individual, the individual does not attempt to alter their behavior, you should communicate with your Community Assistant or Community Director.

You are encouraged to take the initiative to resolve issues as they arise and to appropriately, and positively confront fellow residents first and follow-up with Residential Life Staff for conflict mediation when appropriate.

## **Restrooms**

Restrooms identified for use by a specific gender are solely for use by that gender. Residents and guests must use restrooms designated for their gender and guests must be escorted to the restroom. Public restrooms can be found on the main floor or lower level of every building.

Restroom stalls, pods, and showers are for use by one individual at a time.

## **Retaliation/Retribution**

Any retaliation or retribution taken against an individual for reporting, objecting to, or serving as a witness of harassment or a policy violation will be considered a separate and distinct act of harassment. All acts of this nature are taken very seriously and could result in a student being removed from their community or removed from residential halls completely. If a student is removed from the residential halls the individual is still responsible for all housing charges.

## **Room Capacity**

To ensure safety and to manage noise within the community the maximum number of individuals in a room must be limited. Custer, McMindes, Victor E. Village, and Tiger Village have a capacity of 8 individuals. Hansen Hall rooms have a capacity of 4 individuals. Tiger Place Suites, Stadium Place Apartments, and Wooster Place apartments have a capacity of 12 individuals.

## **Room Decorations/Modifications**

The Department of Residential Life encourages the personalization of student rooms. Please note the following guidelines as they relate to room decorations. Residential Life staff may ask you to remove items determined to be potential fire or safety hazards from your room or doorway.

- Students may not paint or permanently alter their living/sleeping spaces.
- Students may not use any nails, screws, tacks, etc. in decorating their rooms.

- 3M hooks/Command strips may be used in decorating your room, but you will be charged for any damages that may occur from the removal of the 3M Hooks/Command Strips.
- Any damage to walls or ceiling will be charged to the resident upon move-out, and students are not allowed to make their own repairs.
- A resident may put carpet in their room if it is not taped or glued to the floor. If carpeting covers more than half of the room floor it must have a flame spread rating of 78 percent or less. The carpet cannot block any part of the door from opening.
- Residents may cover no more than half of the door and any decorations must not interfere with operation, latching, or locking mechanisms. Decorations should not be a fire hazard.
- Door numbers must always remain uncovered and visible to university and housing staff.
- Decorations that contain inappropriate or offensive content are prohibited on the exterior of the room or from being displayed in a manner, which can be viewed from the exterior of the room such as through the window or visible to passersby when your door is open (see “Public Viewing Areas” policy).
- No items should be attached or suspended from the ceiling or pipes in your room.
- Live trees, wreaths, and garland are not permitted in the halls. Trees and other greenery must be artificial and flame resistant.
- Lights must be UL-approved and of low wattage.
- Do not hang LED adhesive strips on walls or furniture.
- Do not hang anything from the windows or place any items on the exterior windowsill including planters, televisions, radio antennas, and satellite dishes.

Residents will be charged for any unauthorized alterations, changes, repairs, or remodeling done in or outside your room or apartment.

### **Room Entry by Staff**

University officials reserve the right to enter and inspect university housing units at any time. Entry may occur 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. No room will be searched except with your permission or by appropriate legal agencies with a warrant.

### **Room/Suite Furniture**

Every student room/suite/apartment (with the exception of Wooster Place) is equipped with a bed, study chair, desk, closet, drawers, and possibly a tack strip for each resident. Tiger Place suites and Stadium Place are furnished with additional common space furniture. This furniture must remain in the student's room/suite. Residential Life will not provide storage for any furniture. Any missing furniture upon checkout will result in replacement charges being assessed.

### **Sexual Harassment**

See the student Code of Conduct and refer to the chart on page 35 for information on Gender Based Violence. Residential Life takes allegations seriously and will follow up with student concerns.

### **Smoking/Tobacco**



Smoking and the use of tobacco products is prohibited on the campus of Fort Hays State University, including buildings and facilities, as well as any exterior spaces. All residence halls and apartments are smoke-free. Use of any item that produces smoke or tobacco vapor, including e-cigarettes, electronic smoking devices (not limited to Juul, vapes, or other devices), is prohibited.

Any charges related to creating a smoke-free apartment, including cleaning, re-painting and re-carpeting, will be charged to your student account. Complaints concerning violations of these regulations will be submitted to the University Police Department (UPD)

Fines will be assessed if a smoke detector has been tampered with in any way.

### **Solicitation**

Solicitation is not permitted in Fort Hays State University Residential communities, including parking lots. Anyone observed to be engaging in solicitation activities, including campaigners and salespeople, should be informed that such activity is prohibited and that they must cease immediately. Those who violate policy should be reported to the Community Director who will inform the Office of Student Affairs. If a student witnesses any solicitation activities they should inform the nearest Residential Life Staff member.

It is against university policy for anyone to solicit, peddle, canvas, or otherwise engage in contacting faculty, staff, or students for any purpose not specifically approved in advance by university authorities. Publicizing or sale of products and/or services by individuals, partnerships, corporations, or other such entities not associated with or related to the university is prohibited. Request for exceptions to this policy may be made to the Assistant Vice President of Student Affairs.

Unauthorized entry into, presence in or use of university facilities, equipment or property, which have not been reserved or accessed through appropriate university procedures, is prohibited.

### **Theft or Misappropriation**

Theft of any kind, including seizing, receiving or concealing property with the knowledge that it has been stolen, or reasonably should have known that is stolen is forbidden. Sale, possession or misappropriation of any property, including FHSU property, without the owner's permission is also prohibited. Reports regarding theft must be provided to the University Police Department.

### **Video Recording**

The use of cellular telephones and devices with photographic and or video capabilities in a manner that creates a hostile environment in the residence halls and apartments is a violation of policy. A hostile environment is one that interferes significantly with a person's employment, education, and/or living condition. Residents and guests are expected to comply with a person's reasonable expectation of privacy in residence hall rooms, and common areas. Use of photographic and video capabilities in restrooms is strictly prohibited.

### **Weapons**

Firearms, ammunition, martial arts weapons, knives (with blades longer than 3.5 inches), explosives, blowguns, sling shots, swords, bows, arrows, broad heads, tasers, and other weapons (including imitation weapons such as paint ball guns, nerf guns, airsoft guns, gel blasters, etc.) are not allowed in the halls. The use or display of any object or instrument in a dangerous or threatening manner is prohibited.

In accordance with the State of Kansas Concealed Carry Law, residents who are 21 years of age or over can carry a handgun if it is concealed on their person or concealed in a bag/backpack that is in their immediate reach. See page 21 regarding the Conceal and Carry Clause.

### **Windows/Screens**

Any resident who removes the screen from a window for any reason will be assessed a \$50.00 damage charge and face disciplinary action.

Residents found to be throwing items or hanging items out of their windows for any reason will be put through the conduct process and will face disciplinary action.

# EMERGENCY PROCEDURES

## NATURAL GAS LEAKS

If you smell gas, immediately call the CA On-Call phone, or call the FHSU Police. Take the following precautions: Do not turn electrical switches on or off, and 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.

## PEST CONTROL

All pest control visits/sprays must be requested by the resident. To schedule a spray (free of charge) please contact the Residential Life Office at [srl@fhsu.edu](mailto:srl@fhsu.edu) or 785-628-4245. All furniture and household items, including children's toys need to be moved at least 3 inches away from the walls and doorways to prevent damage.

Pest issues that are caused by the resident(s) lack of cleanliness or policy violations can result in pest control visits being charged to the resident(s).

## FIRE EMERGENCY

If You Discover a Fire:

- Sound the alarm.
- Leave the building immediately.
- Do NOT attempt to re-enter the building for any purpose.

In Case of Fire and Fire Evacuation:

- If your door is hot or if the corridor is full of smoke:
  - Remain in your room.
  - Put towels around your door and seal all cracks.
  - Hang a sheet or towel from your window, and signal for help.
  - If you have a phone in your room, call 911.
- If it is safe to leave:
  - Open the draperies.
  - Close the windows.
  - Turn off your lights.
  - Wear hard-soled shoes and a coat.
  - Close the door as you leave.
  - Follow the evacuation exit routes posted in your hall.
  - Wait for the signal to re-enter the building.

## EVACUATION SITES

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

- Agnew and Heather Halls to McMindes Lawn/Parking Lot and Tomanek Parking Lot
- Custer Hall to McMindes Lawn
- McMindes Hall to Jellison Bridge or Tiger Place Courtyard

- Stadium Place to the Stadium Parking Lot
- Victor E. Village and Hansen Hall to Tiger Place Courtyard or the dike south of the parking lot
- Tiger Village to Stadium Parking Lot
- Wooster Place to the opposite side of Dwight Drive or Tiger Place

During a fire evacuation, all residents must leave the building and stay out until the building has been secured. Failure to evacuate a building will result in a conduct hearing and additional disciplinary action.

You will be notified when you can re-enter the building; do not walk toward or enter the building until the hall staff tells you that it is safe to do so. The silencing of the alarm is not permission to re-enter the building. Please see the “Fire and Safety Equipment” policy in this handbook for more on fire related expectations.

## **MISSING PERSONS**

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

## **SEVERE WEATHER AND TORNADOS**

Radio and television weather services typically issue tornado warnings with reference to city and county. Fort Hays State University is 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:

- Leave residence room or apartment.
- Close and lock the door.
- Move immediately to seek shelter in the basement or lowest level. Shelter areas include:
  - **Custer basement**
  - **McMindes basement**
  - **Tiger Village 1st floor community rooms**
  - **Victor E. Village 1st floor recreation and laundry rooms**
  - **Heather Hall Storm Shelter**
  - Wooster Place and Agnew residents should go to the Heather Hall Storm Shelter.
  - Stadium Place and Hansen residents should go to the Victor E. Village 1st floor community and laundry rooms.

Take the following items with you if they are immediately available: pillow or blanket to protect your head, a flashlight, and a battery-powered radio. If there is not enough time to move to your assigned storm shelter, 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.

In the event of a tornado, residence hall staff will have immediate authority. Please follow their directions. Only hall staff may issue an all-clear message or any further information.

## WEATHER TERMINOLOGY

Tornado/Severe Weather Watch – A “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 – A “warning” means there is severe weather or a tornado that has been sighted in the area. Individuals should seek shelter immediately.

## GENDER-BASED VIOLENCE

### REPORTING PROCESSES

If you are a victim or know a victim of Gender-Based Violence, below is a list of individuals and groups who will help. You may choose an additional method of reporting at any time during the reporting process. Please note that most FHSU staff are considered mandatory reporters.

- Title IX Coordinator – Confidential Resource, not a Mandatory Reporter (785) 628-4175
- Community Assistant - You can contact them through the front desk of your residence hall or on your floor.
- Community Director - You can contact them through the front desk of your residence hall or by email.
- Residential Life Staff Member - The Residential Life Office is at 126 McMindes Hall.
- Student Health and Wellness Services - Student Health and Wellness is located on the third floor of Fischli-Wills Center for Student Success, 785-628-4401.
- University Police Department - The University Police Department is in the basement of Custer Hall, 785-628-5304. For emergencies, please dial 911.

Please review the following chart for further information regarding Gender-Based Violence reporting resources.

## REPORTING PROCESS RESOURCES

INFORMATIONAL CATEGORIES	COMMUNITY ASSISTANT, COMMUNITY DIRECTOR, OR RESIDENTIAL LIFE STAFF MEMBER	POLICE REPORT: CRIMINAL PROCESS X911 785-628-5394	ASSISTANT VPSA/TITLE IX REPORT: ADMINISTRATIVE PROCESS 785-628-5824	COUNSELING OR HEALTH SERVICES: CONFIDENTIAL PROCESS 785-628-4401	DIFFERENCES
CONFIDENTIALITY	Partial confidentiality – must alert supervisor of information. Supervisor determines if the information goes to the Title IX Coordinator.	Partial confidentiality – witnesses, accused, and few others will be contacted depending on court proceedings.	Partial confidentiality – must conduct an investigation where the accused party and responsible employees will be notified.	Confidential – will no expose details to any party.	The level of confidentiality is dependent on who the information is disclosed to.
CRIMINAL PROCESS LEVEL	Residential Life staff do not handle gender-based crimes. Students go through the student conduct process with the Title IX Coordinator.	Prosecutors must prove a case beyond a reasonable doubt.	FHSU considers whether it is more likely than not that the behavior occurred (preponderance of evidence).	Listen and assist in the health care process. Their goal is to restore your emotional and physical health.	The criminal standard is harder to prove than the administrative standard.
ACCOMMODATIONS AVAILABLE	Can assist with making room changes for safety and security purposes.	If a person is found guilty, they will be subject to criminal penalties.	If an individual is found responsible, they will be subject to FHSU disciplinary action.	No consequence can be given; however, support and some accommodations can be made.	FHSU can make accommodations in housing, no contact orders, parking, support services, and class schedules.
INVESTIGATION PROCESS	Residential Life Staff writes incident report, and it is forwarded to the Title IX Coordinator.	Criminal cases ordinarily take months to years to resolve.	AVSPA completes investigations in 60 days, excepting any extenuating circumstances.	Does not complete investigation.	FHSU process is ordinarily quicker than the criminal process.

# **FREEDOM OF EXPRESSION**

Nothing herein shall be construed in a manner that would result in a conflict with the First Amendment to the U.S. Constitution or any other relevant federal or state laws or regulations concerning freedom of speech or expression. This handbook incorporates by reference the principles set forth in the KBOR Statement on Free Expression and shall be construed in a manner consistent therewith. Nothing herein, or in any other University policy or rule, shall be deemed to discourage students, faculty, or staff from hearing diverse points of view from speakers and programs sponsored by the University or recognized student, faculty, or employee organizations. Further, with regard to any regulation or restriction of protected speech or expression, this and all other University policies or rules are intended to be content-neutral and limited to narrowly drawn time, place and manner restrictions that are consistent with established principles of the First Amendment to the U.S. Constitution and shall be construed accordingly.