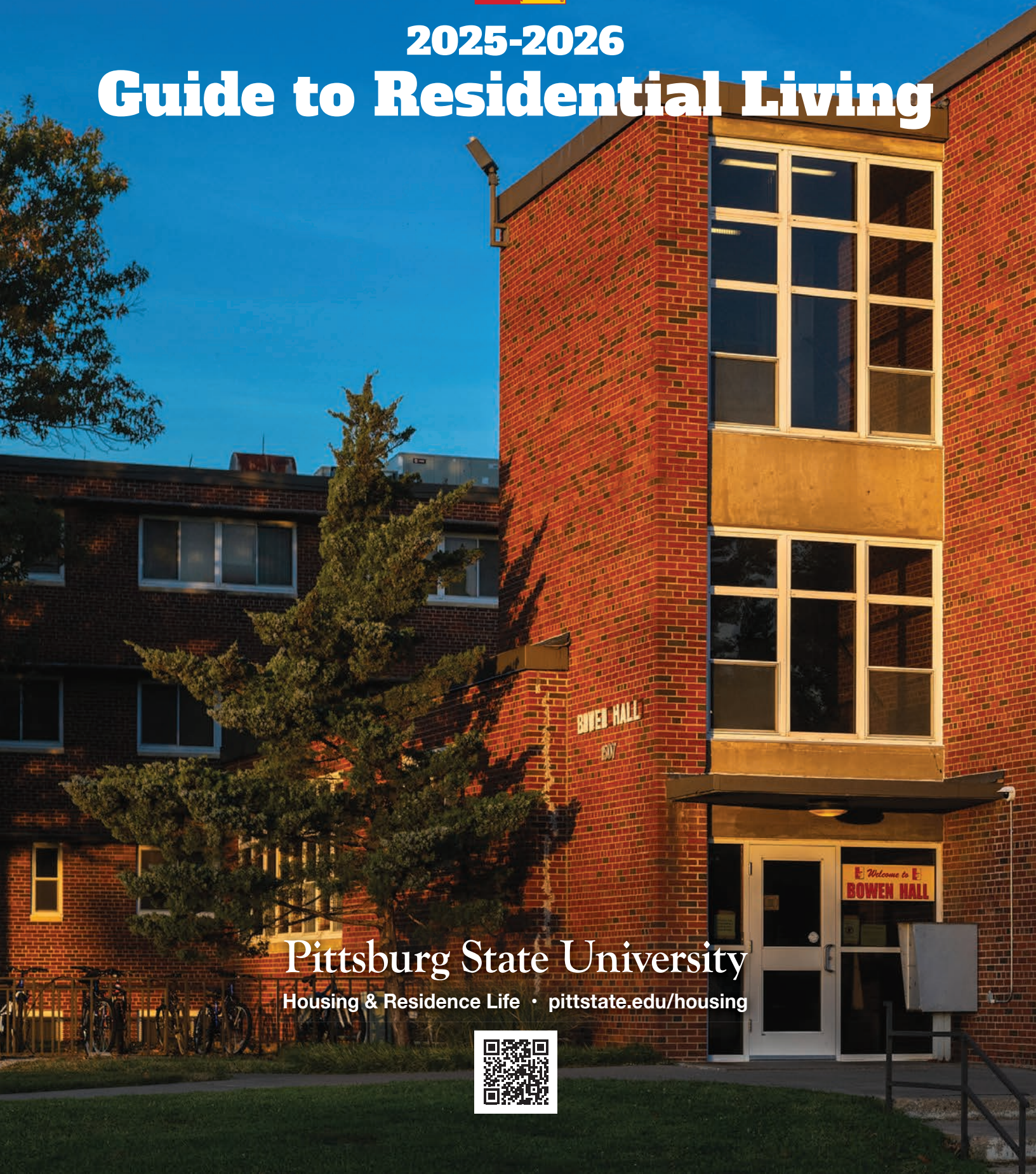




# 2025-2026 Guide to Residential Living



Pittsburg State University

Housing & Residence Life • [pittstate.edu/housing](http://pittstate.edu/housing)





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# Welcome to the HRL Community

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Pittsburg State University is a community of persons from diverse geographical, cultural, racial, and ethnic roots. Each person is a unique individual, drawn from the broad spectrum of our society. We must each strive to understand the individuality and life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. As we engage in our daily activities and interactions, we must possess a genuine desire to learn from others. In addition, we must give others the respect and acceptance which we, ourselves, desire.

The principles of free exchange and open inquiry are fundamental to the educational process. Housing & Residence Life is committed to these principles. We believe individuals have the right to hold, defend, and express their ideas and opinions. In order to sustain these principles, we must at times tolerate the expressions of views that we may find offensive. However, while each of us has the right to our own personal beliefs, these beliefs in no way give us the right to denigrate others on the basis of age, physical disability, national origin, sexual orientation, race, gender, or religious affiliation.



While we have a commitment to not deter free speech, we must strive to create and maintain a community that is free of harassment, intimidation, and humiliation of residents and staff. It is our belief that one's actions demonstrate one's



commitment to respecting the differences among individuals. Members of the residence hall communities are individually and collectively responsible for their behavior and accountable for their actions. Each individual must take initiative and responsibility for their own learning and awareness of the differences which exist in our communities, avoiding actions that diminish others.

Bigotry and hate will be given no home within our Housing & Residence Life community. Our community will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against its members. Thus, we cannot accept ignorance, false humor, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behavior. We strive to develop and support a learning environment free from all expressions of bigotry and hate, so each of us can genuinely enjoy equal opportunities to live, work, and learn.

All of us who work and live in the Pittsburg State University residence hall community have chosen to be here. Thus, we must commit ourselves to these principles which are the basis for our purpose, value, and worth.

# An Overview

The Housing & Residence Life staff exist to help students obtain the greatest value from the residential experience.

## MISSION:

To foster holistic development through engaging communities that support the individual and build connections.

## VISION:

To make life better through academic and residential experiences.

## CORE VALUES:

Academic Success: We provide academic support services such as computer labs, study areas and ethernet connections. We offer specialty/theme housing options. We work collaboratively with and encourage students to take advantage of academic resources on and off campus. We train our staff to recognize and address academic progress and needs and engage students in meaningful conversations that foster learning outside the classroom.

Well-Being: We offer a holistic view of residential life that encompasses a safe and comfortable environment for students. We support learning, resilience, and a powerful sense of purpose, belonging and well-being.

Personal Growth: We provide leadership experiences through volunteer and employment opportunities. We facilitate

lifelong friendships. We provide opportunities for exploration of individual differences and similarities and challenge students to accept and embrace diversity. We assist in developing students through programming and create a sense of belonging through the intentional development of caring communities.

Civic Responsibility: We empower students to become contributing members of their community through development of lifelong skills that are vital to community membership. We provide clean, safe, and comfortable living accommodations that students are expected to help maintain.

Connection: We derive sustenance and strength from the relationships, processes and environments that bind students, staff, and campus partners together in the larger ecosystem of student success. Belonging builds connection.

Innovation: We listen deeply and experiment with data-informed strategies to maintain an enduring legacy by providing critical touchpoints for students to succeed in their collegiate journey. Residential life is a source of innovation.

## GOALS:

- To develop communities that engage students & enhance their growth and development.
- To create an inclusive environment where all people feel they belong.
- To develop student leaders through experiential opportunities.
- To create environments which enhance the educational experience.
- To collaborate with campus and community partners to advance shared priorities.
- To offer clean, safe, attractive, and comfortable physical facilities.
- To create sustainable practices through clear communication, fiscal integrity, long and short-range planning, and effective use of resources.

**Director** The Director provides overall leadership to assure that staffing, residential programming, facilities, financial and administrative operations contribute to a productive living and learning environment for students.

**Assistant Director of Residence Life (ADRL)** The ADRL provides administrative leadership to assure that residential programming, professional and paraprofessional staffing, and the conduct process contribute to a productive living and learning environment for students.

## **Assistant Director of Housing Administration Services (ADAS)**

The ADAS provides administrative leadership in the financial, occupancy management, and operations areas of the department, which contributes to a productive living environment for students.

## **Executive Assistant & Administrative Specialist**

These positions provide office management support, assist students and their families with the application and rooming process, and other student services. These positions are often the first point of contact for students regarding housing questions or concerns.

**Area Coordinators** Area Coordinators are full-time professional staff who live in the residence halls and Housing & Residence Life operated apartment structures. It is their

responsibility to manage the operation of the halls, train and supervise Resident Assistants, implement the rules and regulations, coordinate programming, community councils, and counsel students with personal and behavioral problems. It is their role to develop a comfortable and productive living environment. Area Coordinators work in the main Housing & Residence Life office during business hours.

**Assistant Coordinators (GA)** Assistant Coordinators are graduate staff who live in the residence halls and Housing & Residence Life operated apartment structures. It is their responsibility to assist in the management of the halls, enforce the rules and regulations, coordinate programming & community councils. They assist in developing comfortable and productive living environments.

**Apartment Managers** The Orchards and Block22 are staffed by upper-division or graduate student managers. It is the responsibility of the Apartment Managers to manage the day-to-day operation of the apartments, coordinate facility repairs and improvements, enforce Housing & Residence Life policies and procedures, and help develop a comfortable and productive living environment. Additionally, they are responsible for coordinating events and assisting the Area/Assistant Coordinator in developing a comfortable and productive educational living environment.





**Lead Resident Assistants** A Lead Resident Assistant is an upper-division or graduate student staff member responsible for assisting in the administrative, operational, and community building aspects of the on-campus residence halls. They serve as a resource for residents, Resident Assistants, and advise community councils.

**Resident Assistants** A Resident Assistant (RA) is assigned to each community. These upperclassmen or graduate students have been carefully selected and trained to coordinate and assist a floor or a wing of a residence hall. They are an excellent source of information regarding both personal and college related matters. The RAs are responsible for creating a floor community, providing a variety of social and developmental programming, and enforcing policies and procedures. The RA is a personal liaison between the University community and residence hall students. If students have a problem or question, the RAs are here to help in any way possible.

**Custodians** Each hall has its own custodial team. The custodians are responsible for cleaning the bathrooms, hallways, and other common areas. Residents' cooperation in accommodating and accepting any brief inconvenience caused by the daily cleaning routine is expected and greatly appreciated.

**Maintenance Staff** Maintenance in the residence halls is performed by Housing maintenance personnel. Each member of the team has trade specialties, but performs maintenance duties in a variety of areas. Both the custodians and the maintenance personnel have a lead supervisor who coordinates and directs their efforts.

**Staff on Duty** RAs are available each day for assistance, maintenance problems, or emergencies. The Residence Halls' office is open from 7 p.m. until 10 p.m. every night. From 4:30 p.m. until 8 a.m., a staff member is on duty. Information regarding how to contact this person is posted at the hall desk.

**Community Councils** Each residence hall provides an opportunity for students to serve its Community Council, which is a residence hall student government body for that particular hall. Each Community Council meets biweekly throughout the school year addressing hall issues and concerns and plans social events for the students who live in that particular hall. The Residence Hall Association governs all Community Councils.

**Residence Hall Association** RHA is the campus-wide residence hall student government body. RHA meetings are held every other Monday at 8 p.m.

The purposes of RHA is:

- To act on the behalf of all students who live in the halls and to represent their interest on levels of the University government, making recommendations to University administration as the need arises.
- To provide campus wide programming for the residence hall students, while serving as a link between campus wide programming and the residence halls in order to assist in coordination of events on campus.
- To recommend and review policy which governs residence hall living. RHA will meet regularly throughout the school year addressing hall issues and concerns and planning social events for students.

**National Residence Hall Honorary (NRHH)** is the recognition branch of the National Association of College and University Residence Halls (NACURH). NACURH, as an organization, believes recognition creates a strong residence hall community. NRHH was founded to make sure that recognition is not forgotten on campus and in the residence halls. NRHH chapters have a very special way of recognizing those top leaders through unique and creative recognition programs. The NRHH chapter membership (per school) is restricted to one percent of students living in the residence halls. The Jungle Chapter of NRHH at PSU is limited to 20 members and is permitted to induct two honorary members per year.

# Housing Information

## PSU RESIDENCY POLICY

PSU requires that all first year students live in the residence halls for their first two academic semesters on campus and purchase a meal plan: 7 Day Unlimited Access Meal Plan, 14 Swipes Plus \$150 Dining Dollars, or 10 Swipes Plus \$300 Dining Dollars. All other students may live in housing of their choice. Prior to signing the contract, exceptions to the policy will normally be granted where any of the following circumstances exist:

- Student lives at home with parents or guardians and is commuting (within 50 miles of the PSU campus).
- Student is married and living with his or her spouse and/or has dependents in his or her care.
- Student is a veteran with one or more years of active service.
- Student is 21 years or older.
- Student is a transfer student and is transferring 24 hours of credit or more (concurrent enrollment credits, earned while in high school, do not apply).

## CONTRACT

The contract you signed is a legally binding document. Both parties have rights, responsibilities, and obligations detailed in the contract. Read the contract carefully to familiarize yourself with the terms and conditions.

**Contract Life** A residence hall contract becomes effective upon the receipt and acceptance of the completed, signed contract with a \$145 pre-payment. Only annual (2025-2026 academic year) contracts are available.

## Academic Year 2025-2026 Room & Board Rates

MEAL PLAN	TRADITIONAL STYLE	CRIMSON COMMONS	WILLARD HALL
7 Day Unlimited Access .....	\$10,634 .....	\$10,634 .....	\$10,634 .....
14 Swipes Plus \$150 Dining \$.....	\$10,370 .....	\$10,370 .....	\$10,370 .....
10 Swipes Plus \$300 Dining \$ .....	\$10,370 .....	\$10,370 .....	\$10,370 .....
*1,000 Dining \$ .....	\$8,970 .....	\$8,970 .....	\$8,970 .....

*\*Freshmen are not eligible for this option.  
A double room discount of \$1,050 per academic year.*

**Contract Release** Unless you are required by the Pittsburg State University Residency Policy (see above) to live in a residence hall and purchase a meal contract you may be released from your housing contract up until the last day the University provides one-half fee refund of tuition & fees. For 2025-2026 academic year these dates are 9/23/25 and 2/23/26 (spring 2026 only contracts). Prior to 9/23/25 there would be a payment of 35 percent of the remainder of your contract value and a weekly prorated for time occupied. Exceptions to the cancellation fee are strictly limited to students who graduate, are student teaching, or leave campus for training authorized through an academic department. In all cases, students must fill out a Cancellation Request form available at the Housing & Residence Life Office, 203 Horace Mann.

Students who are required to live in the residence halls and purchase meal plans but feel they should be considered an exception must fill out an Off-Campus Request form. Requests may be granted if a student is suddenly faced with significant, unforeseen circumstances that profoundly affect a student's ability to meet his or her contractual

obligations or the student cannot be accommodated by the residence halls.

Housing & Residence Life staff will work with students to accommodate them and solve any in-hall problems. Contract releases are not a quick solution for in-hall problems and will not be the first course of action.

## YOUR HOUSING DOLLARS

At Pittsburg State University, the residence hall system is not tax supported. The revenue generated from the payments you make provides the sole source of funding that Housing & Residence Life uses to pay for heat, repairs, electricity, food service, custodial services, furniture, staff, and bond payments (mortgage). The money you pay, and we expend, amounts to more than \$3 million a year!

Your cooperation plays a major role in keeping the costs of housing affordable. Costs certainly increase due to inflation. But stealing (furniture, food, dishes, and silverware from the dining hall) or engaging in conduct which destroys the buildings (holes in walls, ceiling tile, broken windows, graffiti, discarding tobacco, spitting, etc.) adds significantly to overhead and increases the cost of a housing contract.

The halls belong to you, your neighbors,



and to the students yet to come. Each student has some responsibility in maintaining the physical environment.

Little happens in the residence halls that someone does not know about. If you see someone or know of someone who has caused damage to the hall or any of its contents, please contact your Resident Assistant (RA), Lead Resident Assistant, or Area Coordinator. All unaccounted (and therefore unbilled) damages are prorated among the residents of a particular hall or floor.

## **PAYMENTS, LATE FEES, STATEMENTS**

- A. Payments are to be paid to the University for housing accommodations, dining service, and properly billed charges in accordance with the rate and payment schedule specified in this contract and/or payment plan terms. The Cashiers and Student Accounts Office maintains and publishes tuition, housing and fees billing for all students enrolled at Pittsburg State. Billing is produced each semester and notification is then sent to the students' official campus email address. Students may access their e-bills through their GUS portal and may set up other users and notifications. Visit the Cashiers and Student Accounts website: [pittstate.edu/cashier](http://pittstate.edu/cashier) to view payment dates and options, billing cycle, installment fees, late fees and other related payment policies.
- B. A late fee will be charged if payment (semester, installment, and properly billed charges) is not received by the fifth of each month. If charges remain unpaid, meal service will be suspended, and procedures to evict the student from Housing & Residence Life will be initiated. Past due accounts will be sent to a collection agency and/or the state set-off program for collection. Collection costs will be assessed

and added to the balance due on these accounts.

- C. Statements are accessible through the student portal (GUS) with your ID and password. Details about the payment options and credit card policies are available online at [pittstate.edu/cashier](http://pittstate.edu/cashier). Timely payment in accordance with established schedules is not dependent upon receipt of statement.
- D. Any student who is permitted and/or authorized to occupy a residence hall assignment outside the dates of this contract (i.e., early arrival, interim, etc.) are subject to and responsible for all additional charges associated with that occupancy.

## **ROOM ASSIGNMENTS**

Returning and new students are able to select their own location and roommate(s) if applicable. Information about this process is publicized and a schedule is released at the beginning of the spring semester. If no roommate is selected and is requested, Housing & Residence Life will assign one. Housing & Residence Life does not discriminate based on race, religion, nationality, or sexual orientation. The University reserves the right to make assignments based on accommodation needs.

## **ROOM CHANGES**

**No room changes are allowed for the first or last two weeks of each semester.** Room change requests will be accepted on the first school day two weeks following the first day of classes. If you are not getting along with your roommate, see your RA who can help with the mediation process. Together, all can refer to the roommate contract that was completed within the first few days of living together. Your RA will speak with you about your options, including, but not limited to mediation, filing an incident report or speaking with the Area Coordinator about a room change. **NOTE: RAs cannot approve**

**room changes. This is a process that must be completed with the Area Coordinator in the Housing & Residence Life Office. The move must be approved by the Area Coordinator prior to moving. Room changes may be denied due to availability. Room changes must be requested by the designated date set forth by Housing & Residence Life.**

## **ROOM CONSOLIDATION POLICY**

The University reserves the right to consolidate occupants of rooms to other rooms in the housing system. Students who contract to use the room as a single are subject to a single room charge. Because of the great demand for rooms, there are a limited number of single rooms available. If you want to be placed on the single room waiting list, contact Housing & Residence Life.

If you are living in a double room and your roommate moves out, you must choose from among the following options:

1. You may find another resident on campus with whom to consolidate.
2. You may request to amend your contract to a single room (with the approval of Housing & Residence Life).
3. You may take no action, electing to receive a roommate at any time.

If you are offered option 2 (at any time), but decline the offer, you forfeit the option to contract for a single room for the remainder of the academic year. Housing & Residence Life staff will not force consolidations, but instead will present the above options from which you, the student, may choose.

**PLEASE contact Housing & Residence Life if you have any questions regarding this portion of your contract.**

# Policies & Regulations

Living in University residence halls can be a great experience both educationally and socially. Our goal is to establish an environment based on mutual respect and consideration for others. Our policies and procedures reflect this belief.

Most students do well in this environment and feel comfortable with the responsibility of the many choices they are faced with at this University. While hall staff and University Police are responsible for enforcing University policies and regulations along with state and federal laws, their numbers just are not great enough to be in all places at all times. Please help maintain a safe environment by reporting any violations of policies, regulations, or laws and/or acts of violence or vandalism immediately to hall staff or University Police. We believe that students are capable of guiding their own lives and making rational decisions about their behavior. It stands to reason then, that students are responsible for the consequences of those decisions, both positive and negative. This concept of responsible freedom means deciding what time you want to go to bed, study, eat, entertain guests, etc. It also means paying for damages you cause (if any) and being

held accountable for actions you take. Responsible freedom also means assisting in maintaining a pleasant physical and social environment in the residence hall. Students who witness a violation of residence hall and/or University policy and choose not to inform the appropriate University personnel will be held responsible for the violation in question. Students are also responsible for informing University staff for policy violations of which they are aware. In addition, students take responsibility for everything that occurs within their own residence hall room.

The following explanations will help clarify our policies allowing you to use the guide as a future reference: In their broadest interpretation, given individual circumstances and situations, violation of any residence hall policy may result in removal from the residence hall system or other disciplinary sanction (see pg. 8).

“Occupant” will be defined as the person who is assigned to and paying for a specified residence hall room. Occupant is not meant to describe guests to the room, but to describe the student who lives there with a residence hall contract.

## Housing Administration

### COMMUNICATION – OFFICIAL HOUSING BUSINESS

The Housing & Residence Life Office will officially send needed information to residence hall students through two means: 1) Your GUS email, or 2) By sending mail to the student’s residence hall mailbox. **It is the student’s responsibility to check their GUS email and their residence hall mailbox on a daily basis. Billing and charges are accessible through the student’s GUS portal.**

### MAIL & PACKAGES

Mail service is provided at each residence hall office and will generally be distributed into mailboxes by 7 p.m. daily. When moving, update your address with all those that you receive mail from, including your bank, magazine subscriptions, credit card companies, family, friends, etc. If you are moving off campus, **no mail will be forwarded after check-out. Mail will be stamped return to sender.**

USPS packages are to be picked up at the University Post Office located at 107 Whitesitt Hall. Packages delivered by all other means (i.e. UPS) at the University Physical Plant. Please check your GUS email for package notification.

### MENINGITIS VACCINATION/ IMMUNIZATION COMPLIANCE

The Kansas Board of Regents requires state universities to establish policies that require all incoming students residing in Housing & Residence Life to be vaccinated for meningitis. All newly enrolled PSU students living in university-owned group housing are required to be vaccinated for meningitis within the past five (5) years. If the vaccination was received greater than 5 years ago, a booster dose will be necessary. In the absence of proof of the meningitis vaccination, an enrollment hold will be applied and the student will be unable to enroll in subsequent semesters.

PSU has adopted an immunization compliance policy for all new incoming students. For more information, see “Immunization Compliance for New Students” at [pittstate.edu/health](http://pittstate.edu/health).

### POSTING GUIDELINES

Bulletin boards are reserved for use by Housing & Residence Life staff, Community Councils, National Residence Hall Honorary, and Residence Hall Assembly. All materials from the Housing & Residence Life office, its staff, Community Councils, National Residence Hall Honorary, or Residence Hall Assembly may be posted or distributed in a variety of locations within the residence halls. Registered student organizations and academic departments must abide by these policies.

1. All materials must be approved by the Assistant Director of Residence Life

and labeled up to one per hall (The residence halls are: Block22, Bowen, Crimson Commons, The Orchards, Dellinger, Nation, Tanner Complex, Trout, and Willard).

2. These materials must be brought to the Housing & Residence Life Office (2nd floor, Horace Mann) between the hours of 8 a.m.–4:30 p.m. Monday–Friday. Materials will then be appropriately distributed and posted by hall staff. Any postings not distributed in this manner will be removed.
3. Alcohol and drug related posters and flyers are prohibited.
4. Bulletin boards may only be used for general interest information.
5. Commercial advertising is prohibited. Only registered student organizations and academic departments will be authorized to post in the residence halls. Any exceptions must be granted by the Assistant Director of Residence Life.
6. Postings deemed inappropriate or offensive by the Housing & Residence Life staff will be removed.
7. Once the date cited on the postings has passed, the materials will be removed by hall staff.
8. Posting on individual floors or doors may be done with special permission from Housing & Residence Life.
9. Postings other than flyers may be brought to the Housing & Residence Life Office and will be placed at the offices for distribution with the approval of Housing & Residence Life staff.



10. Residents may not post items in public view (outside room doors, in windows, hallways, etc.) that may be deemed offensive. Housing & Residence Life reserves the right to remove items deemed offensive or inappropriate. Students found in violation of this policy may be subject to disciplinary action.
11. Residence hall staff will distribute all postings.
12. Individuals or groups who choose not to follow the residence hall posting

### Campaigning

Anyone campaigning for any office must abide by these policies.

1. Follow all posting guidelines listed.
2. Postings containing slanderous or libelous statements of fellow candidates will not be distributed.
3. Door-to-door campaigning is prohibited.
4. Campaign materials must have contact number(s) and name(s) of the person(s) campaigning.
5. All campaign materials must have the Student Government stamp for approval and must be taken to the Housing & Residence Life Office (2nd floor, Student Welcoming Center) for distribution.
6. Campaign materials not properly distributed and posted will be removed immediately by hall staff.
7. Questions concerning the campaign policy should be addressed to the Assistant Director of Residence Life.

## Facilities & Maintenance

### AIR QUALITY AND HEALTHY LIVING

Maintaining indoor air quality and healthy living conditions in residence halls with the ever-changing temperature and humidity levels experienced in southeast Kansas calls for a cooperative effort between students and staff. Unlike most homes, residence halls are heated and cooled using a circulated hot and cold water system. While this system is great for residence halls because each room is independently vented (room's conditions do not impact others), it does not remove humidity or circulate air throughout the facility. Also, the heat/cool system is centralized and can function in only one mode at a time (heat or AC).

Here are a few important housekeeping and room maintenance rules that must be followed to reduce humid conditions and prevent mildew or mold from forming.

- Limit amount of clothing and personal items that you bring.

## Heating, Ventilation, & Air Conditioning System

The heating and cooling system in traditional residence halls is a circulated hot and cold water system. Unlike forced air heating and evaporative cooling systems with a distribute air duct system that most single family homes have, the system in the residence halls relies on heated or cooled liquid circulating through radiators (univents) in each residence hall room to heat or cool. This system is the most economical system to heat and cool large facilities. The circulation of air (heated or cooled) is isolated to each particular room (one room's condition does not impact other areas of the facility). However, the system does not remove moisture from the air and does not circulate air throughout the facility. The heating and cooling provided to residence halls derives from a centralized system serving the entire campus. Initiation of these services is dependent on schedules determined by the PSU Physical Plant and weather. How the system works is as follows: the steam is generated from large boilers at the Physical Plant and transported through lines to the various buildings. For example, before air conditioning can be turned on, heat is turned off; steam lines will be drained; in return, the many air conditioning towers and lines across campus have to be filled. The changeover process takes several working days. Once the heat is off for the spring, we cannot turn it on again until the fall. It is different from your home because it is not immediate from heat to air conditioning and only one process can be utilized at a time. Once one is turned on, the other is not accessible. Your thermostat should always be in the mode in which the main system is on.

- All residence halls were recently renovated and include a bed, desk, chair, mattress, chest, and wardrobe for each student. Additional furniture is prohibited.
- Avoid placing items in front of the HVAC univent as they prevent air flow.
- Keep a fan running in the room to help with air circulation. Moving air will help prevent moisture from forming. We strongly recommend you bring a fan.
- Watch for condensation on and around windows and window sills. Keep these areas dry.
- Additional window coverings or blackout curtains are not permitted.
- Do not leave damp clothes, towels, shoes, or other items lying around that can form mildew. Keep items dry.
- It is important to keep your assigned space clean; we recommend weekly to get rid of dust, dirt, and trash. Wipe down surfaces with antibacterial wipes or sprays. Clean up water immediately.
- Periodic health and safety checks will be performed during the academic year. All students are required to cooperate. Failure to comply can result in disciplinary actions.
- In most residence halls, rooms and common areas are equipped with Synexis Microbial Reduction Systems. This technology uses dry hydrogen peroxide (DHP) molecules to reduce viruses, bacteria, and fungi in the air and on surfaces. The unplugging of these devices or the lowering of their speed below "medium" may result in disciplinary actions.

Any concerns should be reported immediately to your Resident Assistant for evaluation and response by maintenance staff as needed after you have done your due diligence.

### UTILITY SERVICES

Tampering with utilities or other building services (network, Ethernet, phone, etc.), distribution boxes, equipment closets, meters, thermostats (including sensors), and other related equipment is considered a criminal offense. The buildings are equipped with wireless internet routers.

**Wireless printers and personal routers are not allowed.** Violators will be prosecuted and billed for cost of any necessary repairs.

## Cleanliness

### CLEANING

Students are responsible for cleaning their assigned space on a regular basis. Please follow the housekeeping and room maintenance rules listed under "Air Quality and Healthy Living." Health and safety checks will be performed during the academic year. Students are required to cooperate. Failure to comply can result in disciplinary actions. Removing dust, dirt, spills, and condensation is the student's responsibility. Students are responsible for supplying their own cleaning supplies. Antibacterial wipes are good to have on hand. Any concerns should be reported immediately to your Resident Assistant for evaluation and response by maintenance staff.

## GARBAGE

Each resident is responsible for removal of their own garbage. Please place your personal garbage in the dumpster adjacent to the building. **Bathroom and public area trash cans are not for personal trash deposit. A minimum \$25 charge may be assessed for personal garbage found in bathroom and public area trash cans or abandoned in hallways, bathrooms, stairwells, or any common areas of the building. Be aware that if the person(s) responsible cannot be identified, all residents may be charged for the violation.**

## FOOD DISPOSAL

Residence hall sinks are not appropriate places for food disposal. Throwing food down the sinks only results in the sinks being clogged, which results in charges to the community. Please dispose of food in outside dumpsters or personal trash cans.

## PESTS

In some locations, especially those with easier access to exterior doors, residents may have contact with common bugs and/or pests. Ants are a common pest to encounter in Southeast Kansas, and our residence halls are no exception to this rule. If you find yourself encountering this problem, there are a few things to keep in mind. First, ant baits may be purchased to help combat ant colonies over the course of a few weeks. Second, ensure your space does not have any loose food, especially sweets, and that all food items are properly stored and boxed. Third, make sure you clean your space frequently. Otherwise, you should contact your Resident Assistant or Area Coordinator. Housing & Residence Life contracts with a pest control company in cases where these steps are not enough to combat the problem. Please do not use a pest spray such as Raid; although it temporarily removes the ants, it is not a permanent solution and the ants will return.

## HEALTH AND SAFETY CHECKS

Periodic health and safety checks will be performed during the academic year. All students are required to cooperate. Failure to comply can result in disciplinary actions. Students will be notified at least 24 hours in advance via their GUS email prior to health and safety checks.

## Furniture

Additional furniture is absolutely prohibited. All residence halls have been renovated and are furnished with the same

furniture throughout—bed, desk, chair, mattress, chest, and wardrobe for each student. Except for a small refrigerator (no larger than 4 cubic feet), additional furniture is prohibited. It is important that students bring quantities of seasonally appropriate clothing that can be comfortably stored in the chest and wardrobe provided and limit the amount of personal items so that they and their roommate do not overcrowd the room and prevent necessary air circulation. We highly recommend bringing a fan.

## ROLLING CHAIRS

Students may bring one rolling chair into their assigned space, so long as there are **rubber wheels** on the chair to avoid damage to the flooring within the residence halls. Please ask your RA or AC for guidance on allowed wheels.

## STORAGE

Housing & Residence Life DOES NOT provide storage for any room furnishings or personal items of residence hall students. Housing & Residence Life does not provide summer storage. If you have furniture or other items that you do not want to take home, you may contact any of a number of local storage facilities. Oftentimes, students will share the rental of a storage area.

## FURNITURE REMOVAL

Housing & Residence Life furniture, including beds, chairs, desks, chests, and wardrobes, is not allowed to be removed from rooms. Additionally, any person removing public furnishings or any person with public area furniture found in his/her room may be subject to disciplinary action and \$25 charge per day up to the cost of the item. You are responsible for the furniture in your room. **Housing & Residence Life DOES NOT provide storage for residence hall furniture or personal items.**

## Common Areas

### COMMON AREA DAMAGES

Be aware that damages occurring in common areas throughout the residence halls will be prorated and billed to all residents if the person(s) responsible for the damages cannot be determined. Please report any acts of vandalism immediately to the hall staff. All residence hall common areas are for the use of all residents and staff. Personal belongings may not be left in common areas at any time. In addition, staff may restrict or prohibit any conduct or activity in common areas deemed inappropriate. This includes

(but is not limited to) sleeping, game playing, and talking.

## ELEVATORS

Elevators are located in Block22, Dellinger, Nation, and Willard Halls for the convenience of the residents and their guests. It is expected that the elevators will be used properly. Misuse leads to loss of service for everyone and service charges for repairs, cleaning, or adjustment. Abuse of elevators may result in their shutdown. In the event of being stuck in one of the elevators, please utilize the phone in the elevator for assistance.

## LAUNDRY ROOMS

Laundry in the residence halls (including Crimson Commons) is free of charge. In order to keep our facilities clean and well-maintained, we ask residents to only use liquid laundry detergent. Detergent pods do not always fully dissolve and clog up the machine. If there is a concern or issue with one of the machines, please contact an RA in your building.

## BATHROOMS

Traditional residence halls have common area bathrooms per floor that are intended for the gender of those occupying that assigned floor. Items provided by Housing & Residence Life in the bathrooms are for use in facilities only. Guest bathrooms and single unit bathrooms may be available on some floors in certain buildings.

## ROOM MODIFICATIONS

The Housing & Residence Life Office encourages individual expression through room decorations. However, we are also concerned for your safety and possible damage to University property. The following guidelines should be noted before you begin decorating your room:

- Carpet tape, or other adhesives, cannot be used to secure your carpet to the floor.
- Screws, nails, or hooks cannot be used in walls, ceilings, or woodwork.
- Decals, bumper stickers, contact paper, or sticky objects cannot be affixed to University property.
- Construction, decoration, or arrangement of furnishings in a manner that hinders easy exit from a room will not be permitted.
- Nothing is to be hung from the ceiling, pipes, etc. Decorative items and other paraphernalia such as cloth, fish netting, paper, or any other highly flammable material cannot be hung from the ceiling or from other overhead room structures.
- Items determined by Housing & Residence Life to be inappropriate,



unnecessary, or damaging to the facility are not allowed in the residence halls and will be removed.

- Painting on, drawing on, or alterations of surfaces are not permitted. Any student found to have altered the painted surface of any area without prior authorization by Housing & Residence Life will be charged for restoration of that area. Charges are \$100 per wall.
- Heating/cooling system thermostats have programming limits set as per policy. Please do not tamper with thermostats or sensors on doors and in rooms. Students are responsible for any damage to these items.
- No items are to be hung from fire sprinklers or any other related fire alarm system devices. Students are responsible for any damage to these items.
- Housing & Residence Life recommends that no windows are opened when heating and cooling systems are functioning. Leaving windows open can increase humidity and alter the room environment and temperature.
- Students who damage room furniture or fixtures (bed, desk, chair, wardrobe, chest, mattress, floors, lights, blinds, windows, etc.) will be charged for those items.
- Students are responsible for damages as a result of tampering with room equipment, such as wired and wireless connections, network access points, thermostats, fire alarm devices, etc. Tampering with devices can also result in disciplinary actions.
- No additional furniture is allowed to be brought into the residence halls. Rooms are furnished with the proper amount of furniture for the space and air flow.
- Additional window treatments, such as curtains and blackout curtains, are prohibited. Blinds are provided.
- Students must follow the housekeeping and room maintenance rules listed under "Air Quality and Healthy Living."
- Mattress heights should never be higher than the third level from the top of the headboards and footboards.
- Dressers are not to be stacked on top of one another.

If you have any questions regarding appropriateness of decorations, please contact your RA, Area Coordinator, or Assistant Director of Residence Life. Please be aware that you will be charged for any and all damages to University property, including marks left by material used to hang posters, dry-erase boards, and bulletin boards. Also note that decorations deemed offensive or

inappropriate by Housing & Residence Life staff may be removed and the students responsible may be subject to disciplinary action (also see posting guidelines).

## WALL DECORATIONS

For hanging pictures, posters, etc., use small thumb tacks, Command strips and picture hangers (with discretion). Extreme care should be used when removing those items. Do not drive screws, bolts, or nails into the walls, ceiling, or woodwork. Avoid double stick tape, adhesive squares, contact paper, loose glitter, and other similar items.

All Block22, Crimson Commons, and Willard Hall residents must abide by specific wall decoration policies. These policies are distributed upon check in. See the Area Coordinator or Lead Resident Assistant with questions.

## LOFTS

Lofts are not permitted in the residence halls. If lofts are found students will be required to remove them.

## WINDOWS, LEDGES, AND THE ROOF

**Roof areas, window sills, and ledges are closed to students.** Students are strictly prohibited from climbing in or out of, hanging out of, or throwing anything out of residence hall windows. Refer to screen removal policy. Violations of this policy is subject to a \$50 fine, prosecution under state and federal statutes, and/or disciplinary action.

## WINDOW SCREEN REMOVAL

Removal or sliding of window screens is strictly prohibited. Screen removal or tampering will result in a \$50 charge. In the case of common area screens, the entire floor will split the charge unless the responsible party can be identified.

# General Policies

## QUIET HOURS AND COURTESY HOURS

**Quiet Hours** provide guidelines for hall noise. Each floor has specified Quiet Hours (voted on at the first floor meeting) that may be extended beyond but not reduced to less than 10 p.m.–8 a.m. Sunday–Thursday, and midnight–10 a.m. Friday and Saturday. While quiet hours are in effect, no noise should be heard outside your room. You should refrain from conversation or noise in the hallways or lounge areas. Noise outside the buildings and parking lots should not unduly disturb others.

**Courtesy Hours** are in effect 24 hours per day. Please keep noise at a level so that residents can sleep or study undisturbed. Noise should not be heard any further than two rooms away.

The volume of people's voices, stereos, etc., is often an issue within a residence hall community. It is important that you are respectful of the noise that you are creating. If at any time your noise level is determined inappropriate by another member of the community or residence hall staff member, you will be asked to quiet down. Also, note that stereo bass levels must be set at a level where the sound does not travel through the building or out the windows. Failure to cooperate may result in disciplinary action or removal of stereos or other equipment from the residence halls.

If a person is making too much noise for you to sleep or study, please ask the person to turn down the volume. If the noise continues, please contact an RA for assistance. **Those who continue to violate quiet hours and courtesy hours will be subject to disciplinary action.**

**During finals weeks in the fall and spring semesters,** Housing & Residence Life observes **24-hour quiet hours.** This policy is enforced so that all students who wish to study in their residence hall may do so. Any violators will be subject to disciplinary action including, but not limited to community service or being required to checkout of their room assignment within 12 hours of their last final. **All students should checkout within 24 hours of their last scheduled final.**

## MUSICAL INSTRUMENTS

The playing of musical instruments in the residence halls will be permitted only under the following circumstances:

- Instruments may only be played while using a muting or silencing device made specifically for that instrument.
- Noise from playing an instrument may not be heard any further than two rooms down from the room the instrument is being played in (with the door open).
- If at any time any person in the residence hall community is disturbed by the playing of any musical instrument, residence hall staff may restrict or prohibit specific instruments from being played for any length of time.
- Guitar amplifiers and other musical instrument amplifiers of any kind are not allowed in the residence halls.

## **DISHONESTY/FAILURE TO COMPLY**

Residents are expected to be honest and to comply with all University and affiliated staff (i.e. Area Coordinators, Resident Assistants, etc.). Types of dishonesty or failure to comply include:

1. Misrepresentation or misuse of identification or failure to show identification upon request by a staff member.
2. Failure to respond immediately and appropriately to verbal or written direction from any university staff member.
3. Failure to complete an assigned judicial sanction according to the specified guidelines.

## **DISORDERLY CONDUCT**

Engaging in disorderly conduct will not be tolerated by members of the residence hall community. This includes, but is not limited to, acts which breach the peace or are lewd, indecent, obscene, offensive, inappropriate, or disruptive to the residence hall community.

## **COMPLICITY**

A resident shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of these policies and regulations. A student who has knowledge of another committing or attempting to commit a violation of these policies and/or regulations is required to report the incident or remove him or herself from the situation. Failure to do so when reasonable under the circumstances may be the basis for a violation of this policy. Violation of this policy will result in the same consequence(s) as the policy to which the student was complicit.

# **Animals**

## **PETS**

Fish are the only pets allowed within the residence halls. Fish tank size must be 10 gallons or less. Aquarium gravel must not be disposed of in toilets or drains. No mammals, reptiles, amphibians, or invertebrates are allowed as pets. If you choose to ignore the pet policy and have an animal outside of the allowed fish, you will be required to immediately remove the animal from on-campus housing and may be sent through the campus conduct process.

## **SERVICE ANIMALS**

Service animals, a dog (or miniature horse in certain circumstances), do not need to be pre-approved through campus

services. Service animals are trained to perform specific tasks that may include guiding people who are blind, alerting people who are deaf, or performing other duties.

If a resident has questions regarding service animal policies, residents may reach out to Student Disability Services on the first floor of Axe Library.

## **EMOTIONAL SUPPORT ANIMALS (ESAs)**

- Emotional support animals must be pre-approved through Student Disabilities Services located on the first floor of Axe Library. Residents will submit requested documentation to Student Disability Services for review.
- Students approved for an ESA will be provided with an Animal Policy and Agreement as part of the approval process. If a student neglects the responsibilities in the agreement, the student may be subject to conduct violations.
- If approved, Student Disability Services will forward a copy of the student ESA Policy and Agreement to the Director of Housing & Residence Life (HRL). At that time, the student will be scheduled to meet with the Director of HRL to review the policies and procedures specific to ESA animals in the residence halls.
- Only AFTER the request for an Emotional Support Animal is approved by Student Disability Services AND the student has met with HRL, will the animal be permitted in the halls.
- If a resident has a roommate, they are responsible for gaining the consent of their roommate(s) prior to bringing the ESA into the space. If a roommate does not consent, HRL will work to relocate the ESA owner or their roommate.

## **Animal Owner Responsibility**

The animal owner is responsible for:

### **Care for their animal.**

- This includes, but is not limited to, taking care of the animal's basic needs, cleaning and disposing of waste, and arranging for emergency care for the animal if the owner is unable to care for the animal.
- Roommates are not responsible for their roommate's animal care or maintenance.
- Animals may not be left in on-campus housing overnight to be cared for by someone other than the owner. If the owner is absent from their residence overnight or longer, the owner must take the animal with them.
- When absent from their assignment for

short periods, such as class, the animal must be restricted to the owner's assigned bedroom. If the owner is in a shared bedroom/room, the animal must be restrained in a carrier/crate to protect the belongings of any roommate(s).

- Ensure the animal is house-trained before bringing the animal into the halls.
  - Cats must be litter trained; dogs must be taken outdoors to a grassy area for urination/defecation – potty pads are not allowed.
  - Animal feces must be disposed of properly. Owners must immediately remove feces from university property/grounds, dispose of it in a plastic bag, and then place that bag in outside garbage dumpsters.
  - Cat litter, small animal bedding, etc. must be bagged and disposed of in an outside garbage dumpster. (Note – this should not be disposed of in the residence hall bathroom.)
  - Residential laundry rooms are not to be used to clean animal bedding or clothing.

### **Control of their animal at all times.**

- When staff are interacting in the resident's space or building (to perform service requests, health and safety inspections, etc.) the resident must be in control of the animal at all times.
- Unapproved animals or animals that cause damage may result in student conduct action and restitution for damages. Damages may include fumigation services, destruction of property, injury, boarding expenses, etc.
- Any evidence that the animal is a direct threat to the health and safety of others or has caused damage to property, including any display of aggressive behavior by the animal, will result in immediate removal of the assistance animal from housing. Students are encouraged to designate an emergency contact (shelter, boarding facility, or individual) within an hour radius of campus to respond if an animal needs to be removed from student housing.

### **Maintaining an environment that is conducive to community living.**

- This includes, but is not limited to, keeping noise from the animal to a minimum, and ensuring others' safety when engaging around or with the animal.
- The animal is approved for the resident's room, not lobbies, laundry rooms or any shared public spaces.
- Take all reasonable precautions to protect the property of HRL, the university and the residents. All liability



for actions of the animal (bites, scratches, damage to property, nuisance barking, etc.) is the owner's responsibility. Any charges related to damage by the animal will be applied to the owner's account.

- HRL maintains the right to inspect for fleas, ticks or other pests. If any are found, HRL will determine whether the space will be fumigated or otherwise treated for pest control. The animal owner may be monetarily responsible for such remediation measures. Should pests be identified, the animal will be required to be removed and treated and not permitted back in the halls until pest-free verified by a provider.

## **HARASSMENT**

No form of harassment will be tolerated. Harassment is conduct which intimidates or threatens any person, their health or safety. Verbal or physical abuse or threat of abuse against any person or verbal or physical threat against any authorized function or event will not be tolerated within the residence halls or on campus.

## **RECREATIONAL EQUIPMENT**

Recreational equipment (such as pool cues, pool balls, ping pong paddles, vacuums) is available for residents' use only and is available at the office of each hall. Residence hall staff will keep the student's PSU ID card in exchange for borrowing items from the office. Items will only be loaned out during office hours. Proper care of this equipment preserves its future use by all residents. Be aware that abuse of this privilege, deemed so by Housing & Residence Life staff, may result in you no longer being allowed to check out equipment.

## **BICYCLES**

Housing & Residence Life has provided each residence hall with bike racks. We urge students to utilize these areas for the locked storage of their bicycles and scooters. Bicycles may also be kept in students' rooms with the permission of the roommate(s). If you choose to store your bike in your room, please take care while transporting it through the building so damage is not caused to the walls, floors, or other parts of the building.

# **Residence Hall Access**

## **KEYS**

Security of individual rooms is the responsibility of each resident. You will be issued a room key and an outside door key at check-in. Responsibility for key loss is

yours. If you lose your room key or your outer door key, you will be charged a \$25 replacement fee per key. In the event that a key to your residence hall room is lost, your room door will be re-cored within 72 hours. Do not ask hall staff to let someone else in your room or expect them to loan out a spare key. Likewise, loaning of your room key or outside door key and/or the duplication or other unauthorized use of any University key is prohibited. For your safety, keep doors locked at all times. Housing & Residence Life is not responsible for lost, stolen, or damaged items.

## **LOCK-OUT POLICY**

The exterior doors of each residence hall remain locked at all times. Access to the facility is only intended for residents (and their escorted guests) of the building. Residents are strongly encouraged to lock the door to their individual room each time they leave. Residents are expected to carry their keys with them at all times.

Periodically, residents will become locked out, requiring assistance from Housing & Residence Life staff to re-enter their room. Occasional need for assistance is acceptable and providing limited assistance in this area is within the expectations of the Housing & Residence Life staff.

Housing & Residence Life staff will record the number of instances in which a student has requested lock-out assistance. Upon receiving lock-out assistance for the second time in a year, the student will be issued a warning letter from the Area Coordinator. Upon the third through sixth lock-out the student will be assessed a \$25 charge each. Upon the seventh lock-out and each additional lock-out the charge will be increased to \$50. The student may be asked to meet with Housing & Residence Life staff to discuss the nature of their lock-outs if it is believed that the safety and security of the residence hall community or student may be in jeopardy.

## **PRIVACY/ROOM ENTRY**

Residents may not gain access to locked areas unless they have properly checked out a key from the hall office or are assigned to that space. Staff may enter without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared. Housing & Residence Life staff may also seek access to a student's room without advance notice in cases of a community disruption,

such as loud music, unattended alarm clocks, etc. Access to student rooms will not be granted to friends, relatives, or other students by University staff. If the occupant requests maintenance, then the institution will consider the occupant aware that entry will take place.

University staff may conduct a search of a student's room in a residence hall to determine compliance with provisions of applicable multiple dwelling unit laws, rules of the institution, or with federal, state, and local criminal law, and in connection therewith may obtain evidence, where there is probable cause to believe that a violation has occurred or is taking place. "Probable cause" exists where the facts and circumstances (within the knowledge of staff and of which they have reasonable, trustworthy information) are sufficient in themselves to warrant a person of reasonable cause to believe that an offense has been or is being committed.

1. The existence of "probable cause" shall be determined by the Associate Vice President/Dean of Students or designee.
2. A dated, written statement asserting that "probable cause" has been determined, signed by the Vice President for Student Affairs and Enrollment Management or designee shall be presented to the occupant or to the Area Coordinator or other Housing & Residence Life official before the search is conducted. The search party shall include the Area Coordinator or other Housing & Residence Life officials and shall take place no later than 24 hours after "probable cause" has been determined.

Since the University and the residence halls are not sanctuaries, there are occasions when outside agencies (police, FBI, etc.) will desire to search a student's room. When the agency is operating under a legal search warrant, the residence hall staff is expected to cooperate.

## **TRESPASSING/TAILGATING**

Students are not to provide access to any unescorted guests into a residence hall and are to report unescorted persons in the residence halls. When visiting another student in a residence hall of which you are not a resident, you must be escorted by a resident of that building. All residence halls are locked twenty-four hours a day, seven days a week with the exception of move-in. Propping outside doors is not permitted as it poses a security risk to all residents.

Tailgating to gain entry to any residence hall is not permitted. "Tailgating" is a situation in which one or more people follow authorized resident through an access-controlled door after the authorized resident opens the door using their access. This can be done with or without the authorized resident's knowledge and/or consent. Residents should not allow strangers and/or non-residents of the building to tailgate them.

## **GUESTS**

Residents are responsible for all actions of their guest(s) and are responsible for informing them of Housing and University rules and regulations. Guests must remain with their hosts at all times while in on-campus residential facilities. Residents are also responsible for all activities that occur within their own residence hall rooms. For more information see visitation policy.

## **VISITATION/OVERNIGHT GUESTS**

Visitation hours in the residence halls are 24-hours, seven days a week. The following are general reminders regarding visitation:

1. All visitors must be escorted by (in the immediate company of) a resident of the hall.
2. Guests will be asked to leave the residence hall if their behavior is disturbing residents.
3. Residents assume complete responsibility for the action of their guests. Make certain that guests are aware of residence hall policies.
4. Individuals who have been evicted and/or banned from the halls are prohibited from entering the residence halls and are not to be assisted by residents in entering the halls.
5. Overnight guests may stay in your room **with your roommate's permission.**
6. Overnight guests are not allowed to stay for more than three consecutive nights and not to exceed six nights per month. You must confer with your roommate before inviting guests.
7. Cohabitation in residence hall rooms is not allowed. Residence hall staff reserves the right to define or limit cohabitation at any time.

## **BATHROOMS**

Traditional residence halls have common area bathrooms per floor that are intended for the gender of those occupying that assigned floor. Items provided by Housing & Residence Life in the bathrooms are for use in facilities only. Guest bathrooms and single unit bathrooms may be available on some floors in certain buildings.

## **INTERIM HOUSING/ SEMESTER BREAKS**

Winter interim housing may be available for students who need to stay on campus during the school closing for an additional charge. Students who contract for winter interim will be required to make payment in advance. Students may be required to move to another location for interim. During winter interim there is limited staff and food service is not available. Winter interim information will be available starting the week after Thanksgiving break.

## **UNCLAIMED PROPERTY**

If a resident leaves Housing & Residence Life either by moving out or by eviction and leaves personal belongings behind, the student will be notified via email and given 30 days notice to retrieve the items. After 30 days, items will be disposed of by Housing & Residence Life.

# **Student Emergencies and Safety**

## **FIRE ALARM SAFETY**

Every resident or guest present in a residence hall when the fire alarm sounds (a false pull or an actual fire) must evacuate the building immediately. During an evacuation, residents and guests need to follow fire safety procedures for each particular building (explained to residents during first floor meetings and posted in each hall) and should report to the appropriate area until the Area Coordinator gives permission to return to the building. Residents who tamper with fire safety equipment or who choose not to evacuate during a fire alarm will be subject to disciplinary action, a minimum \$100 fine, and/or prosecution by the University Police Department. Residents are responsible for the actions and evacuation of their guests.

## **MISSING PERSON**

University Police is the official notification agency for persons believed to be missing within the residence hall community. If a student in the residence hall community is believed to be missing, University Police and Housing & Residence Life leadership will be notified by Housing & Residence Life staff within 24 hours. If the student is determined to be missing by University Police, their confidential contact will be notified. If the student is under the age of 18, parents will be notified as well.

## **MISSING PERSON CONTACT NOTIFICATION**

Under federal law, each student living in university owned housing (residence halls) is provided the option to identify and confidentially register an individual to be contacted within 24 hours of a determination by University Police that he or she is a missing person. Students have the ability to name such person when completing their housing and dining contract for the academic year. Students who want to make changes to their missing person information can contact the Housing & Residence Life office, 209 Horace Mann. (For students under 18 years of age, the University is required by law to contact the custodial parent.)

## **SELF DESTRUCTIVE BEHAVIOR**

The University has a clear and distinct interest in maintaining a safe and sound educational environment in the residence halls, where most first-year students experience, for the first time, life on their own. A residential setting designed to foster student interaction and interdependence can become disrupted by self-destructive behavior. Among the most disruptive forms of misconduct are intentional attempts to injure oneself seriously, threats to do the same, and reckless behavior which puts oneself or others in physical danger.

In light of the impact of self-destructive behavior upon the residential community, affected individuals are encouraged to utilize counseling resources provided to students. Residents interested in learning more about referral resources available on campus are welcome to call Counseling Services (620-235-4044), which keeps all inquiries confidential.

Residents who engage in self-destructive behavior are encouraged to accept responsibility for their actions and may be subject to referral for additional assistance by the University's Behavior Intervention/Threat Assessment Team. In the event a resident engages in self-destructive behavior, the University will take into consideration all potential factors (including, but not limited to, stress or mental disorders) prior to determining a response. When there occurs a severe act of self-destructive behavior or an apparent threat of serious harm, the University reserves the right to notify the resident's parent or guardian and/or the University Police.



## WEAPONS, HANDGUNS, FIREWORKS & COMBUSTIBLES

Your safety is our primary concern. In order to reduce the likelihood of injury, we ask that you observe the following policies and practices.

PSU complies with the state of Kansas and the Kansas Board of Regents' regulations regarding handguns.

Residents who are 18 years of age or older, and meet state requirements, may carry a handgun if it is concealed on their person, or concealed in a bag/back pack that is in their control. Long guns, such as shotguns and rifles, are prohibited.

Handguns must be stored in a storage container that meets state guidelines. The container must:

- Fully enclose the weapon while secured in an approved holster
- Have a combination or digital locking device. (No key locks)
- Be sturdy and non-flammable
- Be constructed specifically for weapon storage

Pittsburg State does not provide handgun storage containers. Any additional updates to our firearms policy will be reflected on the Pitt State website.

Additionally, possession of fireworks, and/or combustibles such as propane tanks and gasoline canisters, long knives or any item that can deliver projectiles (such as bows, air guns and paint guns), are prohibited. Failure to comply may result in confiscation of the item and disciplinary action.

## ASSAULT AND BATTERY

Assault and/or battery in any form will not be tolerated at PSU. Assault is the threat or use of force on another for the purposes of causing that person to have a reasonable apprehension of immediate bodily harm. Battery is the application of force to another for the purpose of causing harmful or offensive contact. Assault and battery are considered to be aggravated when committed with a deadly weapon, while disguised in any manner designed to conceal identity, or with the intent to commit any felony offense as defined by Kansas state statute. Committing the offense of assault and/or battery will be handled with judicial action as provided by the disciplinary procedures in this manual. In the event that assault and aggravated assault and/or battery or aggravated battery are committed, contract termination and eviction will be considered.

## SEXUAL HARASSMENT

Sexual harassment is defined in Article 18 of the Code of Student Rights and Responsibilities, which reads, "Sexual discrimination in the form of sexual harassment, defined as the use of one's authority or power to coerce another into unwanted sexual relations or to punish another for his/her refusal, or the creation of an intimidating, hostile, or offensive working education environment through repetitive verbal or physical conduct of a sexual nature by any member of the University community, shall be a violation of Pittsburg State University's Sexual Harassment Policy." If you feel that you have been a victim of sexual harassment, we urge you to report this to your RA, housing staff member, or any PSU faculty or staff member.

## SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE

No form of sexual assault will be tolerated in Housing & Residence Life. Victims of sexual misconduct and relationship violence will be encouraged and assisted to seek action to the extent they desire. Victims of sexual misconduct and relationship violence have the following options:

- Go to Bryant Student Health Center, Ascension Via Christi Hospital, or the nearest medical treatment facility.
- Report the incident to an RA, Area Coordinator, Lead Resident Assistants, Title IX Coordinator, or PSU faculty/staff.
- Report the incident to the University Police. (It is always the victim's choice whether or not to talk to the police.)
- Contact Safehouse Crisis Center at 800-794-9148 for 24-hour assistance.

For more resources, and/or to submit a report, go to [pittstate.edu/studentlife/get-help](http://pittstate.edu/studentlife/get-help).

## AMNESTY POLICY

Your safety comes first. If you or someone you know is in trouble—whether from alcohol, drugs, mental health, or any other emergency—we want you to call for help without worrying about "getting in trouble" for breaking housing rules.

When a student seeks help for themselves or others in an emergency situation, they may be granted amnesty from formal disciplinary consequences. For amnesty to be granted, the following must occur:

1. the student (or group) calls for help **immediately** by contacting their RA and/or UPD.
2. the student must remain with the individual in need until help arrives, if it is safe to do so.

3. the student must cooperate with emergency personnel and campus staff.

If there is a serious violation (e.g., distribution of drugs, violence, destruction of property, repeated misconduct, etc.), that may not be covered under this policy.

Educational and/or supportive interventions may be assigned and are not considered disciplinary sanctions. This policy is to protect you and your friends - please use it; don't hesitate and call for help. Your safety matters more.

## Illegal Activities

### ALCOHOL

The use of alcoholic beverages shall not interfere with the educational goals of the University and the educational environment of the residence halls. Its use shall be compliant with the state and federal law; in accordance with the State Board of Regents policy; consistent with principles of common courtesy; and, respectful for the rights and privacy of all others within the residence hall community. **Only alcoholic beverages containing not more than 5 percent alcohol by weight may be possessed and consumed within PSU residence halls.**

The privilege of possession or consumption of alcoholic beverages containing not more than 5 percent alcohol within the residence halls is extended (and strictly limited) to those who have reached their 21st birthday (minimum age for legal possession and consumption of alcohol beverages within the state of Kansas).

- Alcoholic beverages containing not more than 5 percent alcohol is only allowed in rooms where all room occupants are 21 years of age and older.
- Alcoholic beverages containing not more than 5 percent alcohol shall not be possessed or consumed in any residence hall room unless one assigned occupant of the room is present and all persons in the room (including all room occupants and guests) are of legal drinking age.
- Non-residents may not transport alcoholic beverages in or out of a residence hall, regardless of their age.
- Alcoholic beverages containing not more than 5 percent alcohol must be transported in the original container with the seal intact.
- The possession or consumption of alcohol in volume containers (kegs, party balls, etc.) is prohibited within the residence halls.
- Paraphernalia related to beverages containing alcohol (signs, posters,

advertising, etc.) is prohibited from being displayed in windows or posted in any public area of the residence halls (including outside of student room doors).

- Cans/bottles may not be stored or displayed in residence hall rooms.
- The possession or consumption of alcohol is strictly prohibited by persons of any age in common areas such as hallways, lounges and exterior entrances to the building.
- Inappropriate and/or disruptive behavior as a result of intoxication is a violation of the alcohol policy.
- Persons who possess or consume alcoholic beverages containing not more than 5 percent alcohol or any other beverages containing alcohol in violation of the residence hall policy, university regulations, or state/federal law will be subject to Housing & Residence Life disciplinary action and subject to prosecution according to state statutes.

## Alcohol Safety Tips

### SYMPTOMS OF ALCOHOL POISONING

- Person is unconscious or semi-conscious and cannot be awakened
- Cold, clammy, pale or bluish skin
- If breathing is slow, less than eight times per minute, or irregular, with ten or more seconds between breaths
- Vomiting while “sleeping” or passed out, and not waking up after vomiting

### WHAT YOU CAN DO

- Get help-Alert residence hall staff or contact the University Police Department, 620-235-4624 or dial 911
- Turn the victim on their side to prevent choking in case of vomiting
- Stay with the person until help arrives

### BASIC WARNING SIGNS OF A DRINKING PROBLEM

- A person who frequently drinks to a state of intoxication
- A person who relies on a drink to start the day
- A person who consistently skips classes due to hangovers
- A person who has blackouts and loss of memory from drinking
- A person who frequently drinks alone to escape reality, boredom or loneliness
- A person who drinks excessively and denies it

## DRUGS

Possession or use of drugs and/or drug paraphernalia as determined by law enforcement personnel not prescribed by a physician are illegal. **If you use, produce, hold, or sell drugs, you may be evicted from the residence halls and subject to criminal prosecution.**

## SMOKING

PSU is a tobacco free campus. The use or sale of tobacco products on PSU property is prohibited. Additionally, it is against Kansas State law to be in possession of tobacco under the age of 21. This policy applies to all individuals. In addition to cigarettes, this policy applies to smokeless tobacco, vaping, clove cigarettes, and e-cigarettes. The policy covers, but is not limited to, buildings, university grounds, parking areas, walkways, recreational and sporting facilities. Failure to abide by University policy may result in contract termination. **This policy includes all residence hall and student rooms. Visit [pittstate.edu/tobaccofree](http://pittstate.edu/tobaccofree).**

## THEFT

Theft of University property/property of any other person or possession of stolen University property/property of any other person is strictly prohibited.

## GAMBLING

Any gambling-related activity that is a violation of the law is prohibited within the residence halls, including within individual residence hall rooms. Students may choose to play games in which invaluable objects (i.e. poker chips) are traded. However, any game in which money or valuables are won, traded, or gambled is prohibited. Students may not gain or lose anything of value while playing these games. The definition of “value” will be determined by Housing & Residence Life or University Hearing Officer in the event of a judicial case regarding gambling in the residence halls.

## VANDALISM

Students who damage University property through negligence or willful actions will be financially liable and subject to disciplinary and legal action. If the identity of the person responsible for the damage to University property in public areas cannot be ascertained, Housing & Residence Life may prorate the cost to repair such damages among all or any portion of the residents of the hall as the Department may deem fair. All damage charges are due immediately upon receipt of bill.

## Prohibited Items & Activities

### CANDLES, INCENSE, OPEN FLAMES, AND OTHER FIRE HAZARDS

Lit candles in the residence halls create extreme fire danger for all students. No open flames, candles, candle warmers, and wax warmers (including but not limited to Scentsy's and hot plates) of any type are allowed in the residence halls. Halogen lamps and the burning of incense is also strictly prohibited in University residence halls. Items that cause fire alarms to sound may be asked to be removed. Items include, but are not limited to: hair dryers, curling irons, diffusers, and humidifiers.

### COOKING

The use of open element cooking/heating units and/or the use of cooking fats, oils, and greases, candles or other open flames, is not allowed. Cooking with woks, toaster ovens, crock pots, instapots, air fryers, hot plates, open element, or **any** other cooking devices is forbidden.

**Cooking in rooms is prohibited except for microwave cooking and single serve coffee makers similar to Keurig.**

Microwaves exceeding 1000 watts are not permitted in the residence halls.

Students who set off residence hall fire alarm systems due to cooking/open flames in their rooms or residence hall kitchens may be subject to disciplinary action. See Block22 and Crimson Commons policy in this booklet for hall specific policies.

### ELECTRIC APPLIANCES

The residence halls are not wired to permit the use of large electrical appliances (air conditioners, refrigerators beyond 4.0 cubic feet, space heaters, etc.). Smaller appliances such as stereos, televisions, fans, coffee makers, etc., are acceptable. Electrical outlets are limited and are not to be overloaded. Refrigerators and power strips must be **plugged directly** into a wall outlet. **No extension cords allowed**, only grounded power strips with resettable breakers on the power strips device itself are permitted. Power strips should not be pinched behind furniture nor should they be under carpet or rugs. Radio transmission of any type (including citizen band equipment) is not permitted in the residence halls, nor is the installation of satellite dishes or other such related items. All electrical appliances must be UL-approved.



### **CABLE/SATELLITE TELEVISION**

Cable service is not permitted to be contracted for or installed in any residence hall room.

### **SPORTS, RECREATIONAL VEHICLES, AND OTHER IN-HALL ATHLETICS**

Riding skateboards, in-line skating, riding bicycles, running, throwing Frisbees, balls, darts, or other objects; and other athletic activities are prohibited in the residence halls. In addition, the riding or driving of motorized recreational vehicles is not allowed inside residential facilities. This is based on the potential to break hallway lights, exit lights, mark walls, cause injuries, and other undesirable results. The use or possession of a hoverboard inside of any residence hall is prohibited.

### **WATER ITEMS**

Water beds, portable hot tubs, or any other large volume water items are not permitted in the residence halls. Water guns and water fights are prohibited in the residence halls. The halls are not suitable for water fights as excessive amounts of water cause damage to hall property and can create hazards (i.e. slick floors) for residents. Violations of this policy will result in disciplinary action.

### **LASER POINTERS**

Laser pointers are prohibited for use in the residence halls, and must be removed. Persons in violation of policy will be subject to disciplinary action.

### **SOLICITATION**

Door to door soliciting is prohibited in PSU residence halls. Conducting any enterprise for profit or charity on Housing & Residence Life property is prohibited and will be subject to prosecution unless approved by the Assistant Director of Residence Life.

### **LOFTS**

Lofts are not permitted in the residence halls. If lofts are found students will be required to remove them.

# **Roommates**

Even if roommates are friends, disagreements can happen. Communication is the best way to resolve differences. We recommend using the following ladder of communication.

#### **Step 1 :**

Complete the Roommate Contract with your roommate and RA. This should be done in the first week after you move in.

#### **Step 2 :**

If you have issues with your roommate, it is vital that you speak with your roommate immediately about your concerns, so you may discuss or modify the Roommate Contract.

#### **Step 3 :**

If completing or modifying your roommate contract, or speaking with your roommate does not alleviate the concern, you should contact your RA. Your RA will speak with you about your options, including, but not limited to mediation, filing an incident report, and speaking with the Area Coordinator (AC).

#### **Step 4 :**

If none of the above resolution possibilities solve the problem, you and your roommate will be asked to meet with the AC separately, and together, to develop a final solution to the problem.

## **Tips for Completing Your Roommate Agreement**

This statement is issued as a reminder to you, as a resident, of your responsibility to your roommate(s)/suite(s). Your enjoyment of life in the residence halls will depend on the thoughtful consideration that you demonstrate for each other. As residents, my roommate(s)/suite(s) and I should:

1. Be respectful of each other's ability to read, study, and sleep without interference in our room by unreasonable noise, guests, or other distractions.
2. Expect that my roommate(s)/suite(s) will respect my personal belongings.
3. Expect free access to my room without pressure from a roommate/suite(s).
4. Be respectful of each other's ability to host guests upon roommate approval and understand that guests must comply with the "visitation/overnight guests" policy contained in this handbook.
5. Be respectful of the ability to issue a complaint and seek assistance through Housing & Residence Life staff.
6. Be respectful of each other's cultural/religious beliefs or sexual orientation.
7. Be respectful of the desire for a clean room environment.
8. Speak with one another face-to-face and understand that communication via social media may not always be an effective form of communication.



# Crimson Commons

## Additional Policies and Regulations

Residents are responsible for all policies and regulations within the Guide to Residential Living, Housing & Residence Life Contract, and the Student Code of Rights and Responsibilities, however, due to the uniqueness of Crimson Commons some policies differ for this complex. Please refer to this section for difference to policies contained within the Guide to Residential Living. All policies are subject to change.

### ALCOHOL

Alcohol is only allowed in apartments where all occupants are 21 years of age and older. The possession or consumption of alcohol is strictly prohibited by persons of any age in open areas such as breezeways and the commons area. All alcohol policies for residence halls apply in Crimson Commons.

### BATHROOMS & KITCHENETTES

Occupants of the apartment are responsible for the cleaning of their apartment. Custodial staff is not responsible for cleaning the apartment. The occupants of the apartment must supply their own cleaning supplies, toilet paper, and hand soap.

### BREEZEWAYS

Breezeways must be kept clear of all personal items with the exception of a doormat (if desired) and up to 2 potted plants (must be maintained). Prohibited items include, but are not limited to, bicycles and grills.

### CABINETS AND WOODWORK

No modifications may be made to the cabinets or woodwork. Items may not be attached to the cabinets or woodwork.

### CLEANING PRODUCTS

#### Bathroom Counters and Toilet:

Use a mixture of an all-purpose cleaner (Lysol, Clorox, etc.) and water to wipe all surfaces. Many companies make wipes containing an all-purpose cleaner offering a quick way to wipe all surfaces. A toilet bowl cleaner can also be applied to the inside bowl of the toilet to remove any stains in the bowl.

#### Concrete Floors:

Vacuum or dust and use a mild purpose cleaner to mop when necessary.

#### Showers:

Foaming bathroom cleansers work well to spray on the shower wall. Particular attention should be paid to the area where the shower wall meets the base, as mildew build up tends to occur there. Automatic shower cleaners are also available that help to keep the shower clean with minimal maintenance.

### CLOSET COVERINGS

Coverings over the closets (i.e. curtains, bed sheets, etc.) are prohibited as they impede the fire sprinkler in the event of a fire.

### COMMUNICATION – OFFICIAL HOUSING BUSINESS

The Housing & Residence Life Office will officially send needed information to residence hall students through three means: 1) the student's GUS email or 2) by sending mail to the student's residence hall mailbox located in the Commons Building or 3) through students' hall community group messaging. Any correspondence in reference to billing and charges are accessible only through the student's GUS portal.

### COOKING

Microwaves are provided within the kitchenette area of the apartment. Additional microwaves are prohibited. Cooking is allowed only in the kitchenette area of the apartment. Cooking in the bedrooms is strictly prohibited. Cooking appliances must be UL-approved.



Permitted appliances include slow cookers, instant pots, air fryers, toaster ovens, toasters, coffee makers, and rice cookers. Appliances utilizing or producing grease are not permitted. These include but are not limited to George Foreman Grills (or similar models) and deep fryers. Hot plates and portable stove tops are not allowed. Students who set off residence hall fire alarm systems due to cooking in their apartment or residence hall kitchens may be subject to damage charges and/or disciplinary action.

### FOOD DISPOSAL

Sinks in the kitchenette do not contain garbage disposals and are not appropriate places for food disposal. Disposing of food down the sinks may cause them to become clogged, resulting in charges to the apartment occupants. Food must be placed in the trash.

### FURNITURE

Furniture may not be removed from the apartment. Any damage to the provided furniture will result in charges to the apartment occupants.

#### Replacement cost:

Sofa	\$1000
<i>(entire unit must be replaced if damaged)</i>	
Microwave	\$150
Refrigerator	\$450
Bed	\$250
Mattress	\$100
Desk	\$300
Chest	\$350
Chair	\$125

### GARBAGE

Students are responsible for emptying their own garbage into the dumpsters located in the parking lot to the east of the buildings.

### HALLWAY

Items (i.e. furniture, bikes, etc.) may not be placed in the hallway in front of the breaker box.

### HEALTH & SAFETY INSPECTIONS

Residence hall staff members will complete inspections in each apartment. They will be checking the apartment for general cleanliness, maintenance issues, and policy violations. This inspection may include entering each individual bedroom as well as the shared space.

### KEYS

All keys must be returned to a residence hall staff member when the residence halls close for the fall and spring semester. No



access to apartments will be available during periods when the residence halls are closed. Refer to the Guide to Residential Living for key charges and lockout policy.

### LAUNDRY

The laundry facilities are located on the ground floor of each building and are accessible utilizing the RA1 key. Only liquid laundry detergent is allowed in the machines.

### REFRIGERATORS

Refrigerators (16.5 cu. ft.) are supplied in the kitchenette area of each apartment. Each student may also bring one refrigerator with a maximum size of 4.0 cubic feet.

### SEVERE WEATHER AND FIRE PROTOCOL

#### In the event of a fire:

1. Call University Police at 235-4624 and provide as much information as possible.
2. Inform a Resident Assistant.
3. Exit the building immediately.

#### In the event of a tornado or severe weather:

1. Move to the center hallway of the apartment and close all doors to protect yourself from windows. If on the second or third floor, move to a lower-level area of the building (RA apartment or laundry room).
2. Stay calm and listen for the "all clear" from staff.

### SMOKING

PSU is a tobacco free campus. The use or sale of tobacco products on PSU property is prohibited. In addition to cigarettes, this policy applies to smokeless tobacco, cigars, clove cigarettes, e-cigarettes, and vapes. This policy includes all buildings, university grounds, parking areas, and walkways.

### HOUSING & RESIDENCE LIFE OFFICE

The Housing & Residence Life Office is located in the Student Welcoming Center (2nd floor, Horace Mann) and is open from 8 a.m.-4:30 p.m. Monday through Friday.

### WALL DECORATIONS

Nails, screws, tape, sticky tack, staples, or similar items are not permitted on the sheet rock walls. Only Painter's Tape should be used to attach items to the sheet rock walls. Tape and 3M Command Strips may be used to attach items to the cinder block walls. Items cannot be hung or attached to the ceiling or conduit. Hanging items on the sprinkler heads is strictly forbidden, as it may cause the sprinkler heads to activate. Tension curtain rods are the only type of curtain rod allowed.



# Block22

## Additional Policies and Regulations

Residents are responsible for all policies and regulations within the Guide to Residential Living, Housing & Residence Life Block22 Contract, and the Student Code of Rights and Responsibilities, and any other information forwarded to you from the Block22 Staff or Housing & Residence Life Office. Please refer to this section for difference to policies contained within the Guide to Residential Living. All policies are subject to change.

### AIR CONDITIONER/FURNACE

An electric air conditioner/heat unit controls your apartment's temperature. If there is a problem with the air conditioner, please contact the Apartment Manager (AM) to send in a work order to have it repaired. If you are away from your apartment during cold weather (Winter Break, for example), you must leave your thermostat at 60°F or above. Twice a year, the apartments may be scheduled for routine filter maintenance. The AM will contact you to let you know when this work will be done.

### ALCOHOL

The use of alcohol shall not interfere with the educational goals of the University and the educational environment of Block22. Its use shall be compliant with state and federal laws; in accordance with the State Board of Regents policy; consistent with principles of common courtesy; and be respectful for the rights and privacy of all others within the community.

Alcoholic beverages may only be possessed and consumed in apartments

where all occupants and guests are 21 years of age and older. The possession or consumption of alcohol is strictly prohibited by persons of any age in open areas including but not limited to building exteriors, patios, and lobbies.

### APPLIANCES

Each apartment is provided kitchen appliances, washer/dryer unit, and dishwasher. Routine care will result in excellent performance and long life from these appliances. If you are having difficulty with any of your appliances, please contact the on-duty Apartment Manager. Clean the oven frequently to eliminate baked on accumulation. All appliances must be thoroughly cleaned upon moving out. They should be in the same condition as they were when you moved in.

### BATHROOMS & KITCHENETTES

Occupants of the apartment are responsible for cleaning their apartment. Custodial staff is not responsible for cleaning the apartment. The occupant of the apartment must supply their own

cleaning supplies, toilet paper, and hand soap.

### CABINETS & FEATURES

No modifications may be made to the cabinets or features in the apartment. Items may not be attached to the cabinets or woodwork. Historical features may not be altered in any way.

### COMMUNICATION – OFFICIAL HOUSING BUSINESS

The Housing & Residence Life Office will send needed information to Block22 students through three means: 1) the student's GUS email or 2) by sending mail to the student's residence hall mailbox located in the first floor of Commerce or 3) by messaging in the community group chat. It is the student's responsibility to check their residence hall mailbox on a daily basis. Any correspondence in reference to billing and charges are accessible only through the student's GUS portal.

### CONTACT INFORMATION

The AMs live on-site at the apartment complex and are available by phone and



email. You are welcome to contact the Housing & Residence Life Office between 8 a.m. and 4:30 p.m., Monday-Friday if you have questions or concerns. The HRL staff can advise you of the Manager's contact information if you lose your copy.

## **COOKING**

Cooking is allowed only in the kitchen area of the apartment. Cooking appliances must be UL-approved. Permitted appliances include slow cookers, toaster ovens, toasters, instant pots, air fryers, coffee makers, and rice cookers. Appliances utilizing grease or oils are not permitted. These include but are not limited to George Foreman grills (or similar models) and deep fryers. Hot plates and portable stove tops are not allowed. Students who set off fire alarm systems due to cooking in their apartment kitchens may be subject to damage charges and/or disciplinary action.

## **COSTS/PAYMENTS/BILLING**

Monthly rental payments are due on the fifth of each month. Payments are to be paid to the University for housing accommodations, and properly billed charges in accordance with the rate and payment schedule specified in the contract and/or payment terms. The Cashiers and Student Accounts office will maintain and publish tuition, housing and fees billing for all students enrolled at Pittsburg State. Billing will be produced each month and notification is then sent to the student's official campus email address. Students will access their e-bills through their GUS portal and will be set up other users and notifications. Visit the Cashiers and Student Accounts website: [pittstate.edu/cashier](http://pittstate.edu/cashier) to view payment dates, billing cycle, late fees and other related payment policies.

A late fee will be charged if payment (monthly and properly billed charges) is not received by the fifth of each month. If charges remain unpaid, procedures to evict the student from apartment may be initiated. The contract will be terminated if student fails to make the rental payments on time. If charges remain unpaid, past due accounts will be sent to a collection agency and/or the state set-off program for collection. Timely payment in accordance with established schedules is not dependent upon receipt of statement.

## **COUNTER SURFACES**

The countertops are made of granite. Granite is resistant to many ordinarily destructive surfaces, but a certain amount of care is needed to avoid

permanent damage to them. Clean up spills immediately to avoid staining the surface. Avoid using acidic products and regular cleaning chemicals as they will strip the sealing on the countertop. Avoid putting food directly on the countertop. Use a cutting board when preparing food. Cutting directly on the granite will damage both your knives and the countertop. Place trivets under any hot pots or pans. You are responsible for any damage to counter surfaces.

## **ELECTRICAL ISSUES**

All apartments are equipped with a circuit breaker panel to control the individual circuits in each apartment. If you have a problem with your electricity, go to the electrical panel and look for a tripped breaker. The breaker switch will appear to be halfway between the off and on positions. To reset the breaker, turn it completely off, wait a few moments, and then flip it back on. This will reset the breaker and restore electricity to the circuit. If the breaker will not reset, you may be overloading the breaker. If the breaker continues to trip after rearranging the circuits, please contact the Apartment Manager.

## **ENTRANCES & EXITS**

Outdoor keys issued will open the main doors in the Block22 Complex: Commerce/Baxter (West 4th St.), National Bank (East 4th St.), and Opera House (Broadway). Outdoor keys will also open the alley door on the west side of Commerce as well as the residential entrance in first floor hallway of Commerce. All other entrances are considered emergency exits and may be alarmed. They are not to be used for daily access and should only be used in case of an emergency.

All exterior doors will be locked 24/7, with the exception of move-in day. To help preserve the safety for all residents, please make sure all doors are shut behind you. Exterior doors should never be propped open. Fire escapes are for the purpose of emergency use only. Please make sure items are not blocking escapes as they are utilized for emergency exits.

## **EXTENDED LEAVE**

If your apartment will be vacant for one week or more, please notify the AM. Safety checks may be done to make sure the apartment is in safe working order while you are away. During cold weather the windows need to be shut and the thermostat must be kept higher than 60°F to prevent the water pipes from freezing.

Damages may be charged for repairing frozen pipes as a result of not keeping the thermostat set to at least 60°F during cold periods. The AM will reset the thermostat to at least 60°F if it is found to be below this setting.

## **FOOD DISPOSAL**

Sinks in the kitchenette contain garbage disposals. Make sure water is running before, during and after utilizing the disposal. Do not put items down the disposal that could clog the drain or damage the garbage disposal, including but not limited to bones, grease, potato peels, glass, plastic, pasta, or rice.

## **FURNITURE**

Furniture may not be removed from the apartment or from common areas in the building. Any damage to the provided furniture will result in charges to the apartment occupants. No additional furniture may be taken into the apartment.

## **GARBAGE**

Students are responsible for emptying their own garbage into the dumpsters located in the rear of the buildings (alley areas) on the exterior of the buildings.

## **HALLWAYS & COMMON AREAS**

Hallways and common areas must be kept clear of all personal items. Decorations should not be taken into an individual apartment from common spaces.

## **HEALTH & SAFETY INSPECTIONS**

Housing & Residence Life staff will complete two inspections in each apartment throughout the course of the year. They will be checking the apartment for general cleanliness, maintenance issues, and policy violations. This inspection may include entering each individual bedroom as well as the shared space.

## **HOLIDAY DECORATIONS**

Live greenery and live trees are not allowed at Block22. Artificial trees should be flameproof. Caution should be used when using lights on artificial trees and/or window frames because of the increased potential for electrical shock and/or fire. Extra caution should be used when decorating historical fixtures in the apartment.

## **INFORMATION**

If you have questions in regards to your apartment, billing, or other questions, please feel free to contact Housing & Residence Life, 203 Horace Mann (620-235-4245). Most information may also

be found in this manual, Block22 Terms and Conditions, or the Block22 website: [pittstate.edu/housing](http://pittstate.edu/housing).

## KEYS & LOCKS

Security of individual apartments is the responsibility of each tenant. You will be issued one apartment key and one outdoor key. Responsibility for key loss belongs to you. If the tenant loses a key, you will be charged \$25 per key and a \$50 re-core fee. Apartments are automatically re-cored when keys are lost. Duplication of any University key is prohibited. Locks that prevent University personnel from entering into your apartment are also prohibited, this includes chain locks.

## LAUNDRY

Only Liquid Laundry Detergent is allowed in the machines. You must clean out the dryer vent after each use. If you encounter any issues with your laundry machine, please complete a work order to report the issue. We suggest you leave your washing machine door cracked open when not in use.

## MAINTENANCE

Most maintenance repairs are to be completed by Housing Maintenance. All requests for maintenance must be made through the Housing & Residence Life Office, Block22 Staff, or by submitting a work order. Maintenance personnel will enter the apartment to perform assigned work, according to their schedule. When you request work to be done in your apartment, expect someone from maintenance to come to make the necessary repairs. Maintenance strives to complete work orders in a timely manner. Your apartment will always be locked when maintenance staff leave your apartment, even if you have left the apartment unlocked. Upon final checkout of your apartment, staff will assess your apartment for maintenance and custodial charges. Even if the staff does not issue charges at checkout, other staff may identify problems and charge you for the associated repairs.

## NOISE

Occupants shall not engage in any conduct that will disturb the quiet and peaceful enjoyment of neighbors, nor shall occupants permit guests to disturb the peace. Consideration regarding noise should be practiced 24 hours. Quiet Hours are from 9 p.m. to 7 a.m. On occasions when others are being too loud, please notify the Apartment Manager on duty. If the noise can be heard outside of your apartment, it is too loud. You are

responsible for the noise and actions of your visitors.

## PARKING

All residents of Block22 can receive a Block22 parking sticker for one of the four lots located around the complex. You can receive your parking sticker by completing registration with the University Police Department. **Parking is only allowed in these areas.** You may not park on the city streets, including the parking spaces along the streets. Tickets may be issued for parking in areas outside of the parking lots. You need to have a Block22 parking sticker in order to park in the designated areas of the lots at Block22.

## PEST CONTROL

Housing & Residence Life will provide pest control spraying of the general areas of Block22. Severe pest infestations may be sprayed more than once per month, but additional charges will be assessed to the student. Students are required to maintain sanitary conditions to standards that deter pest infestation.

## PETS

NO PETS are permitted in Block22. Keeping or harboring animals on the premises is prohibited, except for fish (in a tank not to exceed 20 gallons) or ESAs. This applies to any visitor to the apartment regardless of length of visit. If you choose to ignore this policy, the animal may be confiscated. You may be charged for damages and will face possible eviction from Block22.

## SAFETY

Block22 is intended to be a very safe and comfortable living environment. In order to maintain this status, we ask for you to alert officials when safety issues arise. While Housing & Residence Life staff are responsible for enforcing University policies and regulations along with state and federal laws, we are not numerous enough to be in all places at all times. Please help maintain a safe environment by reporting any violations of policies, regulations, or laws and/or acts of violence or vandalism immediately to the Block22 Staff, Housing & Residence Life Staff, or Pittsburg Police. University Police do not have jurisdiction at Block22; therefore, Pittsburg Police will be the contact if needed.

## SEVERE WEATHER AND FIRE PROTOCOL

### In the event of a fire:

1. Call Pittsburg Police at 911 and provide as much information as possible.

2. Inform a member of HRL Staff.
3. Exit the building immediately.

### In the event of a tornado or severe weather:

1. Get as far away from all outside walls, doors and windows as possible. Move to the central or "core" portion of the building. (apartment bathroom with door closed)
2. Make as small of a target of yourself as possible and most importantly, protect your head with mattresses, etc.
3. Stay calm and listen for the "all clear."

## SMOKE DETECTORS

Smoke detectors must remain installed and powered at all times. Any tampering with the fire safety equipment is a violation of state and local laws, and criminal charges could apply. If smoke detectors are found not in place at any time, replacement fees will be charged. They should be tested regularly.

## SMOKING/TOBACCO USE

PSU, including Block22 is a tobacco free campus. The use or sale of tobacco products on PSU property is prohibited. In addition to cigarettes, this policy applies to smokeless tobacco, cigars, e-cigarettes, and vapes. This policy includes all buildings, university grounds, parking areas, and walkways.

## THEFT & DAMAGE TO PROPERTY

The University does not insure the property of residents and cannot be held responsible for student property that is lost, damaged, or stolen. Students are strongly urged to carry insurance on their personal property.

## HOUSING & RESIDENCE LIFE OFFICE

The Housing & Residence Life Office is located in 203 Horace Mann and is open from 8 a.m.-4:30 p.m. Monday-Friday.

## WALL DECORATIONS

Nails, screws, tape, sticky tack, staples, or similar items are not permitted on the sheet rock walls. Only Painter's Tape and 3M Command Strips may be used to attach items to the sheet rock walls. Caution should be used with 3M Command Strips as they may peel paint off of the walls. You are responsible for any damage to the walls from decorations. Items cannot be hung or attached to the ceiling or conduit. Hanging items on the sprinkler heads is strictly forbidden, as it may cause the sprinkler heads to activate. Tension curtain rods are the only type of curtain rod allowed.



# The Orchards Duplexes

## Additional Policies and Regulations

The purpose of this section is to provide general policies, rules, regulations, and information to the residents of The Orchards Duplexes (TOD) in addition to the Guide to Residential Living. Residents are responsible for all policies and regulations within the Guide to Residential Living, Housing & Residence Life The Orchards Lease, the Student Code of Rights and Responsibilities, and any other information forwarded to you from the Housing & Residence Life Office. We hope that this information will assist in making your stay more comfortable. Our goal is to establish an environment based on mutual respect and consideration for others. Our policies and procedures reflect this belief. All policies are subject to change.



### AIR CONDITIONER/FURNACE

A gas furnace and an electric air conditioner control your apartment's temperature. The thermostat located in the main hallway controls both of these units.

The gas furnace in your apartment is equipped with an electric igniter for the pilot light. If you feel comfortable using this feature, you may re-light it if the flame dies. If you don't feel comfortable with this process, or if another problem arises, please contact the Apartment Manager. The Apartment Manager will send a work order to have it repaired if that applies.

If there is a problem with the air conditioner, please contact the Apartment Manager to send in a work order to have it repaired. If you are away from your apartment during cold weather (Winter Break, for example), you must leave your furnace thermostat at 60°F or above. Twice a year, the apartments will be scheduled for routine maintenance on your furnace. The furnace filter will be changed at this time. The manager will contact you to let you know when this work will be done.

### ALCOHOL

The use of alcohol shall not interfere with the educational goals of the University and the educational environment of TOD. Its use shall be compliant with state and federal laws; in accordance with the State Board of Regents policy; consistent with

principles of common courtesy; and be respectful for the rights and privacy of all others within the community.

Alcoholic beverages may only be possessed and consumed within TOD by those who have reached their 21st birthday. The possession or consumption of alcohol is strictly prohibited by persons of any age in open areas including but not limited to building exteriors, playgrounds, driveways, and yards.

### BICYCLES

We encourage student use of bicycles. However, they are not to be left in the driveway, chained to posts, left in grass, or in the street. If bikes are found/chained, the bike may be cut loose and impounded at a fee.

### CABINETS AND FEATURES

No linings with adhesive backing may be used to line shelves in the cabinets, closets, etc. You may not drill holes into doors and closets. Paint damage caused due to the removal of these items will be deemed as damage, and you will be responsible for the maintenance costs required to repair these items.

### CANCELLATION OF LEASE

Cancellation prior to move-in will result in the assessment of a \$250 cancellation fee. Cancellation prior to the end of the lease will also result in the assessment of a \$250 cancellation.

If there is less than a 30-day written notice, an additional cancellation fee of \$50 will be assessed. The cancellation fee will be waived for a student who: will graduate, is student teaching, or leaves campus for training authorized through an academic department's training program. Notarized documentation will be required in these cases (prior to the cancellation process.)

### CHECKING OUT

Upon cancellation of the lease contract, the leaseholder must schedule a time (at least 48 hours in advance) to complete proper checkout procedures with the Apartment Manager. During check-out, the Apartment Manager will record the condition of the apartment for the purpose of assessing cleaning and damage charges. This assessment is considered preliminary, as additional charges may be added later (after a more thorough custodial and maintenance inspection is completed). Failure to complete proper checkout procedures will result in a minimum fee of \$25.

### CHILDREN

Parents assume full responsibility for their children at all times. Children must not be allowed to climb on trees, utility units, fences, mailboxes, or other such items. Sidewalk chalk is permitted, but only on the sidewalks and driveway areas (not on the sides of the buildings or playground, equipment, etc.) Supervision of children is the responsibility of the leaseholder,

apartment occupants, and/or parents/guardians. Children should never be left unattended!

## **COOKING**

Cooking appliances must be UL-approved. Permitted appliances include: slow cookers, instant pots, air fryers, toaster ovens, toasters, coffee makers, and rice cookers. Appliances utilizing or producing grease are not permitted. These include but are not limited to George Foreman grills (or similar models), electric skillet, and deep fryers.

## **COUNTER SURFACES**

Formica is resistant to many ordinarily destructive elements, but a certain amount of care is needed to avoid permanent damage to these surfaces. Please use hot pads, trivets, and other protective coverings between hot containers and formica tops. Use cutting boards for slicing meats and breads, etc. Care should also be used to keep these surfaces clean of pest-attracting food particles.

## **CONTACT INFORMATION**

An Apartment Manager will live on-site at the complex and will be available by office phone and email. You are welcome to contact the Housing & Residence Life Office between 8 a.m. and 4:30 p.m., Monday-Friday if you have questions or concerns.

## **COSTS/PAYMENTS/BILLING**

Monthly payments are due on the fifth of each month. Payments are to be paid to the University for housing accommodations, and properly billed charges in accordance with the rate and payment schedule specified in the lease and/or payment terms. The Cashiers and Student Accounts office will maintain and publish tuition, housing and fees billing for all students enrolled at Pittsburg State. Billing will be produced each month and notification is then sent to the student's official campus email address. Students will access their e-bills through their GUS portal. Visit the Cashiers and Student Accounts website: [pittstate.edu/cashier](http://pittstate.edu/cashier) to view payment dates, billing cycle, late fees, and other related payment policies. A late fee will be charged if payment (monthly and properly billed charges) is not received by the fifth of each month. If charges remain unpaid, procedures to evict the leaseholder from apartment may be initiated. The lease will be terminated if leaseholder fails to make the rental payments on time. If charges remain unpaid, past due accounts

will be sent to a collection agency and/or the state set-off program for collection. Timely payment in accordance with established schedules is not dependent upon receipt of statement.

## **DEPOSIT FEE**

A non-refundable processing fee of \$45 will be required with the signed copy of the lease. A security deposit of \$500 will also be taken at this time. Under usual circumstances, this deposit fee is returned to the leaseholder upon vacating the apartment (minus all outstanding fees and charges).

## **ELECTRICAL ISSUES**

All apartments are equipped with a circuit breaker panel to control the individual circuits in each apartment. If you have a problem with your electricity, go to the electrical panel and look for a tripped breaker. The breaker switch will appear to be halfway between the off and on positions. To reset the breaker, turn it completely off, wait a few moments, and then flip it back on. This will reset the breaker and restore electricity to the circuit. If the breaker will not reset, you may be overloading the breaker. If the breaker continues to trip after rearranging the circuits, please contact the Apartment Manager for a work order.

## **ELIGIBILITY**

Eligibility for occupancy is contingent upon the leaseholder being enrolled as a full-time student for each semester. A full-time student is defined as those students enrolled in ten hours or more of undergraduate credit or seven hours or more of graduate credit and paying full tuition and fees at PSU. Exceptions will be handled on an individual basis. Our lease agreement is between Pittsburg State University and one adult who is a full-time student.

Assignment preference is given to families composed of married or single parent students that meet the above qualifications. Other non-traditional age students may be considered depending on qualification, overall occupancy and demand by the above groups. All apartments are reserved for families, which include children.

Leaseholders who have occupied an apartment for the spring semester and who are pre-enrolled full-time for the upcoming fall semester may be permitted to live in

apartment during the summer sessions (even if the leaseholder is not enrolled in summer session classes).

## **EXTERIOR CONDITION**

The sidewalks, driveways, storage areas, and carports on the outside of the apartment shall not be blocked or obstructed in any manner, nor may these areas be used for storage of flammable or combustible objects including non-functioning motor vehicles or their parts. Leaseholders agree not to place any rubbish, garbage, waste paper, or other disposables in the parking area, grounds, or building exterior. These items shall be carried to the central disposal site. No outside antenna or wiring (of any type) is permitted. Bicycles must be stored. Chairs specifically manufactured for lawn use and barbecue grills may be used. Grassy areas may be utilized for playing, but all items must be removed and stored daily. A University landscape crew will maintain all grounds, including mowing, and items may be confiscated and subject to impound fees. Entrance doors and windows are considered public viewing areas and residents are encouraged to be considerate of other community members with displays. Reports of inappropriate or offensive items will be reviewed by the Apartment Manager.

## **EXTENDED LEAVE/VACATION**

If your apartment will be vacant for one week or more, please notify the Apartment Manager. Safety checks may be done to make sure the apartment is in safe working order while you are away. During cold weather the thermostat must be kept higher than 60°F to prevent the water pipes from freezing.

## **GARBAGE**

Leaseholders are responsible for emptying their own garbage into the dumpsters located nearest their apartment. Fines may be imposed for personal garbage found in any other area. Dumpsters are for TOD residents only.

## **GRILLS**

Only charcoal grills are permitted. Grills that use propane or other combustibles are not allowed. Grills must be away from the buildings when in use. Charcoal, lighter fluid, matches and other devices that are flammable must be stored properly. Used charcoal from grills is considered garbage once cooled.

## **HEALTH & SAFETY INSPECTIONS**

Housing & Residence Life staff will complete inspections in each apartment throughout the course of the year. They will be checking the apartment for general cleanliness, maintenance issues, and policy violations. This inspection may include entering each individual bedroom as well as the shared space. A schedule will be distributed at the beginning of each semester.

## **HOLIDAY DECORATIONS**

Live greenery and live trees are not allowed at TOD. Artificial trees and plants should be flameproof. Caution should be used when using lights on artificial trees and/or window frames because of the increased potential for electrical shock and/or fire.

## **INTERIOR**

Occupants shall not do self-repairs, but must notify their Apartment Manager for service. Leaseholders will be subject to charges as deemed appropriate. Occupants shall not alter the apartment's interior construction, including paint. Small or light pictures or other personal items may be attached to walls by use of small nails. Do not use screws, bolts, or large nails in the walls, ceilings, or woodwork. Do not use double stick tape, adhesive squares, or contact paper on any area of apartment. Items cannot be attached to any ceiling area. Use only soap and water to clean walls.

## **KEYS AND LOCKS**

Security of individual apartments is the responsibility of each leaseholder. You will be issued an apartment key upon check-in. Responsibility for key loss belongs to you. If the leaseholder loses a key, you will be charged \$25 per key and a \$50 re-core fee. Apartments are automatically re-cored when keys are lost. Duplication of any University key is prohibited. Locks that prevent University personnel from entering into your apartment are also prohibited.

## **LAUNDRY**

Only Liquid Laundry Detergent is allowed in the machines. You must clean out the dryer vent after each use. Report all problems encountered with machines to the Apartment Manager.

## **MAIL**

Receiving your mail is an important function. The University is not responsible for your mail; mailboxes are property of the USPS. Upon check in, you are issued a key to your mailbox. Before you move in, and when you check out, you should fill out a "change of address" card at the post office. You should also send notification to all organizations you associate with. University staff is not permitted to open mailboxes. Difficulties with mail should be directed toward the local post office. Lost mailbox keys are a \$25 fine.

## **MAINTENANCE**

All maintenance repairs are to be completed by the Housing Maintenance staff. All requests for maintenance must be made through the Housing & Residence Life Office or Apartment Manager. Maintenance personnel will enter the apartment to perform assigned work, according to their schedule. When you request work to be done in your apartment, expect someone from maintenance to come to make the necessary repairs. Maintenance strives to complete work orders in a timely manner. Your apartment will always be locked when maintenance staff leave your apartment, even if you have left the apartment unlocked.

## **NOISE**

Occupants shall not engage in any conduct that will disturb the quiet and peaceful enjoyment of neighbors, nor shall occupants permit guests to disturb the peace. Consideration regarding noise should be practiced 24 hours. Quiet Hours are from 9 p.m. to 7 a.m. On occasions when others are being too loud, please notify staff. If the noise can be heard outside of your apartment, it is too loud. You are responsible for the noise and actions of your visitors.

## **PARKING**

All residents of TOD will be assigned two parking spaces per apartment. One space is under the carport and one space is in the driveway associated with the apartment. Parking is only allowed in these areas. You may not park on the city streets, tickets will be issued. All parking is reserved for operating vehicles only, not a repair station or storage of inoperable vehicles. It is never acceptable to park in the grass.

## **PEST CONTROL**

Housing & Residence Life will provide pest control spraying of the general areas of each apartment. Severe pest infestations may be sprayed more than once per month, but additional charges will be assessed to the leaseholder. Leaseholders are required to maintain sanitary conditions to standards that deter pest infestation.

## **PETS**

NO PETS are permitted in The Orchards Duplexes. Keeping or harboring animals on the premises is prohibited, except for fish (in a tank not to exceed 20 gallons) or ESAs. This applies to any visitor to the apartment regardless of length of visit. If you choose to ignore this policy, the animal may be confiscated. You may be charged for damages and will face possible eviction from The Orchards Duplexes.

## **PLUMBING AND WATER FIXTURES**

TOD sinks are not equipped with garbage disposals. Please do not dispose of food, grease, or other such items in the sinks or any other apartment drains. Sharp or heavy objects will damage sinks. The toilet is not designed for disposal of materials such as paper towels, tampons, diapers, trash, or food. Do not use drain cleaners, they seldom work and may cause damage. Leaseholder will be responsible for plumbing charges if it is due to their negligence. Please report water leaks or slow drains as soon as possible to the Apartment Manager. Occupant will be responsible for charges associated with delay in reporting. Sinks, bathtubs, toilets, and other water apparatus, shall be used only for the purpose of which they were built, no alterations are permitted.

## **PRIVACY & APARTMENT ENTRY**

Leaseholders agree to provide entry for HRL staff, monthly pest extermination procedures, and periodic apartment checks. Staff may enter without notice in emergencies where imminent danger to life, safety, health, or property is feared. Housing & Residence Life staff may also seek access to an apartment without advance notice in cases of a community disruption, such as loud music, unattended alarm clocks, etc. Access to apartments will not be granted to friends, relatives, or other students by Housing & Residence Life staff.



University staff may conduct a search of a student's apartment to determine compliance with rules of the institution, or with federal state and local criminal law, and in connection therewith may obtain evidence, where there is probable cause to believe that a violation has occurred or is taking place.

"Probable cause" exists where the facts and circumstances (within the knowledge of staff and of which they have reasonable, trustworthy information) are sufficient in themselves to warrant a person of reasonable cause to believe that an offense has been or is being committed.

- The Director of Residence Life or designee shall determine the existence of "probable cause".
- A dated, written statement asserting that "probable cause" has been determined, signed by the Director of Housing & Residence Life, and shall be presented to the occupant or to the Manager, Area Coordinator or other Housing & Residence Life officials and apartment entry shall take place not later than 24 hours after "probable cause" has been determined.

Since the University and the apartments are not sanctuaries, there are occasions when outside agencies will desire to search an apartment and when operating under a legal search warrant, staff and leaseholder(s) are expected to cooperate.

### **RANGE AND REFRIGERATOR**

Refrigerators and range are standard equipment in each kitchen. Routine care will result in excellent performance and long life from these appliances. Occupants who have difficulty in automatic operation of the range should call the Apartment Manager. Clean the oven frequently to eliminate baked on, hard-to-clean, accumulation. The ovens also have a "self-clean" feature that may be used to provide routine cleaning. Cooking with grease or oil is prohibited!

### **REASSIGNMENT AND/OR VACATION OF APARTMENT**

The University may reassign a leaseholder or ask them to vacate, for health or safety reasons, should the apartment become uninhabitable because of damage or destruction by fire or other casualty, or if the student loses status as an enrolled full-time student for any reason.

### **SAFETY**

TOD is intended to be a very safe and comfortable living environment. In order to maintain this status, we ask for you to alert officials when safety issues arise. While Housing & Residence Life staff, Pittsburg Police, and University Police are responsible for enforcing University policies and regulations along with state and federal laws, we are not numerous enough to be in all places at all times. Please help maintain a safe environment by reporting any violations of policies, regulations, or laws and/or acts of violence or vandalism immediately to the Apartment Manager, Housing & Residence Life Staff, or Pittsburg Police. Call 911 for emergencies!

### **SEVERE WEATHER AND FIRE PROTOCOL**

#### **In the event of a fire:**

1. Exit the apartment immediately.
2. Call 911. Call AM Duty Phone #

#### **In the event of a tornado or severe weather:**

1. Move to your interior bathroom and close the door
2. Stay away from exterior walls, doors, and windows
3. Cover your body with a blanket, sleeping bag, or mattress. Protect your head with anything available

### **SMOKING**

PSU, including TOD, is a tobacco free campus. The use or sale of tobacco products on PSU property is prohibited. In addition to cigarettes, this policy applies to smokeless tobacco, cigars, and e-cigarettes. This policy includes all buildings, university grounds, parking areas, and walkways.

### **SMOKE DETECTORS**

Smoke detectors must remain installed and powered at all times. Any tampering with the fire safety equipment is a violation of state and local laws, and criminal charges could apply. If smoke detectors are found not in place at any time, replacement fees will be charged. They should be tested regularly. If your smoke detector indicates the battery is low (beeping or any other unusual activity) please alert the Apartment Manager who will send Maintenance to replace or repair the unit. Batteries are required at all times.

### **THEFT AND DAMAGE TO PROPERTY**

The University does not insure the property of residents and cannot be held responsible for student property that is lost, damaged, or stolen. Students are strongly urged to carry insurance on their personal property.

### **VISITATION/COHABITATION**

No persons other than members of the immediate family (as listed on the lease) shall permanently occupy the apartment. Overnight guests are not allowed to stay for more than three consecutive nights and no more than 6 nights per month. Leaseholder assumes complete responsibility for the actions of their guests. Leaseholder shall make their guests aware of the policies and procedures of TOD.

When in Housing & Residence Life facilities, all students and guests of students are subject to the rules, regulations, and policies appearing in the Guide to Residential Living, the Housing and Dining Service Contract, The Orchards Duplexes Lease, the Code of Student Rights & Responsibilities, as well as the provisions of the Judicial Code.

### **WATER HEATERS**

The gas water heater in your apartment has a pilot light. If the pilot light goes out, you may re-light the pilot light by following the instructions on the water heater or contact the Apartment Manager and they will submit a work order to have it repaired.

### **WEAPONS, HANDGUNS, FIREWORKS, & COMBUSTIBLES**

PSU's full weapons policy is available online at [pittstate.edu/weaponspolicy](http://pittstate.edu/weaponspolicy). Pittsburg State complies with the state of Kansas and the Kansas Board of Regents' regulations regarding handguns. Pittsburg State does not provide handgun storage containers. Your safety is our primary concern. In order to reduce the likelihood of injury, we ask that you observe the following policies and practices.

# Disciplinary Procedures & Conduct Code

As a resident of Housing & Residence Life, you are required to abide by the policies and procedures of the Department of Housing & Residence Life (HRL) and the Student Code of Conduct. Sanctions imposed by the Housing & Residence Life Staff or Dean of Students are binding.

Violations of Housing & Residence Life policy that occur in any facility maintained or supervised by the Department of Housing & Residence Life will be addressed through the Housing Conduct System following procedures set forth in this Conduct Code.

All students and guests are subject to the rules, regulations and policies appearing in the Guide to Residential Living, the Code of Student Rights & Responsibilities and the provisions of the Conduct Code. This includes any violations occurring in the Orchards, Block22, the Residence Halls, Gibson Dining Hall and areas surrounding the Residence Halls, including lawns, parking lots, etc.

Any member of the University community may file a written complaint to any Housing & Residence Life agent of alleged violations. Alleged violations will be addressed, depending on the circumstances relative to the situation, through a conduct meeting, a formal conduct hearing, or referral to student conduct and/or the Dean of Students.

For any University Conduct proceedings, the “preponderance of evidence” standard of proof will be utilized. A preponderance of evidence standard evaluates whether it is more likely than not, based on the evidence available, that a violation has occurred.



## Rights

As a part of Housing & Residence Life’s Conduct process students have the following rights:

- The right to receive a written notice of the alleged HRL conduct policy violation;
- The right to a HRL conduct meeting;
- The right to be present at the HRL conduct meeting;
- The right to present documentation, testimonial or physical evidence at the conduct meeting;
- The right to remain silent during the conduct meeting;
- The right to receive notice of the HRL conduct decision within five (5) business days after a final decision has been determined;
- The right to appeal a final decision.
- The right to have an advisor present to offer guidance alone. An advisor is not able to speak on a students’ behalf, only to advise/confer. The name of the advisor must be presented two (2) business days prior to the time of the conduct meeting.

## What to expect after an incident report or warning:

1. Follow-up by an Agent of Housing & Residence Life (Resident Assistant, Apartment Manager, Area Coordinator, etc.)
2. You will receive notification if the incident requires a conduct meeting with a designated Pittsburg State University Official via the Maxient System by way of your GUS email. Not seeing the email or opening the letter is not justification for missing the meeting. It is the responsibility of the residents to review their email daily.
3. The documentation of your violation or warning will remain on file with Housing & Residence Life via the Maxient System. This documentation is FERPA protected and may only be reviewed by the properly designated University Officials or the student themselves. Exceptions can only be given via eproxy.

If you are required to attend a conduct meeting with a designated Pittsburg State University official:

1. Attend the meeting. It is important to have as much information as possible for a fair consideration to be made. If you choose not to attend, your access to campus dining may be suspended and a hold may be placed on your account, and the meeting will be rescheduled. Should a second meeting be unattended the meeting may be held in absentia, or without you. At that time, the Conduct Agent will make a decision with the information that they have incurred through their other sources. Class is the only acceptable means of rescheduling a conduct meeting. Work, travel, vacation, etc. Are not means by which a conduct meeting will be rescheduled.
2. Tell the truth. Providing false information to a University Official may result in additional penalties and further sanctioning.
3. Expect consequences for your actions. Part of being an adult with upstanding moral character is accountability for your actions.
4. Be receptive to the Outcome. While accepting responsibility for your actions is encouraged and supported. Not accepting responsibility does not defer the decisions made during the conduct meeting.

If a student is found responsible for violations of the standards and policies set forth in the Guide to Residential living, or the Pittsburg State University Code of Conduct, you may receive an HRL disciplinary sanction resulting from a conduct meeting. Sanctions may include, but not be limited to, warning, community service, restriction of access, restitution, administrative move, probation, and up to termination of your Housing Contract.

## Sanctioning

Sanctions are a form of status or task assigned to a resident in the case that they are found responsible for the violation of a Housing & Residence Life Policy by the standards laid out in the Guide to Residential Living. The following sanctions may be assigned in all HRL conduct cases:

### Status Sanctions:

These sanctions are a status that is assigned to a resident to dictate severity of escalating tiers of sanctioning that may take place due to additional conduct violations.

- **HRL Warning:** A written notice indicating that a violation occurred, and a more severe sanction will occur if the conduct does not change.
- **HRL Probation:** A more severe sanction than HRL Warning. Probation is a period of review during which the student must demonstrate the ability to comply with Housing & Residence Life Policies and other requirements stipulated for the probation period.
- **Deferred Removal:** A more severe sanction than Probation. Deferred removal is a period of review during which the occurrence of another violation will result in cancellation of the resident's Housing Contract.
- **Termination of Housing Contract:** A student may be removed from a residence hall or apartment. The student's access to a specific living or dining area may be restricted as part of the sanction.

### Action/Task Sanctions:

These sanctions are tasks assigned to a resident for the sake of repairing harm done to a community and/or to assist in the education of the resident to learn from the circumstances of the policy infraction.

- **Disciplinary Reprimand:** A written rebuke telling the student that their conduct is in violation of HRL policy.
- **Educational:** A requirement for the resident to participate in some project, class or other activity that is relevant to the nature of the offense and appropriate for the violation.
- **Restoration:** A requirement for the resident to complete a paper, marketing campaign, apology letter, community service, or bulletin board for the sake of restoring the relational harm inflicted upon the community of which the policy infraction had occurred.
- **Restitution:** A requirement to pay the cost of cleaning, repair, and/or replacement of property damage incurred during the policy infraction, to another student or Housing & Residence Life.

- **No Trespass:** A requirement for the resident to no longer enter a specified space, area, building, floor, or wing of any Housing & Residence Life controlled building or space for the sake of safety, protection, or prevention of potential future harm.

If you receive a disciplinary sanction of removal from Housing & Residence Life, you must vacate within the time frame stated in the conduct sanction letter following formal acceptance of that decision by Housing & Residence Life. If you appeal the decision, you may be reassigned to another living space on-campus, pending the outcome of the appeal. Your original space will not be reassigned until the completion of the appeal process. Interim remedial measures may also be implemented according to the applicable policy.

**Interim Immediate Removal** – A member of Housing & Residence Life Leadership, or the Dean of Students may order that a student be immediately removed from Housing & Residence Life as an interim measure when there is sufficient evidence that the student's continued presence represents a significant danger to persons or property or constitutes an ongoing threat of unreasonable disruption to a university's programs, activities, or services. The student will receive a written notice stating the reasons for the interim removal and the time and place of a hearing regarding the interim decision to be held within two business days of the decision. The hearing will be before the Dean of Students, Director of Housing & Residence Life, and Assistant Director of Residence Life. At the time of the hearing, the university shall show reasonable cause why interim removal from Housing & Residence Life is warranted, and the student shall have the opportunity to state why interim removal from Housing & Residence Life is not warranted.

The following is a non-exhaustive list of conduct that may pose a significant danger to the safety and well-being of other students or property in the community.

1. Harassment, including verbal or physical assault/abuse.
2. Conduct that threatens or endangers the safety of others.
3. Possession of firearms in HRL facilities that are in violation of Pittsburg State University Policy.
4. Arson, and/or tampering with the fire alarm system.
5. Possession, selling, or manufacturing of drugs in HRL facilities or in violation of Pittsburg State University Policy, or state laws.

If your Housing Contract is terminated due to disciplinary action, your prepayment will be forfeited; you will be charged the cancellation penalty. You will also be charged the daily rate until you officially check-out. Charges for damages, cleaning and/or improper check-out may be assessed if warranted.





## Appeals

If you want to appeal a HRL conduct decision, you must submit an appeal to [housing@pittstate.edu](mailto:housing@pittstate.edu) within five (5) business days from the date of the conduct decision.

A student may appeal based on one or more of the following limited grounds:

1. Substantial procedural error that materially affected the outcome;
2. There is new evidence to present that was not reasonably available at the time of the initial hearing and such evidence is likely to have materially affected the outcome; and/or
3. The sanctions imposed are outside of Housing & Residence Life's sanction range for such violations and/or not justified in light of the totality of the circumstances.

### Written statement:

Within five (5) business days after filling the notice of the appeal, if you have not already included a written statement, you must file a written statement supporting the reason for the appeal. It is recommended the written statement includes:

1. Grounds for appeal;
2. Examination of and references to the evidence presented during the hearing;

3. New evidence – If the appeal is based on new evidence, the written statement should contain a statement detailing the new evidence, together with a statement as to why the information was not reasonably available at the time of the conduct meeting and how the new evidence impacts the matter.

### Alleged procedure error(s):

If the appeal is based on substantial procedural error, the written statement should contain a statement detailing the alleged procedural error(s), together with a statement as to how the error(s) negatively affected the outcome.

Failure to appeal or comply with appeal procedures within 5 days will render the original decision final and conclusive. In the event of special circumstances, an extension in time may be requested by submitting a written request to Chris Hawk ([chawk@pittstate.edu](mailto:chawk@pittstate.edu)), or designee, stating good reason for the request for additional time. Normally, such requests will be granted if the request is filed before the deadline and the reason(s) for extension is/are reasonable and legitimate.

# Dining Services

Whether in Gibson Dining Hall, the Overman Student Center, the Axe Grind coffee shop, or the KTC Café, the goal of Dining Services is to make dining an enjoyable part of each day. The program is committed to promoting nutritional well-being through a sound food service program. Meals are provided for residence hall students by Aladdin Campus Dining. This food service component is dedicated to providing quality in campus dining. During the 2025-2026 academic year, four meal plans will be offered. All first year students must select from three options: 7 Day Unlimited Access, Any 14 Swipes Access with \$150 dining dollars, or Any 10 Swipes Access plus \$300 dining dollars. The additional plan offered, \$1000 Dining Dollars plan, is available only to students who are exempt from the Campus Residence Policy, or who have completed two or more semesters of residence hall living at PSU.

## CONTINUOUS DINING

Gibson Dining Hall is open 7:30 a.m. to 7:30 p.m. Monday – Friday and Saturday and Sunday from 11 a.m. to 1:00 p.m. and then 5:00 p.m. - 7:00 p.m. Sunday during the days provided for operation of the dining services in the Housing and Dining Service Contract. Students on the meal plan may access the facility at their convenience during these hours of operation and within the provisions of the selected meal plan.

## ID CARD

Upon registration, students will be issued an identification card. This card will be coded with the meal plan that you have chosen for the semester. This card, when presented to Dining Services, will allow students to either have a meal in Gibson Dining Hall or purchase food in the Overman Student Center. Your ID card is nontransferable and must be presented to a checker to gain entrance. Any misuse of the meal card (lending it to others), or misconduct in the dining hall will result in disciplinary action. Beginning immediately with the first meal served for the 2025-2026 academic year and at each subsequent meal at Gibson Dining Hall, students must present their PSU student ID card for admission to the facility. Students who lose their ID card must purchase a new ID card (\$20) from the ID Office located in Gorilla Geeks, 109 Whitesitt Hall. ID cards must be in good condition so as to be swipeable at dining locations.

## MEAL PLAN OPTIONS

### 7 Day Unlimited Access Plan:

Unlimited meal swipes at our all-you-care-to-eat Gibson Dining Hall.

### Any 14 Access plus \$150 Dining

**Dollars:** 14 meal swipes per week at our all-you-care-to-eat Gibson Dining. \$150 Dining Dollars per semester

### Any 10 Access plus \$300 Dining

**Dollars:** 10 meal swipes per week at our all-you-care-to-eat Gibson Dining. \$300 Dining Dollars per semester

### *\$1000 Dining Dollar Plan\**

*\*First year students not eligible for this meal plan*

## MEAL PLAN CHANGES

Students may make changes to their selected meal plan for each semester up until three weeks from the official starting day of classes (as listed in the official university calendar) for that semester without any additional change fees, however meal plan charges would change accordingly. First year students required to purchase either the 7 Day Unlimited Access, the Any 14/\$150, or the Any 10/\$300 meal plan for the semester. Request to change to a higher meal plan can be done at any time. Students must come to the Housing & Residence Life Office, 203 Horace Mann, to complete proper paperwork.

## SUSPENSION OF MEAL PRIVILEGES

The University may suspend meal privileges if the student fails to make payment on time, fails to abide by all terms of the contract, fails to appear at a Housing & Residence Life conduct hearing, or fails to complete an assigned conduct sanction.

## DRESS

Shirts and shoes must be worn in Gibson Dining Hall at all times.

## SPECIAL DIETS

Pitt State's dining managers and a Registered Dietitian (R.D.) will work with students to help manage food allergies and special diets by working with physicians, dietitians, or qualified nutrition specialists to manage dietary substitutions. Reviewing menus with students who have food allergies to determine what, if any, menu items need to be substituted. Email [askadietitian@aladdinfood.com](mailto:askadietitian@aladdinfood.com).

## REUSABLE TO-GO CONTAINERS

We understand your schedule is busy and there may not be time to eat in the dining room. Sustainable eco-to-go containers are available for this purpose. Used only at Gibson Dining Hall, to opt in, buy a container from Gibson Dining Hall. Bring your dirty container back to Gibson Dining Hall in exchange for a clean one or a token which can be used the next time you need a to-go container.

## FOOD REMOVAL

No food or drinks are allowed to be taken outside of Gibson Dining Hall. This includes fruit, desserts, etc. No outside containers are allowed inside of Gibson with the purpose of transporting food or drink out of Gibson. You are allowed to eat and drink as much as you care to while inside Gibson Dining Hall.

A Dining Guide will also be available to residents at the start of the school year. More information from Aladdin Campus Dining will be coming in the next few weeks. Stay tuned to their website for more information: [pittstate.campus-dining.com](http://pittstate.campus-dining.com)





## Energy Conservation Tips

Pittsburg State University's residence hall system is a self-supporting operation. In other words, the payments you make for room and board generate the funding needed to pay for the basic services that go along with the operation of the halls (i.e., air conditioning, heat, water, electricity, natural gas, cable television, etc.). Therefore, the more heat, air conditioning, and electricity everyone uses, the more everyone will pay in room and board.

**To help you conserve energy, the Department of Housing & Residence Life offers the following energy and resource conservation tips:**

### CONSERVING ELECTRICITY

- Turn off your room and bathroom lights when you are not at home.
- Turn off your television when not in use or not at home.
- Clean and defrost your mini refrigerator periodically. Remember to dust off the cooling coils behind the unit when you clean it. Dusty cooling coils and frost-covered freezers make the refrigerator work harder to keep cool.
- Clean lamps and light bulbs (make sure they are cool first). Dirt absorbs light and cuts down on the effectiveness of your lamps.
- When purchasing electronics for your room, check to make sure they are UL approved and that they are the most energy-efficient models available (look for the EPA Energy Star label).

### CONSERVING ENERGY (HEAT/AC)

- Keep your room temperature as warm as possible when the air conditioning is on, and cool as possible when the heat is on, while still keeping the room comfortable.
- Consider purchasing a fan for your room. Circulating the air in your room will make it more comfortable and keep the temperature consistent.
- Do not place weather stripping around or under your room door. It will not make that much difference in the temperature of your room and it may jam the locking mechanism of your door, in addition, you would be responsible for the cost of repairs.
- When cleaning your room, do not forget about the heating/cooling unit. Dust your univent at least once a week, as dirty and dusty vents will prevent the smooth, consistent flow of warm or cool air into your room.

### CONSERVING ENERGY (LAUNDRY)

- When washing clothes, follow the recommendations of the detergent manufacturer. Using too much soap

will cause over-sudsing, which will make the machine work harder and will not clean your clothes as well.

Machines only use liquid detergent.

- Evenly distribute dryer loads so you are not putting a load of jeans in one dryer and a load of t-shirts in another. The t-shirts will typically dry in less than the 60 minute dryer cycle, whereas the load of jeans may require more time, therefore saving you Banana Bucks and using less electricity and natural gas at the same time! Check to make sure the lint screen on the dryer is clean before each load. A dirty lint screen is not only an energy waster; it can be dangerous as well.

### CONSERVING WATER

- Report all dripping and leaking faucets, showerheads, and toilets to your RA or Hall Offices as soon as possible.
- Take shorter showers – cutting five minutes from your shower can save over 10 gallons of water!
- Use less water by turning off the faucet while brushing your teeth.



# Safety & Security

## FIRE SAFETY

No open flames of any type are allowed in the residence halls. Incense is not permitted in the residence halls.

There are fire extinguishers located throughout the residence halls. They are to be used only in the event of a fire. They are expensive to replace and refill. Exit signs are strategically located throughout the buildings. Their purpose is to indicate exit routes, particularly in emergency situations. They, too, are considered to be fire equipment and are not to be tampered with. The importance of this equipment can not be over-emphasized.

### In the event of a fire:

1. Pull the nearest fire alarm.
2. Exit the building.
3. Call the University Police at 911 or 620-235-4624 to report the fire, and provide as much information as possible.

### When an alarm signals:

1. Lock your room door.
2. Wear shoes, take your keys, and carry or wear a coat.
3. Do not panic—move quickly outside the building.
4. DO NOT USE ELEVATORS. Use the exterior stairwells.

**For additional information regarding fire safety, please refer to fire safety posters in each residence hall. Failure to respond to fire alarms or staff requests for evacuation may result in disciplinary action.**

### Tampering with Fire Safety Equipment

Individuals caught tampering with fire alarms and other fire safety equipment have been and will be prosecuted through civil and University conduct processes. Individuals who tamper with fire safety equipment are placing lives at risk. In addition to criminal prosecution, students found tampering with fire safety equipment face a \$100 fine and/or

eviction from the residence halls. In the event that the individual(s) responsible cannot be found, a charge of \$100 may be assessed to the entire building as a deterrent against future vandalism/tampering.

## TORNADO/SEVERE WEATHER

In the event of a tornado warning (a tornado has been spotted on the ground by authorities) a constant siren will sound. Residents and guests are advised to take shelter immediately. All residents must comply with the directions of residence hall staff during severe weather.

### Three basic rules for tornado survival in a building:

1. Get as far away from all outside walls and windows as possible. Move to the central or “core” portion of the building (interior rooms, interior hallways).
2. Move to the lowest possible level in the building; below ground is preferable.
3. Make as small of a target of yourself as possible and most importantly, protect your head with mattresses, etc.

The updated severe weather emergency plan, with additional information and detailed instructions, may be found at [pittstate.edu/president/policies/severe-weather-emergency-plan.html](http://pittstate.edu/president/policies/severe-weather-emergency-plan.html).

## SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE (or Sexual Violence)

Sexual misconduct and relationship violence is a crime and is treated by the University as such. If you are a victim of sexual misconduct or relationship violence we encourage you to report it as soon as possible to a Housing & Residence Life staff member and/or to the police. It is always the victim's choice whether or not to talk to the police. Twenty-four hour advocacy services are available through Safehouse at 620-231-8251.

## Theft Prevention

You will be issued keys to your hall's outside doors and to your room. Outside doors of all residence halls are locked at all times. It is imperative that you carry your keys with you when you leave the building. Building residents are really the only ones who can offer some assurance of security. The University does not insure the property of residents and cannot be responsible for lost or stolen items. Students are encouraged to carry insurance on their personal property.

### DO'S:

1. Lock your door whenever you are out of your room or sleeping.
2. Engrave possessions with an engraving pen. An engraving pen is available from the University Police.
3. Report any theft, loss, or damage of personal property to University Police and your RA immediately.
4. Report suspicious activity or individuals to University Police and hall staff. If you have information about an incident, your help could prove invaluable.
5. Report any broken door lock, window latch, or other problem to hall staff immediately. Most problems are repaired within 24 hours. Security related maintenance requests receive the highest priority.

### DON'TS:

1. Don't leave cash or easily pocketed valuables lying around your room.
2. Don't prop a door open. It is tempting and often convenient to block a door open for a friend but that gives access to the building to anybody who happens along. Anyone found responsible for propping a door may be charged \$25.
3. Don't open an outside door for a stranger. There are courtesy phones for that person to contact whomever they are there to meet.

# Wi-Fi/Internet Service

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Housing & Residence Life has worked with Information Technology Services (ITS) to invest in Wi-Fi upgrades and improvements in the residence halls. The upgrades included installing access point devices in student rooms. Students should see a major improvement in their Wi-Fi access and their availability to Internet streaming services and devices. Cable service is not available in residence hall rooms and is not allowed to be installed. Students may utilize Wi-Fi for streaming devices.

## WIRED/WIRELESS

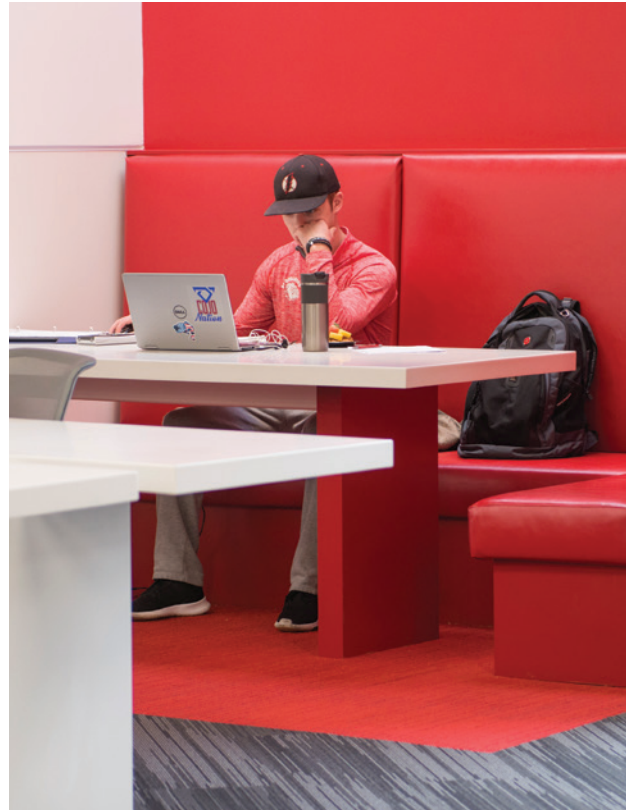
Wired and secured wireless (Wi-Fi) network connections are available in the residence halls. While we have made significant improvements to wireless access, there are still a number of things that can interfere with Wi-Fi access including mobile devices, wireless printers, water pipes, concrete/brick structures, microwaves, etc. Please remember that **wireless** printers and personal routers are not allowed. Print stations are available in each residence hall in the lobby and other locations across campus. Students who are found misusing the print stations may be subject to disciplinary actions. Students who are found tampering or damaging Internet related equipment in rooms or lobbies will be responsible for the cost of replacement equipment and may result in disciplinary actions.

## HOW TO LOG IN TO GUSNET SECURE WIRELESS:

Connect to the “GusNet” SSID in your wireless options, and use your PSU username and password when prompted for credentials. Username = PSU email address. Password = PSU password.

*Note: When connecting media and entertainment, such as, Roku, PlayStation, Xbox, smart TV, etc., please connect to “GusNet Guest” SSID.*

Students are responsible for knowing and abiding by the PSU Acceptable Use Policy and other policies set forth by Information Technology Services. To learn about these policies visit [pittstate.edu/it/information-technology-services/it-policies.html](http://pittstate.edu/it/information-technology-services/it-policies.html). Students should be aware of what information they choose to share on online community/social networking websites such as Facebook and Twitter; as any information posted on websites such as these could be accessed by unknown persons. In addition, these sources could be used in discipline issues.



## PROBLEMS WITH NETWORK SERVICE

Call Gorilla Geeks at 620-235-4600 or stop by 109 Whitesitt Hall. You can also submit a ticket to Gorilla Geeks by simply emailing the issue that you are facing to [support@pittstate.edu](mailto:support@pittstate.edu).



# Pittsburg State University Campus Map

Block 22 (Downtown Pittsburg)

