

“Making Life Better”

*Kansas City Kansas
Community College*

*Student Housing
Handbook*

2018-2019

Welcome to Student Housing!

The Office of Student Housing extends a warm *welcome* to all on-campus residents. Our Housing offers residents the opportunity for personal growth through social, cultural, campus activities and educational programming and community living. As you begin your stay with us, please take the time to carefully read your Housing Agreement and the Student Housing Handbook. It contains information that will assist you, as a resident, in having a successful and positive stay in KCKCC Student Housing.

Mission Statement

Student Housing at Kansas City Kansas Community College will be an accessible, learning-centered living community, dedicated to providing affordable housing and quality service to residential students.

Rights and Responsibilities

The following regulations have been adopted for KCKCC Student Housing. Kansas City Kansas Community College (KCKCC). Students are expected to abide by all of the following rules and regulations for Student Housing, as well as all other rules and regulations in the KCKCC Student Handbook. Any violations that are also a breach of the Student Code of Conduct may result in a referral to the Dean of Student Services.

Diversity Statement

We recognize the importance of fostering unity and understanding within a community while celebrating the individual. As a department, we commit to creating and supporting environments of education and growth where all are treated with dignity and respect.

Non-Discrimination Statement

Kansas City Kansas Community College is committed to promoting and sustaining a campus community which identifies and values the individuality of every community member and is dedicated to maintaining a positive environment where diversity is encouraged and fostered throughout the college. KCKCC strongly believes that diversity generates a positive image and awareness and community strength that encourages active involvement and helps enhance organizational effectiveness and culture. KCKCC prohibits discrimination on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors. All college actions and policies comply with all state, federal and local laws and regulations.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Dean of Students, sderritt@kckcc.edu, 7250 State Ave, Kansas City, KS 66112, (913) 288-7437, <http://kckcc.edu/footer/statements>

Campus Phone Directory

EMERGENCY

If any incident occurs, call Campus Police: (913) 288-7636

Local Emergency Response: 911

Housing Supervisor: (816) 213-8973

| Department | Office | Location |
|--|-------------------------------------|-----------------------------|
| Admissions Office | 913-288-7600 | Upper Jewell Room 3307 |
| Athletics Office | 913-288-7150 | Field House |
| Blue Devil Deli | 913-288-7608 | Lower Jewell Student Center |
| Bookstore | 913-288-7633 | Lower Jewell Room 2318 |
| Business Office | 913-288-7620 | Social Science Room 3260 |
| Campus Health Services | 913-288-7683 | Upper Jewell Room 3363 |
| Campus Police | 913-288-7636 | Upper Science Room 3462 |
| Counseling & Advocacy Center | 913-288-7640 | Upper Jewell Room 3371 |
| Dean of Student Services | 913-288-7109 | Upper Jewell Room 3344 |
| Dean of Enrollment Management | 913-288-7299 | Upper Jewell Room |
| Financial Aid Office | 913-288-7697 | Upper Jewell Room 3328 |
| Help Desk | 913-288-7479 | |
| Housing Office Supervisor | 913-288-7632 or 913-288-8973 (cell) | Housing Complex Office #815 |
| Intercultural Center | 913-288-7504 | Lower Jewell Room 2303 |
| Learning Commons | 913-288-7218 | Learning Commons |
| RA on Duty | 816-305-2265 | |
| Registrar's Office | 913-288-7536 | Upper Jewell Room 3337 |
| Student Activities | 913-288-7553 | Lower Jewell Room 2315 |
| Student Accessibility & Support Services | 913-288-7664 | Upper Jewell Room 3384 |
| Student Retention Coordinator | 913-288-7266 | Upper Jewell Room 3344 |
| Student Success Center (Advisors) | 913-288-7696 | Upper Jewell Room 3344 |
| Trio Student Services | 913-288-7181 | Upper Jewell Room 3379 |

Housing Office Hours

Housing Supervisor Office - Location - Housing Complex, Apartment 815, 9:00 AM – 3:00 PM

Housing Complex Office – Location – Housing Complex, Apartment 815, 6:00 PM –7:30 PM

Resident Assistants are on duty at the end of regular office hours (6 pm – 6 am Monday – Friday) and the entire weekend, including any campus holidays. The RA on duty can be reached by text or phone at 816-305-2265.

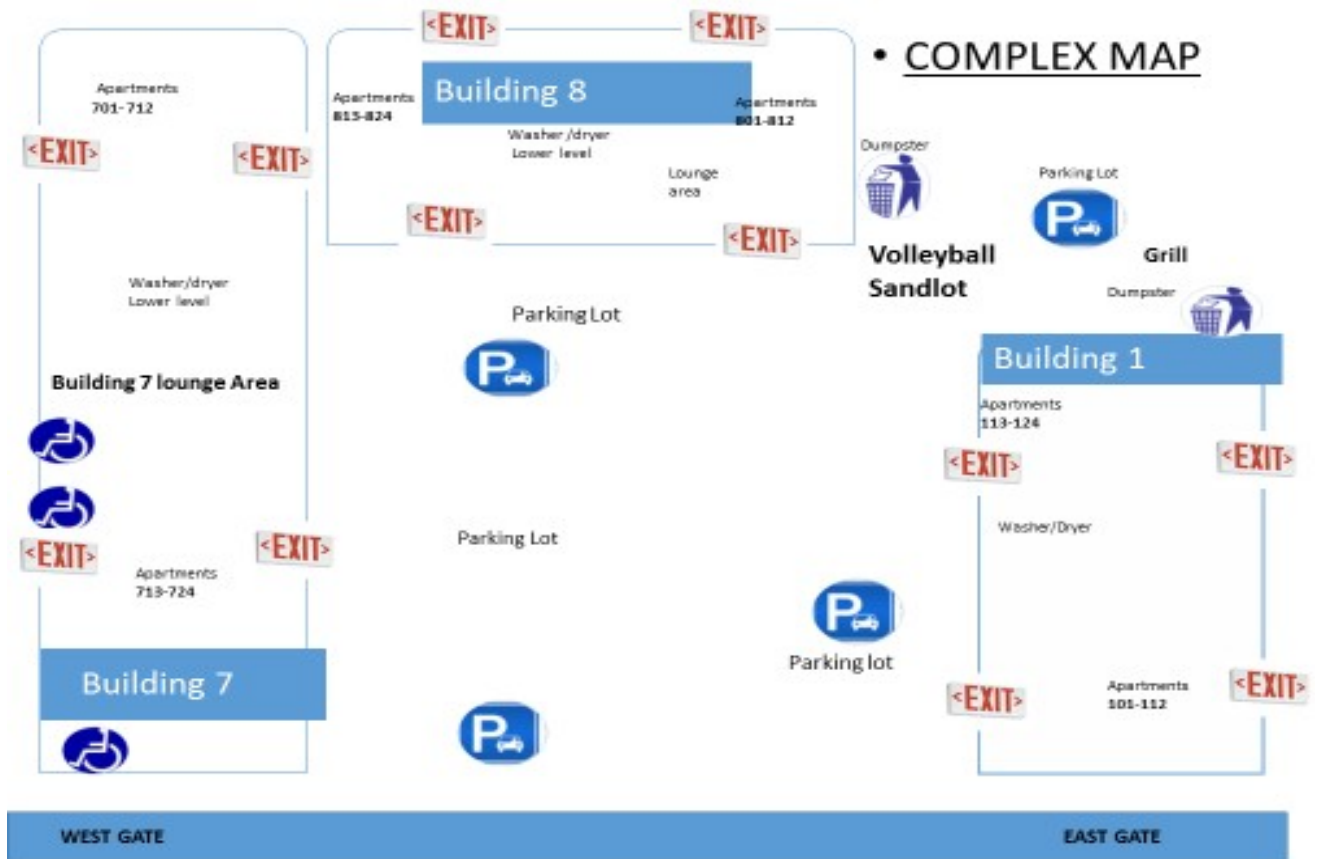
Your new address is:

7250 State Ave Apt. #

Kansas City, Kansas 66112

HOUSING ASSISTANCE LINE-RA ON DUTY

(816) 305-2265



Check-In

Every resident must register with KCKCC Student Housing staff upon initial occupancy. As part of check-in, each resident will complete and return an apartment/room inventory form, verify registration information and provide name and contact information for the person to be notified in the event of an emergency, sign for receipt of keys, and receive other important information.

Getting Ready For A Roommate

- Compromise actually is a problem-solving skill that challenges your creativity to find ways there can be two winners.
- Respect your roommate's rights to privacy and quiet.
- Determine with your roommate your own level of noise within your room.
- By communicating openly, directly, and immediately as issue arise, they are more easily resolved.
- Give yourself and your roommate time to calm down. Take a walk or a drive to get away from the situation.
- Explain your side to your roommate without placing blame. Using "I feel..." statements rather than pointing fingers will help your roommate feel less defensive, and more likely to understand where you are coming from.
- Listen to your roommate's side of the story. Put yourself in his/her place and imagine how it would feel. Don't judge, just listen.
- Ask your roommate what would be a suitable compromise, and suggest your ideas. Be kind, but honest.
- If you absolutely cannot come up with a compromise or solution, talk to your RA (Resident Assistant). He or she can try to help you resolve the problem, and if necessary try to re-assign you to different rooms.

We expect our residents to be good neighbors and roommates by:

- Acting responsibly
- Maintaining a clean unit
- Complying with visitation hours: 8:00 a.m. to midnight on weekdays, weekends and holidays.

You have the RIGHT and RESPONSIBILITIES to:

- Maintain a clean living environment which supports your academic success.
- Govern your space in an adult manner.
- Understand all policies and procedures in Student Housing contracts which you signed, and which are in effect at all times.
- Treat community members respectfully regardless of gender, sexual orientation, race, heritage, religion, or disability.

Community Living

Each resident agrees to conduct himself or herself in a manner that is conducive for fellow residents to study, live and sleep. Each resident agrees to not disturb the environment and agrees to demonstrate reasonable efforts to resolve residence hall problems.

CLOTHING WASHING AND DRYING

Royal Ridge owned washers and dryers are installed for use by student housing residents. Students are provide their own laundry products.

MAIL

All mail goes through the housing office, located in Building 8 in unit 815. There are office hours every weekday. If the hours do not work, the student is able to schedule a time with housing staff to retrieve the mail.

2018 MEAL RATES & PLANS

Fall Semester: August 20, 2018 - December 17, 2018

Spring Semester: January 22, 2019 – May 20, 2019

| Meal Plans | Semester Meal Rates |
|-------------------|---------------------|
| 18 meals per week | \$2,125 |
| 13 meals per week | \$1,700 |
| 8 meals per week | \$1,020 |

- Dining plans reset weekly on Sunday afternoon.
- Meals are non-transferable to another student or guest.
- Meal plan pricing is built with the assumption students will miss a certain amount of meals.
- If a meal plan card is lost, report it immediately so that it can be deactivated.
- One replacement card will be issued as a courtesy; any additional lost cards, \$10.00 charge
- After each transaction, the cashier will give the student a receipt reflecting their weekly balance.
- No refunds on meal plans.
- Students are to conduct themselves in a respectful manner at all times.
- Meal plans will not be activated until payment is received in full.

Meal Time

Monday – Friday

Breakfast

7:30 a.m. – 10:30 a.m.

Lunch

10:30 a.m. – 3:00 p.m.

Dinner

Student arranges pick-up time

Saturday

Weekend meals are picked up on Friday between 11:00 a.m. – 2:00 p.m.

6/18/28 DW

- Breakfast and lunch is ala carte in the deli; dinner and Saturday brunch will be buffet service.
- There will be no meal service during the following breaks: spring break, summer break, Thanksgiving week and winter break.

COLLEGE BREAKS

Student Housing is temporary housing for enrolled students when classes are in session. Student Housing is typically closed when campus is closed. Only those students required to remain on campus during these breaks (i.e. for an athletic event or a performance) will be allowed to occupy student housing during the Break if available. **Break and Interim Session Housing cost may vary. Housing may not be available for all breaks.**

Residents needing housing over KCKCC Breaks or Interim Sessions should register for housing accommodations with the Supervisor of Student Housing. Requests from residents requesting housing 72 hours or less before break will not be granted. If a student is found in student housing without being approved by the Supervisor of Student Housing, he/she will receive points and a charge of \$80 per day for being in Student Housing.

All students must vacate housing by 5pm of the last day of finals. Before departing for Break, each student must have their apartments checked for cleanliness, sign the checkout sheet and turn in keys to housing staff. Students who fail to turn in their keys and gate access card to the housing staff and/or sign the checkout sheet before leaving for Break will be charged an improper checkout fine. Students are encouraged to secure their apartments and belongings before leaving campus for any college break. Students who do not properly check out with Housing Staff will be assessed a \$200 improper check-out fee and will not be refunded the Housing Deposit.

ROOM INSPECTION, ENTRY, AND SEARCH

The College reserves a reasonable right of entry into your room to assure proper maintenance and repair, to provide for health and safety of all residents, and/or to investigate when there is a reason to believe that violation of a state, residence hall policy, or college regulation is occurring within your room. Rooms should be kept clean and free of health hazards. Contraband will be confiscated and students found with contraband will be subject to appropriate disciplinary action. A minimum of two room inspections will be conducted per semester. When possible, signs will be posted and at least a 24-hour notice will be given prior to entering a resident's room for routine maintenance and inspection.

REQUESTS FOR REPAIRS IN YOUR ROOM

Routine and Emergency maintenance problems should be reported to the Supervisor of Student Housing. Residents should notify Housing staff if maintenance problems are not addressed in a timely manner by Royal Ridge.

DECORATIONS OR ALTERATIONS TO ROOM OR APARTMENT

Residents are cautioned not to make any modifications—whether structural, electrical, or plumbing—to the facilities, nor to attempt any construction or remodeling, no matter how minor. No furniture may be removed from residents' rooms, including double rooms as singles. Residents are not allowed to decorate any wall or other surface with paint, wallpaper, paneling, or contact paper. If you believe walls need repainting, complete a facilities request. If such work is needed, it can be scheduled. Residents who wish to personalize their rooms must exercise

good judgment to ensure their personal safety as well as the safety of others living in the community. The following guidelines should be observed:

1. Construction, decoration, or arrangement of furnishings in a manner that hinders easy exit from a room is not permitted. No obstacle should prevent a door from completely opening.
2. Excessive amounts of burnable material should not be kept.
3. Decorative items and other paraphernalia such as cloth, fish netting, paper, parachutes, or any other highly combustible material may not be hung from the ceiling or from other overhead room structures.
4. Open flame decorations (i.e. candles, oil lamps, and incense) are prohibited.
5. Outdoor banners are prohibited.
6. Painting or writing on doors is prohibited.
7. Nails should not be driven into the walls or furniture. Decorations may be hung with straight pins (on dry wall or plaster walls) or double-sided tape on block walls.
8. Roommates should agree on the decorations in their room, suite or apartment.

Please review the Student Housing Agreement for additional details.

SERVICE ANIMALS

Students requiring the assistance of emotional support animals or service animals in housing must provide appropriate documentation and receive approval through Student Accessibility & Support Services Office and the Housing Supervisor prior to obtaining and bringing the service animal to campus. Please contact the Student Accessibility & Support Services at 913-288-7688 to arrange accommodations for emotional support animals or service animals.

CARE OF PROPERTY/DAMAGE

The resident is responsible for keeping college owned equipment and furnishings in good, clean condition. KCKCC is not responsible for the theft/loss/damage from any cause to any residents, guests, or other person's personal property, money, or valuables on the KCKCC campus. KCKCC does not insure a resident's personal property. Residents are encouraged to obtain their own insurance coverage on personal effects or to check their parent's homeowner's insurance to see if losses in Student Housing are covered. If students have coverage, proof is required to be given to Housing Staff. If students do not have coverage, they will be required to sign a waiver.

The following problems should be reported immediately: discharged fire extinguisher, non-functioning smoke detector, pipe leaks, broken tile or cracked grout, ceiling or wall leaks, and appliance malfunction.

Students will be held financially responsible for any damages, lost property, or unusual service or repair to their rooms caused by accident, neglect, or intent. When more than one resident occupies the same room and responsibility for damage cannot be ascertained by Student Housing, costs will be assessed and divided equally among the room's residents.

RESIDENT ASSISTANTS (RA'S)

Students serving as Resident Assistants live in campus housing. Resident Assistants serve several purposes:

- Answer questions about housing policies or procedures
- Direct students to the campus or community resources that may be needed to address or solve a problem
- Conduct regular room inspections and inform students of activities, intramural events or anything which may be of concern to dorm residents.
- Help address personal problems

- Assist with conflict resolution
- Help the College maintain an educational environment
- Respond in emergency situations

Resident Assistants are considered to be College officials. Any insubordination directed at them will be treated in the same way as that directed at other College staff members

Emergency Procedures

FIRE SAFETY



The College considers fire safety extremely important. Students have an obligation to follow College rules and regulations.

For your protection, **smoke detectors** are installed in every apartment/unit. For the resident/s safety, they are installed to function by battery operated.

- Activate the nearest fire alarm pull station and notify the fire department by call **913-288-7636 or 911** to report the location and cause of the fire if you know what it is.
- **EVERYONE MUST LEAVE IMMEDIATELY** when a fire alarm is activated, even if there are no obvious signs of an emergency!
- **DO NOT** use the elevator!
- Remain calm and assist others in safely getting out.
- Confine the fire by closing all doors and windows if possible.
- Extinguish the fire if you have been trained and it is safe to do so.
- Evacuate the building to a safe location away from the structure.
- Take any personal belongings you may need with you, (including wallets, purses, keys, cell phones, etc.)
- If circumstances permit, secure your area by closing doors and locking them if you would normally do so when you leave for the day.
- Follow directions given by emergency personnel and go outside the structure to wait for further instructions so that everyone can be easily accounted for before leaving the area.
- Do not re-enter until authorized to do so by public safety officials

Note: If the smoke detector goes off due to smoke from cooking, please open door or windows to release the smoke. The fire alarm will stop. If the smoke detector is making a beeping sound, this means the smoke detector battery needs replacing. Please contact the Student Housing Office during office hours or a Resident Assistant after office hours for maintenance personnel to replace

the battery. **DO NOT** remove or try to replace the battery on your own, it could result in damage to the system and charges for damages.

For your protection **when cooking**, fire extinguishers are installed in every building and apartment/unit.

- When a grease fire occurs from cooking, smother the fire with a skillet lid or towel.
- If an electrical fire, turn off breakers in the breaker box, and use the fire extinguisher. If fire is out of control, dial 911 and evacuate immediately.

SEVERE WEATHER

- **TORNADO WATCH:**

This alert is usually issued for an area about 150 miles by 20 miles long for a period of three to six hours

- **TORNADO WARNING:**

This alert is usually issued for counties or parts of counties in the path of a possible tornado. Residents should head for shelter immediately.

IF A TORNADO WARNING IS SOUNDED:

1. If time permits, residents will take shelter in the basement area of the Administration building. Otherwise, take shelter in the laundry room, a closet or bathroom in the middle of the building under sturdy furniture. Outer walls are the first to go in a tornado, often leaving inner walls intact.
2. If you are in your car, drive away from the tornado if possible. If there is no time to escape, lie flat in a depression on the side of the road away from the tornado and well away from your car.
3. If a tornado does strike, be extremely cautious around tornado or wind-damaged structures because they could collapse or contain broken glass, live wires or leaking gas.

Safety & Security

SECURITY ESCORTS

Campus Police are available to provide a police escort to any location on campus if requested. If for any reason a person feels threatened or does not feel safe walking to their car by themselves, they can contact Campus Police for an escort. The service operates 24 hours daily. This service can be requested by calling 913-288-7636.

Be aware of surroundings.

PROTECT YOUR PERSONAL PROPERTY BY:

1. Lock your doors every time you leave.
2. Lock your car and take the keys.
3. Park in well-lighted areas.
4. Avoid leaving you keys where they can be picked up by others.

PARKING & TRAFFIC

Students who use campus parking lots must obtain a parking sticker from the Police Department during enrollment. This sticker allows students the privilege of parking in the College parking lots without charge. Parking at in Student Housing is only for students living in housing. Guests must park outside of the gate.

PROHIBITED IN KCKCC HOUSING APARTMENTS

- Overnight guest under the age of 18
- Illegal drugs of any kind
- Smoking: KCKCC prohibits smoking and the use of all forms of tobacco products and/or electronic cigarettes on College property (Including student housing balconies.) The term 'smoking' means any inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, clove, bidis, kreteks, cigarillos, hookahs, or any other tobacco product in any manner or form. The use of all forms of chewing tobacco and snuff are prohibited at all times on a KCKCC campus including student housing. (see full policy on KCKCC web page)
- Alcohol
- Firearms (except as permitted by the Prohibited Weapons Policy)
- Flammable liquids, burning incense, burning candles
- Pets
- Live-in minors or children
- Tampering with fire/smoke detectors, or fire extinguishers

The Kansas City, Kansas Community College (KCKCCC) has a Prohibited Weapons Policy, Policy 5.12, applicable to all students, staff and guests of KCKCC. All weapons are generally prohibited on KCKCC property except as permitted under the limited circumstances described in the Weapons Policy and under Kansas law.

Please refer to the KCKCC [Prohibited Weapons Policy](#) or your Student Handbook for more information. Anyone who witnesses a violation of the KCKCC Weapons Policy should contact Campus Police at: 913-288-7636. Violations of federal, state or local laws or KCKCC policies may result in discipline up to and including expulsion from the college, criminal charges and monetary fines for personal injuries and property damage.

PET POLICY

KCKCC prohibits animals of any kind inside or outside of student apartments. Any animal discovered in an KCKCC apartment will result in a fine of \$50.00 per day regardless of if the residents own the animal.

Should an employee of KCKCC discover a pet that is not allowed by the College (cats, dogs, reptiles, etc.) in the student housing area, the employee has the authority to remove the pet and place it with the Wyandotte County Humane Society. Students will receive a pet fine if animal feces is discovered anywhere in the apartment at any time. Fines will increase for continued non-compliance.

SMOKING AND TOBACCO POLICY

KCKCC prohibits the use of all tobacco products (cigarettes, cigars, loose-leaf tobacco, electronic cigarettes, hookahs, and smokeless tobacco) on campus and in student housing. Therefore, use of

chewing and smoking tobacco is prohibited inside and outside of any apartment, apartment complex, and parking lot in KCKCC student housing as well as any building or parking lot on the campus of Kansas City Kansas Community College.

Any use of smoking and chewing tobacco on campus will result in a fine of \$50.00 minimum fine. Fines will increase for continued non-compliance. Students will be fined for the smell of smoke inside an apartment, which indicates smoking in the apartment has occurred. Any evidence of smoking discovered inside or outside of any KCKCC apartment on campus will also result in a smoking violation.

This policy also includes the smoking of marijuana (which is an illegal drug) and chewing tobacco spitting containers. Students will receive a smoking fine for the smell of marijuana inside any KCKCC apartment.

ALCOHOL POLICY

Kansas City Kansas Community College is a dry campus. Alcohol is prohibited on KCKCC campus. Student Housing is part of the college campus geography and is considered “on campus”.

KCKCC does not approve of underage drinking. Students found in possession of alcohol on campus or in student housing will receive an alcohol violation and a \$200.00 minimum fine. An empty container, bottle, or box constitutes an alcohol violation. The alcohol and/or empty containers will be confiscated and non-residents of the apartment will be documented and asked to leave. All non-KCKCC students will be asked to leave campus immediately. Every KCKCC student in the apartment at the time that alcohol is discovered will receive an alcohol violation regardless of if they were drinking or not. Students who do not live on campus are not exempt of the KCKCC alcohol policy. They will also receive an alcohol violation.

POSSESSION OF ILLEGAL DRUGS/PARAPHERNALIA

Kansas City Kansas Community College does not tolerate the use of illegal drugs. The possession, use or sale of illegal drugs is prohibited on campus. Residents and their guests are not permitted to possess, consume, furnish, manufacture, sell, exchange or distribute any drug or drug paraphernalia prohibited by federal or state law. Students found in possession of illegal drugs and/or paraphernalia of any type will receive a minimum fine of \$200 and potential eviction from housing. Student may also enter the student conduct process pending the amount, intent or use of illegal substance. KCKCC students not living in student housing, but who are on campus or in housing with possession of illegal drugs/paraphernalia will be fined \$200 and possible suspension.

ILLEGAL OCCUPANCY (AKA SQUATTING)

All students living in KCKCC student housing must have completed and submitted a housing agreement, housing deposit of \$100.00 and a housing application fee of \$100.00. KCKCC students who have not submitted a housing contract and/or housing application fee and deposit are not allowed to live in KCKCC student agreement under any circumstances.

Students are prohibited to allow any KCKCC student not assigned to students housing to live or stay long term in their apartment. Students living in KCKCC housing who allow to others to live illegally (squat) in their apartment will be subject to disciplinary action and fines.

If any incident occurs, call Campus Police (913) 288-7636 and call the Complex Assistance Phone line (816) 213-8973

EMERGENCY CONTACT & MISSING PERSON NOTIFICATION

At the time of move-in, students will be required to verify emergency contact information. Students will also be required to have on file the KCKCC Missing Person Notification Sheet. This form must be updated every semester and will be kept by the KCKCC Campus Police Office. This information is confidential.

BYSTANDER ENGAGEMENT

The welfare of our community members is of paramount importance. At times, students on and off-campus may need assistance. The college encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble. (For example, a student who has been drinking might hesitate to help and take a sexual misconduct victim to the Campus Police Office.) The college applies a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the college will provide educational options, rather than punishment, to those who offer their assistance to others in need.

CAMPUS SECURITY AND CRIME AWARENESS ACT OF 1990

Passage of the Campus Security and Crime Awareness Act in 1990 requires that all colleges and universities that receive federal financial aid must publish their crime statistics. The Act mandates that crime information be made available to the students and the media in a timely manner.

Kansas City Kansas Community College is committed to assisting all members of the KCKCC community in providing for their own safety and security. The annual security and fire safety compliance document for Main Campus, TEC 1, and Auto TEC is available on the KCKCC Police website at http://www.kckcc.edu/docs/default-source/campus-police/kckcc_clery_mc_tec.pdf

For the Pioneer Center in Leavenworth follow this link http://www.kckcc.edu/docs/default-source/campus-police/kckcc_clery_leavenworth.pdf

If you would like to receive a hard copy of the Annual Security and Fire Safety Report which contains this information, you can stop by the KCKCC Police department (room 3462) at 7250 State Ave. Kansas City, Kansas 66112 or you can request that a copy be mailed to you by calling 913-288-7636.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings

or property owned or controlled by KCKCC; and on public property within, or immediately adjacent to and accessible from the campus. This information is required by law and is provided by KCKCC Police Department.

TITLE IX EDUCATIONAL AMENDMENTS

Title IX of the Educational Amendments of 1972 (“Title IX”) is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. All public and private colleges and universities receiving federal financial assistance must comply with Title IX as mandated by the Office of Civil Rights, (OCR). Kansas City Kansas Community College encourages the prompt reporting of any incident of sexual or gender-based misconduct to the College Title IX Coordinator.

Dean of Students

Email: sderritt@kckcc.edu

Phone: 913-288-7437

Crisis Lines & Hotlines

DEPRESSION THOUGHTS OF SUICIDE

Wyandot Center

For appointments: 913-328-4600, 24 hour Crisis Line: 913-788-4200

RAPE/SEXUAL ASSAULT

Metro Org to Counter Sexual Assault

For appointments: 816-931-4527

INTIMATE PARTNER VIOLENCE

Domestic Violence Network

24 Hour Crisis Line: 816-468-5463

LESBIAN, GAY, BISEXUAL, TRANSGENDER ISSUES

KC-Anti Violence Project (Violent relationships & hate crimes): 816- 561-0550

Trevor lifeline (Suicide Line) 24-hour crisis line: 1-866-488-7386

SUBSTANCE ABUSE

Alcoholics Anonymous: 816-471-7229

Narcotics Anonymous: 816-531-2250

MEDICAL EMERGENCIES 9-1-1

Providence Hospital: 913-596-4000

KU Medial Center: 913-588-5000

Poison Control: 1-800-222-1222

___ Bedroom, ___ Bath

Building ___ Apartment _____

**Kansas City Kansas Community College
Student Housing Apartment Inventory/Inspection Form**

Instructions: When first entering your apartment, you are required to complete this form. All appliances, carpet, furnishings and other items are included on this form. It is your responsibility to list, in detail, ANY AND ALL existing apartment damages to avoid being charged when you check-out of your apartment.

Kitchen

- storage cabinets, counter tops, double sink, faucet, garbage disposal, floor and light fixture:

- stove (heats properly, four burner cook tops, drip pans, heating coils, oven hood with fan and light, oven, and oven compartment):

- refrigerator/freezer (cools properly, 2 racks and 2 storage drawers, 1 rack for freezer):

- dishwasher (fully operative):

Eating Area (1 round table and ___ chairs):

Living Room (1 three person sofa, 1 two person love seat, 1 lounge chair, light fixture):

Bedrooms (___ dressers, ___ beds with frames, box springs and mattresses, light fixture, closet):

Bathroom (sink, faucet, countertop, mirror, floor, storage cabinets, toilet, bathtub/shower, curtain rod, fan and light fixture):

Windows and Blinds (entire apartment):

Doors and Patio (entrance door locks properly and condition of all closet/room doors):

Walls and Ceiling (entire apartment):

Carpet (entire apartment):

Other (entrance door/keys, heating and air conditioning, cable, pest control, missing light bulbs):

By signing below, I confirm that I have inventories and inspected the entire apartment for existing damages, and have described those existing damages, in detail, on this form. I realize that any existing damages not listed will be charged to me when I check-out of KCKCC Student Housing.

Resident Name (print): _____

Resident Signature: _____

Date: _____

NOTICE OF NONDISCRIMINATION----Kansas City Kansas Community College is committed to a policy of nondiscrimination on the basis of race, color, national origin, gender, sexual orientation, age, or handicap in admission or access to, or treatment or employment in its program and activities under the Title VI Civil Rights Act, Title IX, Section 504, and the Americans with Disabilities Act (ADA). Any person having inquiries concerning KCKCC compliance with the regulations implementing these Acts is directed to contact the Coordinator of Student Housing and Judicial Procedures, KCKCC, 7250 State Avenue, Kansas City, KS 66112. Any person may also contact the Assistant Secretary of Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, Section 504, or the ADA.