

## Living Center Guide

### Welcome

The Kansas City Art Institute is proud to offer a premier living environment that will no doubt enhance your college experience. The Living Center is a residential facility for single students, similar to what was called dormitory years ago. A dormitory, however, was only a place for sleeping and eating. The Living Center provides much more; student lounges, games, vending areas, laundry rooms, an art supply store, a television lounge, a dining center, fitness room, and other facilities tailored to the needs of residents. In addition, the Living Center offers academic and social programming that helps students acclimate to college life. This guide will give you an overview of policies and procedures at the Living Center and assist you in your transition to college.

### Living Center Resident Room and Board Contract

The Resident Room and Board Contract is a formal document representing an agreement between you and the Kansas City Art Institute. Please read it carefully. This section will help you understand some of the terms of your contract, when and if you can change your contract, and special procedures for contract renewal and housing during vacation periods.

### Eligibility for Occupancy

The Kansas City Art Institute requires that freshmen students reside in the Living Center for one academic year. Residents of the Living Center must be regularly enrolled students. Exceptions include:

- 21 years of age or older
- Transfer students
- Living with parents within a 30-mile radius of KCAI

Exceptions to the policy may be granted if special circumstances are documented prior to submitting a Living Center contract. Policy appeals must be made in writing to the Assistant Dean of Students, 4415 Warwick Boulevard, Kansas City, MO 64111 before the assigned application deadline. If you meet the previous exceptions, no written appeal is necessary, though exceptions must be documented and verifiable.

### Breaking your Student Housing Contract

The resident may not terminate this contract **except** in cases of serious illness as determined by the Kansas City Art Institute at its sole discretion or in cases of withdrawal from the college. For consideration of termination of the contract due to illness, a resident must submit a letter from a doctor to the Assistant Dean of Students. In cases of termination due to illness or withdrawal from KCAI, refunds may be made on a prorated basis.

KCAI reserves the right to cancel this contract if the resident's activities are detrimental to the well-being of other residents or violate the rights or property of other residents or of KCAI, or if the resident fails to comply with The Living Center Guide, Student Code of Conduct, as well as state and federal laws. Refunds for residents whose contract is canceled due to disciplinary suspension or dismissal will be made at the sole discretion of the Kansas City Art Institute. All contract cancellations, except in cases of serious illness, will result in deposit forfeiture and all residents will be held to all cleaning and damage charges assessed to the room and floor.

All on-campus residence hall contracts are for one academic year. Residents who drop below full-time status, will be responsible for full Living Center charges. Residents in the foundation year who drop the 9 credit hour foundation course may be asked to vacate the Living Center immediately and refunds will be made on a prorated basis.

#### Withdrawal and your Student Housing Contract

Withdrawal from the college does not automatically terminate your housing contract. Charges will continue to accumulate until you have removed all of your belongings from the Living Center, returned your room key, mailbox key, and completed the checkout process with a housing staff member.

#### Room Assignments

Residents are assigned space according to their application preferences insofar as space limitations allow. An attempt is made to place people together who request similar conditions, such as neat and orderly room environment; however, we cannot screen for all personal characteristics. We begin making room assignments in the early part of August. Housing contracts will be processed in the order that they are received. A completed housing file includes:

Living Center Resident Room and Board Contract

Living Center Resident Preferences and Personal Statement

Living Center Pest Control Addendum

A deposit payable to the Kansas City Art Institute in the amount of \$230

#### Single Room Contracts

Single rooms are available to students with disabilities, special needs, and/or if space permits, and are assigned at the sole discretion of the Kansas City Art Institute. Contact the Campus Activities and Housing Coordinator, or the Assistant Dean of Students for further information about this housing option.

#### Roommate Assignments

Residents may request a roommate by name on the Living Center Preferences and Personal Statement form. The request must be mutual and submitting the application early increases the likelihood of both residents to be assigned to the same room. If no request for a particular roommate is submitted, residents are assigned roommates according to their application preferences insofar as space limitations allow.

#### Requesting a Room Change

Residents wishing to change rooms due to a roommate dispute must participate in a formal mediation with a Resident Assistant and/or Campus Activities and Housing Coordinator before a room change will be considered. Residents wishing to change rooms due to any other reason may make a request to the Campus Activities and Housing Coordinator, and will be considered on a case by case basis. Room changes may not be made without this approval, and will not be made the first two weeks of each academic semester.

#### Vacancies and Consolidation

The Dean of Student Affairs, Assistant Dean of Students, and the Campus Activities and Housing Coordinator have the right to assign, reassign and adjust the occupancy of rooms. If a vacancy occurs in your room, you may receive a consolidation letter detailing the following options:

1. Retain the room as a single and pay the single room rate unless the space is needed in an occupancy overage.
2. Consolidate by moving to another under-occupied room.
3. Remain in the room with the understanding that the space will be assigned as soon as a new student contract or a current resident indicates an interest in moving into the vacant space. In this case, the room should be prepared to receive a roommate at any time.

#### Contract Payments and Renewal

The Living Center contract is only applicable to the academic year for which it was submitted. If

you plan to return to the Living Center the following year, you must submit a new Living Center Room and Board Contract, Resident Preferences and Personal Statement, Pest Control Addendum, and Living Center deposit.

#### Living Center Deposit

Funds will be retained from the Living Center deposit for room damages, damages to common areas, key-ins, lost keys, and the replacement of Living Center recreational equipment not returned by residents. Funds may also be retained for floor fines, building fines, and disciplinary fines. \$30 of the deposit is nonrefundable and used to fund campus wide activities for Living Center residents.

#### Vacation Periods

The Living Center contract covers only the periods designated on the Room and Board Contract. The Living Center is closed during winter break. During this time, residents are required to leave the Living Center at the designated time stated on the Room and Board Contract. Residents must also complete all necessary checkout requirements before leaving the facility or fines may be incurred. Necessary checkout procedures will be discussed with residents at least two weeks prior to the closing. Any special circumstances for leaving after the designated closing date and time must be discussed and approved by the Campus Activities and Housing Coordinator at least five (5) business days prior to the closing. During periods when the building is closed, KCAI staff may enter student rooms as a safety measure to ensure that closing procedures have been followed. Additionally, staff may enter student rooms to complete any necessary building maintenance. This is not intended as a search; however, policy violations in plain view will be noted and dealt with upon the student's return.

For Thanksgiving and spring break periods, students are allowed to stay in the Living Center. Any residents wishing to stay in the Living Center during these periods must submit a request to the Campus Activities and Housing Coordinator at least five (5) business days prior to the break. The dining center is not open during these break periods as noted on the Room and Board Contract.

#### Moving In

As part of the check-in process, each resident will complete and return a room inventory form documenting the current condition of the room, as well as sign for receipt of keys.

#### Damage to Room

Students will be held financially responsible for any damages, lost property or unusual service to their rooms caused by accident, neglect, or intent. When more than one resident occupies the same room and responsibility for damage or loss in

the room cannot be ascertained by KCAI, costs will be assessed and divided equally between the residents of the room. Residents are liable for any and all damage caused by a guest during the course of a visit.

#### Room Alterations

Residents are cautioned not to make any modifications to their room, nor to attempt any construction or remodeling, no matter how minor. No furniture may be removed from residents' rooms, including double rooms rented as singles, due to the limited storage space available. No tape, pins or nails are allowed on the walls. In order to prevent end of the year fines, please use "sticky tack" (available in the Art Supply Store) to attach items to the walls and always consult the Campus Activities and Housing Coordinator regarding questions in this area.

#### Moving Out

All residents are expected to leave their room in good condition, clean, and with furniture in its original placement. At least 24 hours prior to departure, arrange a checkout time with your Resident Assistant. The check-out process takes only a few minutes and includes turning in your mailbox key to the mail room, having your room checked for damages, returning your room key, and leaving a forwarding address. Failure to follow this procedure may result in a charge for an improper checkout, lock change, and other charges. During move out, residents are required to leave the Living Center at the designated time stated on the Room and Board Contract. Necessary checkout procedures will be discussed with residents at least two weeks prior to move out. Any special circumstances for leaving after the designated move out date and time must be discussed and approved by the Campus Activities and Housing Coordinator at least five (5) business days prior to the closing.

#### Living Center Policies and Procedures

The following is a partial list of activities/actions that under current guidelines are considered policy violations and may result in disciplinary action and/or monetary fines.

#### All Hall Meetings, Floor Meetings, and Living Center Wellness Series Events

All hall meetings, floor meetings, and Living Center wellness series events are periodically scheduled to communicate vital information to residents. All are mandatory activities and all residents are required to attend these meetings. All meetings will be announced at least 1 week in advance. Failure to attend scheduled meetings may result in monetary fines.

#### Guest Policy

All residents of the Living Center are required to follow the policies for guests. The Living Center is a community of students sharing a common educational goal, and achievement of that goal requires commitment and a strong work ethic. Keeping a regular eating and sleeping schedule helps a student to maintain that commitment throughout a demanding semester. Because the Living Center is a communal environment, residents must be respectful of their peers who share the living space. Guest policies are intended to assist students in focusing on their educational goals and in maintaining positive peer relationships.

#### Overnight Guests

1. Students must provide 24-hour notice of their intention to have an overnight guest. All overnight requests must have prior approval, and the college reserves the right to deny any request. Guests within the traditional college age (18-24) will be permitted. Guests under the age of 18 will not be permitted. Overnight guests are not permitted during college breaks (Thanksgiving, winter, and spring breaks) and during new student orientation. The completed permission form must be turned in to the Campus Activities and Housing Coordinator at least 24 hours in advance of having the guest. Permission forms are available from your Resident Assistant, or the Living Center Office.
2. Students planning to have overnight guests on Saturday or Sunday nights or on nights the college is not in session must plan accordingly to meet the 24-hour notice requirement. Permission forms may only be turned in from 8:30 AM-5:00 PM Monday through Friday excluding holidays when the college offices are closed. Therefore, if a student plans to have a Saturday or Sunday night guest, the student must turn in a completed permission form by 5:00 PM on the Friday before the guest arrives.
3. Students must indicate on the form the guest's name, age, and relationship to the student, and how long the guest will be staying. Overnight guests may stay a maximum of three nights in the Living Center per month. Residents are not allowed to have a guest more than three consecutive nights. Residents may have a maximum of two guests at one time. As stated in the Living Center contract, cohabitation is not permitted.
4. Students must ask for and receive approval from their roommate(s) before they may have an overnight guest. The completed permission form must include the approval signature of the roommate(s) and indicate the approval for a specific number of nights not to exceed the specified parameters detailed in paragraph 3.
5. The completed permission forms will be shared with the KCAI Security staff and Resident Assistants, and Uniguard staff who will be staffing the Living Center security desk from 9:00 PM - 7:00 AM each night.

6. The student must accompany their guest on the campus at all times.
7. Beginning at 9:00 PM, all approved overnight guests must provide their identification to the person staffing the security desk. Identification must include the guest's picture and date of birth. If an identification card with date of birth is unavailable, the guest will not be permitted and will be asked to leave immediately. KCAI student IDs will be accepted as identification. IDs from other colleges will not be accepted. The identification card will be kept at the security desk until 7:00 AM. After 7:00 AM, guests may retrieve their identification cards by calling Security at 816-931-6666. If the student and their overnight guest leave the Living Center after the initial check in, the guest may retrieve their identification card from the person staffing the security desk between 9:00 PM-7:00 AM, or by calling Security at 816-931-6666 outside of those times. Upon returning to the Living Center between the hours of 9:00 PM-7:00 AM, or by calling 816.931.6666 outside of those times, the student and their guest must sign in again with the person staffing the security desk, and the guest must again provide the identification card. Each time an overnight guest leaves the building, they must sign out and then sign in upon their return.
8. The overnight guest policy applies to guests who are KCAI students and non-KCAI students.
9. The overnight guest policy applies to all residents, with or without roommates.
10. Guests are not permitted during college breaks. This includes Thanksgiving, Winter, and Spring breaks.

#### Non-Overnight Guests

1. From 9:00 PM-midnight daily, students must sign guests in and out at the Living Center security desk. The guest must show identification to the security desk attendant. Guests under the age of 18 will not be permitted. Identification must include the guest's date of birth. If an identification card with date of birth is unavailable, the guest will not be permitted and will be asked to leave immediately. KCAI student IDs will be accepted as identification. IDs from other colleges will not be accepted.
2. Guests must sign in and sign out with the person staffing the security desk each time the guests enters or leaves the building.
3. Non-overnight guests may not enter the building after midnight, and all non-overnight guests must leave the building by 1:00 AM.
4. The student must accompany their guest on the campus at all times.

5. The non-overnight guest policy applies to guests who are KCAI students and non-KCAI students.

6. The non-overnight guest policy applies to all residents, with or without roommates.

7. Guests are not permitted during college breaks. This includes Thanksgiving, Winter, and Spring breaks.

KCAI reserves the right to disallow any daytime or overnight guest to the Living Center. Students not following these policies will be subject to disciplinary action according to the student code of conduct.

#### Alcohol

Alcoholic beverages may not be brought to or consumed in the Living Center. This regulation pertains to any person, regardless of age, student status, or position within or outside the college setting. Discovery of an alcoholic beverage will require immediate discarding of the container and contents, if any, in the presence of a staff member. Empty containers that have been physically altered to serve solely for decorative purposes are only permitted with prior approval of the Campus Activities and Housing Coordinator, or the Assistant Dean of Students. Empty kegs, party balls, beer bong, etc. are not allowed in the Living Center. Consuming alcohol off campus and returning to the Living Center intoxicated may be considered a violation of policy.

#### Drugs, Firearms

Manufacturing, possessing, selling, transmitting, or using any illegal drug, controlled substance, drug paraphernalia or firearms is a violation of policy. Additionally, transferring medication prescribed by a physician to another student is prohibited.

#### Smoking

Smoking is not permitted in the Living Center at any time. E-cigarettes are also not permitted to be used in the Living Center.

#### Alcohol, Drug, Firearm and Smoking Violations

Any student found in violation of the campus policy regarding alcohol, drugs, firearms, and/or smoking is subject to disciplinary action. The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) states that colleges and universities reserve the right to contact the parent or guardian of students when the student has violated a drug, alcohol, firearms, and/or smoking on campus.

## Discrimination and Harassment (based on protected class)

This form of harassment may be a criminal act toward people of a particular race, color, national origin, ancestry, sex, age, creed, religion, disability, marital status, parental status, veteran status, sexual orientation, gender identity, or any other factor protected by law. It may also be found in behaviors, threats, insults, taunts, and obscenities that advocate discrimination and hatred toward race, color, national origin, ancestry, sex, age, creed, religion, disability, marital status, parental status, veteran status, sexual orientation, gender identity, or any other identities or factors protected by law. Consult the KCAI Student Handbook for more information.

## Sexual Misconduct, Sexual Harassment, and Sex Discrimination

Sexual Misconduct, Sexual Harassment, and Sex Discrimination are violations of Title VII of the 1964 Civil Rights Act and/or Title IX of the Education Amendments of 1972. The college does not tolerate such behavior, regardless of status. Consult the KCAI Student Handbook for more information about this policy.

## Projects and Supplies

Students are prohibited from working on projects in the Living Center. All projects must be completed in designated studio spaces. Students are also prohibited from having art supplies in their rooms in the Living Center. All art supplies must be stored in designated studio spaces. Students not adhering to this policy may be subject to disciplinary actions.

## Open Flame

Open flame devices, including open heating coils, halogen lamps, candles, toasters, toaster ovens, and incense are not allowed in the Living Center.

## Electric Heating Devices

Electric heating devices are not allowed in the Living Center. These items are considered a fire hazard. This includes both space heaters and electric blankets.

## Safety Rails

Residents who loft their beds are required to do so as instructed and to use the provided safety rail at all times. Instructions on how to loft beds properly are available in the Living Center Office. Students who do not comply with this policy are subject to disciplinary action.

## Lobby Furniture

Lobby furniture is not to be in student rooms at any time.

#### Furniture in Rooms

Couches, loveseats, large stuffed chairs, futons, and any other large furniture pieces are prohibited in student rooms.

#### Mistreatment of Staff

Intentionally antagonistic behavior toward staff members will not be tolerated at any time.

#### Pets

No pets are allowed in the Living Center at any time, unless permitted through Disability and Academic Support Services. This includes fish and lizards. Consult the Student Handbook for more information.

#### Health

Students participating in experimental research studies are not permitted to reside in the Living Center.

#### Fines

Fines may be assessed to residents in the event there is damage and/or uncleanliness to a common area (floor, lobby, hallway, stairwell, elevator, etc.) where the person(s) responsible cannot be identified. In the event all residents are fined for damage and/or uncleanliness, notices are sent via student mailboxes and/or posted on residents' doors or in hallways. Notices will include the date of the event and how much each resident has been fined. If the responsible person(s) are identified, the fines will be retracted from each resident and assigned only to the responsible person(s). All fines will be deducted from the residents' Living Center deposit. Disciplinary fines may be assessed to students responsible for violating the Student Code of Conduct as sanctions in the campus conduct process. These fines may be deducted from residents' Living Center deposit.

#### Quiet Hours

During quiet hours, only low conversational and low stereo sound levels are permissible. Disruptive behavior will not be tolerated. Quiet hours are observed in common areas and on each floor at the following days and times:

Sunday through Thursday 11:00 PM-7:00 AM

Friday and Saturday 12:00 AM-10:00 AM

#### Window Screens

Residents are not allowed to remove screens from windows at any time.

#### Theft and Burglary

Theft and burglary of personal or college property is a violation of the code of conduct as well as a violation of the law. The college is not responsible for personal property that is lost, stolen, or damaged. Immediately report all losses to the Living Center staff and Security. The best guard against property loss is to keep the door to your room locked at all times. Students may be insured through their parent's homeowners insurance. Otherwise, students are advised to obtain renter's insurance for their personal property.

#### Trash

Improper disposal of trash includes dumping or leaving trash in areas other than those designated for trash disposal. Personal trash accumulated in student rooms must be disposed of in the dumpster located in the Living Center parking lot.

#### Vandalism

The damage or defacement of college facilities or property will not be tolerated. Persons who violate this policy may be subject to disciplinary action per the student code of conduct.

#### Vehicles

KCAI limits vehicles to one per resident, and sells parking permits for the Living Center lot as long as spaces are available. Residents will be charged \$200, and assigned a specific numbered parking space that is good for the academic year (fall and spring semester). Residents must also register vehicles with KCAI Security. Vehicles parked in spaces reserved for staff, or without registration stickers may be towed at the owner's expense. Parking permits may not be purchased until the tuition and Living Center deposits have been submitted and processed by KCAI. Permits are non-refundable, and non-transferable.

#### Room Entry

Staff members are authorized to enter resident rooms during a semester to inventory damages, assess maintenance needs, and to ensure safety and

sanitation standards. Resident staff will inspect a room being vacated for damages. KCAI reserves the right to enter and inspect a room (including closets and the resident's possessions) whenever there is reasonable cause to believe that a resident is involved in a violation of established policies. Maintenance personnel are authorized to enter a room to make scheduled repairs between 8:00 AM-4:00 PM or at any other time in response to emergencies. All KCAI staff are required to enter student rooms in groups of 2 or more.

#### Smoke and Fire Safety

Propping doors open, blocking the fire exits, and obstructing hallways are violations of the fire code and threaten the safety and security of all residents in the facility. As required by law, a smoke detector is provided in every student room. Additionally, fire extinguishers are located throughout the facility. Students tampering with fire safety equipment will be subject to disciplinary action.

#### Overall Cleanliness of the Living Center

Although there are custodial staff responsible for cleaning the bathrooms, hallways, stairwells, and common areas of the Living Center, it is the student's responsibility to assist in the daily upkeep of the facility. Residents are expected to keep their rooms clean and in good condition. In the event that common areas and/or students rooms are continually unkempt, the housing staff reserve the right to proceed with disciplinary action and/or assess monetary fines.

#### Air Vents

Each room is equipped with return air vents. Residents are prohibited from blocking these vents. In the event a vent is closed and/or blocked, fines may be assessed to the residents until personal items and/or furniture is removed and the vent is unblocked.

#### Laundry Facilities

Coin operated washers and dryers are available for use by residents. Residents should not leave laundry unattended. Any theft should be reported to Security and the Campus Activities and Housing Coordinator immediately. KCAI is not responsible for lost or damaged articles. Use of laundry facilities is reserved for Living Center residents only.

#### Lock Outs and Lost Keys

In the event that a student has misplaced a room key, they should contact a Resident Assistant or Security to gain re-entry to the room. One lock out per resident is given free of charge. After the first lock out, students may be fined \$10 to

gain entry. Residents who lose their key will pay a \$50 key replacement fee to the school. Charges for lockouts and lost keys will be deducted from a resident's housing deposit at the end of the academic year.

#### Student ID Card

Your student ID card is issued during move-in/orientation and is non-transferable. You may not lend your ID card to anyone. People who attempt to use third party ID cards will be denied access into the Living Center and other facilities and may be subject to disciplinary action.

#### Vacuum Cleaners/Sports Equipment/Games/Videos

Equipment may be checked out through housing staff free of charge to residents of the Living Center. Failure to return vacuum cleaners, sports equipment, games, electronics, and videos may result in the assessment of replacement fees.

#### Holiday Décor

Holiday decorative greenery and live trees are not permitted in resident rooms because they create a fire hazard. Flame-retardant artificial trees in lobby areas are permitted. Approval from the Campus Activities and Housing Coordinator, or Assistant Dean of Students is required for holiday decor meeting the previous requirements. Residents must dismantle and remove all holiday decorations prior to leaving for winter break.

#### Advertising

Signs/posters may only be posted on the information bulletin boards next to the elevators on the north and south towers of the facility. Any information to be distributed through the Living Center mailboxes must go through the main campus mailroom.

#### Safety and Security

Residents should be mindful of their surroundings and take precautions to protect themselves, others, and property.

#### Emergency

In the event of a fire, medical, or other emergency, or if you need the police and/or ambulance, call 911. Then notify security at 816-931-6666. The RA on duty may be reached Sunday through Thursday 5:00 PM to 8:00 AM and Friday and Saturday from 5:00 PM to 5:00 PM the following day. The RA cell phone number is 816-905-6161. Maintenance emergencies should be reported to a member of the housing

staff immediately. Examples of maintenance emergencies are broken pipes, clogged/flooded toilet, broken windows, electrical short-circuits, etc.

## Security

The building is accessible to residents by student ID card access. Each tower is locked and every resident is issued a student id card to use to enter the building. It is imperative that students do not let non-residents into the building and towers. Security guards are periodically on duty in the Living Center in the first floor lobby.

## Safety Tips

Identify your valuables by engraving your initials when it is practical to do so. In addition, take photographs of the items and leave an inventory list at your home. Take a copy of the list with you to KCAI.

Lock your bicycle. Don't forget that a thief will look for items that are easy to steal.

Lock your room. Many students fail to follow this simple rule. You should discuss safety tips with your roommate as soon as possible. If you find your roommate is uncooperative in following security tips or you start finding things missing, talk to your RA, the Campus Activities and Housing Coordinator, or the Assistant Dean of Students.

Lock your car and try to get a parking spot that is in a well-lit area. Do not leave valuable items such as cell phones, laptops, purses, ipods, etc. visible. Take these items to your room or hide them within your car.

## Severe Weather

Be alert for these danger signs (generally March through September); severe thunderstorms with frequent lightning, heavy rain, hail, tornadoes, strong winds, or power failure. The local branch of the National Weather Service will issue a watch or warning bulletin to the local authorities as well as the local media. A watch indicates that conditions are conducive to the development of a storm/tornado. A warning indicates that a storm/tornado has been sighted or detected by radar and may be approaching. If a tornado warning is issued, or the city warning sirens have been activated, take the following precautions:

- Seek shelter immediately in the lower levels of the building or an internal hallway.
- Stay away from windows and glass enclosures.
- Use only stairwells, avoid elevators.

- Remain in a shelter area until the “all clear” is given by local authorities. The “all clear” will be announced by a member of the housing staff and/or security staff.
- Cooperate fully with Security and housing staff, as safety is their first priority.

## Living Center General Information and Services

This section will answer some of your questions about your room, Living Center, and services within the college and/or facility. Consult the Campus Activities and Housing Coordinator or Assistant Dean of Students for further information.

### Floor Plan

The Living Center has two towers that house a total of approximately 190 students. There are fifteen rooms on each floor. There are triple and double rooms available. Some floors are single sex, others are co-ed, and there is also a gender neutral floor. All floors share a single bathroom centrally located on the floor.

Double Room Dimensions: 14.5 x 12 feet

Triple Room Dimensions: 10.6 x 19.8 feet

Window Dimensions: 49 x 64 inches

Wardrobe Dimensions: 57 inches tall, 35 inches wide, 23 inches deep  
2 drawers: 16 x 15 inches, 6 inches deep

### Furnishings

Each room is furnished with the following items for each resident:

- Extra long twin bed/mattress and frame. Each bed includes enough equipment to loft or place the bed at the traditional twin height.
- Desk and desk chair
- Wardrobe
- Telephone/ethernet jack
- Venetian blinds

### What to bring to KCAI

TV/DVD (cable is not offered), must be UL listed

Ethernet Cord (wireless is also available)

Radio/headphones/Ipod, radios/stereos, must be UL listed

Bank/credit card

Cleaning supplies for your room, we have vacuums available for check-out

Toiletries/towels

Surge protector(s), must be UL listed

Alarm clock, must be UL listed

Cooking appliances:

Compact refrigerator (not to exceed 3.6 cu ft)

Microwave

Coffee Maker

Tea Maker

All other cooking appliances are prohibited. All refrigerators, microwaves, coffee makers, and tea makers MUST be UL listed.

Board games

Clothes hangers, hamper / laundry bag, detergent, quarters for laundry

Plates / silverware

Can opener, hand operated only

Trash can

Lamp

Linens (extra-long mattress twin size)

Bike lock

If you wish to hang items on your walls you must use sticky tack (available at the KCAI Art

Supply Store). Other adhesives are prohibited.

Social Security card or birth certificate (for campus employment)

Please visit

<http://www.ul.com/global/eng/pages/corporate/aboutul/ulmarks/mark/> for more information about UL listings.

What not to bring

Alcohol

Illegal drugs

Firearms

Candles and incense

Cooking appliances other than refrigerators (cannot exceed 3.6 cubic foot), microwaves,

coffee makers, and tea makers. All approved appliances must be UL listed.

Non-UL listed electronic devices (radios/stereos, alarm clocks, televisions, etc.)

Electric heating devices (including electric blankets and personal heaters)

Extension cords (Kansas City, Missouri Fire Codes prohibit these items)

Pets

Halogen lights

Mattress pads (egg crates, memory foam, etc. as these are fire hazards in residence halls)

Large furniture (recliners, large chairs, loveseats, couches, futons, etc.)

Duct tape, packing tape, Scotch tape, nails, tacks, etc. are prohibited on walls.

If you wish to

hang items on your walls you must use sticky tack (available at the KCAI Art Supply Store).

## Phone

Rooms in the Living Center are not equipped for landline phone service. Students must provide their own cellular phones in order to place and receive calls.

## Internet and Network Services

Each resident bringing a personal computer and residing in the Living Center will be provided a wired connection to the campus network. This includes port activation for internet access, information on access to campus network resources, and configuration for network connectivity. Connectivity does not include any hardware or software installation nor does it include the required Ethernet network cable. Residents may purchase a 10BaseT Ethernet network cable through the Art Store on the lower level of the Student Living Center. Wireless connections are available via the KCAI wireless network. Students who bring wireless routers are required to notify Campus Technology before connecting them to the campus network. The KCAI network is a shared resource, requiring prioritization of mission critical activities during class times. SLC residents are advised of restrictions on gaming with typical gaming hours starting at 9:00 PM and extending until to 5:00 AM daily. These hours are subject to change. SLC residents are also advised that other Internet resources may be restricted (YouTube, movies, etc.) at the discretion of the VP & CIO if such network use conflicts with other mission critical network demands.

## Thermostat

The temperature in each room is set to a core temperature as determined by the KCAI Director of Plant Services. Students may report concerns or requested modifications regarding temperature to their Resident Assistant, or the Campus Activities and Housing Coordinator.

## Fitness Room

The Fitness Room is located in the Living Center on the first floor behind the gallery and conference room. This facility features a treadmill, stationary bicycle, elliptical machine, free weights, and cable television. The Fitness Room is available every day from 6:00 AM to midnight. Students must use the equipment at their own risk.

## TV Lounge

The television lounge is located on the first floor in the lobby area of the Living Center. The facility features cable television and a DVD player for student use.

#### Mail

Mail is delivered Monday through Friday while classes are in session and is typically sorted at 1:00 PM. Use of mailboxes is restricted to federal and campus mail. Official department or hall information may also be distributed via campus mailboxes. Each student is assigned a mailbox and a mailbox key. There is a \$10 replacement fee for lost mailbox keys. Mailboxes are located in the basement of the Living Center in the Art Supply Store. Federal mail will be sent by mailroom staff. When sending mail to students, use the address below:

Resident's Name  
KCAI Living Center  
4415 Warwick Boulevard  
Kansas City, MO 64111

#### Vending Area

Vending machines are available on the first floor of the Living Center.

#### Dining Services

The 19-meal plan package provides three meals per day, Monday through Friday when classes are in session and two meals per day on Saturdays and Sundays. The 19-meal package is fixed for all students residing in the Living Center. Please note that service hours are subject to change based on community needs.

#### Meal Hours:

Breakfast: 7:00 AM-9:00 AM  
Lunch: 11:00 AM-1:15 PM  
Dinner: 4:45 PM-6:15 PM  
Brunch: 11:00 AM-1:30 PM

#### Pest Control

Residents will receive instruction for preparing their room for pest control treatment which may occur several times per semester. Students should report any pest problems immediately to the Campus Activities and Housing Coordinator, or Assistant Dean of Students.

#### Lost and Found

Items turned into housing staff members will be given to Security. Contact Security at 816-931-6666 to claim missing items.

#### Personal Counseling

The adjustment to college living and demands of a rigorous academic program can be stressful. Some residents may want to seek professional counseling to help in making this transition. The Living Center staff may provide referrals to other professional support personnel at KCAI. Counseling services on campus are free for KCAI students. For additional information, or to inquire about scheduling an appointment, visit this link (<http://www.kcai.edu/student-life/personal-counseling>) to submit a request during the academic year, or contact the Dean of Student Affairs at 816-802-3397.

#### Employment Opportunities

There are many opportunities for students to work on campus. For a list of current openings and to determine if you meet work study eligibility requirements please contact the Financial Aid Office at 816-802-3337.