

K-State Wesley Residential Handbook (last revised July 2013)

- **Welcome to the Wesley**
 - On behalf of the Board of Directors, our campus pastor Mike Toluba, our student staff, and the entire Wesley family, it is my pleasure to welcome you to the residence hall at K-State Wesley! We are thankful to God that you are a part of our community of faith and fellowship. I hope you will find this handbook helpful and edifying as you grow in grace as a Wesley Wildcat!

- **Our Mission**
 - The mission of the K-State Wesley residential program is to create and sustain an intentional Christian community at Kansas State University. Our priorities are responding authentically to God's love; fostering friendship with one another; maintaining a safe space for person, property, self-expression, and relationship; and equipping ourselves for service to the wider world.
 - We believe that God calls us all to live in relationships of love with God and our neighbors. We believe that life in intentional Christian community offers a wonderful opportunity to grow in that love, and we strive to provide the means for such growth.

- **Overview of Physical Facilities**
 - We live in two-, three-, and four-person rooms on two floors of a residence hall. The rooms are furnished with one single bed, one dresser, one desk, and one armoire per resident. Residents are given one room key and one outdoor access key. There is one bathroom per floor, used by the residents of that floor. Each bathroom is equipped with three toilet stalls, three individual shower stalls, and four sinks. The floor below the residential rooms features an activity room with a billiards table, television/video game center, and various games; a room with couches and chairs for small group meetings; a room with a table for quiet study; a kitchenette with a full-sized refrigerator, microwave, sink, table, and various cookware for resident use; and offices and guest rooms. Washing machines and dryers are available for use free of charge in the basement, as are various exercise machines. There is also a large multipurpose room, used for worship, small and large group events, study, musical performance, and recreation. It is equipped with a large-screen television, ping-pong table, and various furniture. The back yard features a deck area with grills, a picnic table, a landscaped garden, bicycle racks, and a concrete basketball court.
 - There is stairwell access on the east end of the hall and emergency stairwell access on the north side near the middle of the hall. The entire building is equipped with and up-to-code on fire extinguishers, sprinklers, alarms, and lighted exit signs. Each room is equipped with fire and tornado procedure information. Each resident floor is equipped with locking doors adjacent to the stairwell for floor safety; these doors also automatically close in the event of a fire. The basement and the resident-floor restrooms are safe spaces in the event of a tornado.
 - K-State Wesley maintains two parking lots. One is directly adjacent to the back yard and features 22 spots, one of them handicap-designated. The other is directly across College Heights Road and features 22 non-handicap spots. Residents may park in these lots free of charge. There are several bicycle racks for resident use as well.

- **Know Your Staff**
 - Overview
 - All of the staff at the K-State Wesley residential community are members of the spiritual and social family of the larger Wesley ministry, distinguished not by worth but by a special role as servant leaders. The staff members are called to various positions, all of which are directed toward creating and maintaining an authentic Christian community.
 - The Student Caretaker
 - The Student Caretaker is a full-time student who is responsible for maintaining the grounds of the Wesley. The Student Caretaker is charged with the overall task of maintenance, providing cleaning services and supplements the chores performed by residents.
 - The Resident Assistants
 - There are two RAs in the Wesley residence—one woman and one man. Each lives on her/his respective floor. RAs are full-time students who are responsible for fostering community, acting as resident mentors, and directing residents to additional resources. RAs are the first level of administration in the Wesley residential program.

- The Resident Life Director
 - The Director lives on the first floor of the Wesley and is a full-time staff person. She/he is responsible for the residential program as a whole, including the residents, physical facilities, operations, staff, policies, programming, and discipline. The Director is the primary administrator of the residence hall.
- The Campus Minister
 - The Campus Minister is a United Methodist pastor, appointed to the Wesley by the Bishop of the Great Plains Conference of the United Methodist Church. She/he is ultimately responsible for the entire Wesley ministry. He/she is the top-level administrator of the residential program and Wesley ministry.
- **Responsibilities and Rights**
 - As a resident of the K-State Wesley you are expected to:
 - Conduct yourself in a Christian manner;
 - Account for your behavior;
 - Respect all other persons, individually and in groups;
 - Respect the property of other persons and organizations;
 - Maintain and secure your room and property to a reasonable degree;
 - Contribute, by means of your chores as well as in other ways, to the general upkeep of the Wesley grounds;
 - Contribute, by means of your own gifts and graces, to the mission of the overall Wesley community as you are so called;
 - Fulfill the provisions of your contract with the Wesley;
 - Abide by all applicable laws, published Wesley and university policies, and Wesley regulations and expectations;
 - Request help from Wesley staff and/or university and/or emergency personnel when you need assistance;
 - Report all legal infractions or violations of Wesley or university policies to the appropriate authorities;
 - Help Wesley staff and other appropriate agencies enforce policies conducive to the common good;
 - Pray for the Wesley and those who constitute it.
 - As a resident of the K-State Wesley you have the right to:
 - A reasonable level of privacy in your own room;
 - Work, study, sleep, and prayer in your room without distraction or interference;
 - Free access to your room and the facilities of the Wesley when it is open;
 - Respect of your person and property, and the property assigned to you, by your roommate(s) and other residents;
 - Host guests in your room and/or the guest room provided they abide by the policies expected of all residents and respect the attitudes of your roommate(s)
 - Reasonable cooperation from your roommate(s) in sharing common room and Wesley facilities;
 - A reasonably clean and usable residence hall environment free from fear of intimidation, physical and/or emotional harm;
 - A spiritual community free from stumbling blocks on your journey of faith;
 - Confront others and discuss your grievances about any behavior which infringes on your rights, and ask residence hall staff to help you preserve these rights;
 - Fulfillment of the provisions of the lifestyle covenant and contract with the Wesley.
- **Wesley Residence Hall Policies**
 - The Lifestyle Covenant—The Agreement Signed by All Residents
 - The residents of K-State Wesley are expected to participate in community living and abide by this community covenant. The intent of this covenantal living is to create an atmosphere of mutual support and accountability so that residents may live in an environment that is both enjoyable and safe. The Wesley Residential Community cultivates a Christian atmosphere in which students

may deal with the spiritual, intellectual and social challenges of college life. Activities are intended to create a sense of community, to share the joy of the Christian life, and to provide a space for students to wrestle with difficult issues and find support during challenging times. We are a diverse community committed to learning, sharing, and serving. Residents need to be open-minded and respectful of other people and their property. To that end, you, the resident, agree to do the following:

- Be an active participant in K-State Wesley with regular involvement in Christian worship and at least one other Wesley activity.
 - Attend scheduled residential meetings. Residential meetings can include theological discussion and reflection, discussing community problems, sharing concerns, and getting to know each other. For excused absences, residents must secure written permission of the Director in advance.
 - Participate in house functions. Functions that are not mandatory but encouraged may include fellowship events, Bible studies, Covenant Groups, etc.
 - Attend a Residential Community Retreat to prepare for the school year and build community with other residents. The retreat will be near the beginning of the fall semester.
 - Follow house rules -- Absolutely no use or possession of alcohol, drugs, firearms, fireworks, weapons or paint guns permitted on Wesley property or at Wesley events. Other guidelines are also set to ensure a healthy Christian atmosphere.
 - Share house duties. Each person will be given some basic tasks in order to keep the house clean and pleasant to live in. Act as stewards of the K-State Wesley building by locking and unlocking it daily, removing personal trash and recycling containers weekly, and being stewards of the K-State Wesley kitchen and lounge areas. This may include sweeping, mopping, mowing, yard work, dusting, setting up for programs, dishwashing, meal preparation, or other Wesley community needs. Each resident will have a specific weekly assignment.
 - Provide hospitality for the larger community and welcome guests to the facilities.
 - Pray for one another and the Wesley community.
 - Guests: All guests must sign-in at the K-State Wesley office. Residents are responsible for the behavior of their guests. Overnight guests are permitted provided that you have obtained permission from your roommate AND an RA. Only same sex visitors are permitted overnight. No sexual activity is allowed on the premises or at Wesley events.
 - Quiet hours are established each semester by the residents and are strictly enforced. Visitors of the opposite sex are allowed during times established by the Wesley student community and Director at the Residential Community Retreat.
 - Modesty: Since K-State Wesley is a co-ed, Christian community; we must be beyond reproach in our residential community. Residents are expected to appropriately dressed anytime residents are outside their own room. See Romans 14:13 “Let us therefore no longer pass judgment on one another, but resolve instead never to put a stumbling block or hindrance in the way of another” (NRSV).
 - Residents are responsible for cleaning, sweeping, and mopping their own rooms. Any unsealed or open food of any kind must be disposed of in the lobby trash and NOT in rooms. Rooms may be inspected at the RA’s discretion. Upon checkout, residents must clean their rooms thoroughly for a deposit refund. Details for cleaning will be provided by the RA.
 - Pay fees on time. See the residency contract for fee rates and payment schedules.
- In concert with the Lifestyle Covenant, though beyond the scope of its specific articles, this handbook must lay out additional policies for which residents are responsible. These policies are as follows:
- Alcohol
 - Alcohol is not permitted on Wesley grounds or at any Wesley events.
 - Bicycles
 - With the assent of their roommate(s) and the Director, residents may store their bicycles in their rooms, in the basement, or in the bicycle racks located outside. Residents may not ride bicycles inside, nor may they store bicycles in other common areas or in the hallways.
 - Candles and Incense

- Candles and incense pose a risk of fire and are not permitted in resident rooms. Use of candles may be permissible in common areas, such as the prayer room or main worship space, under the supervision of the Director or Campus Minister.
- Drugs
 - Possession, consumption, and sale or purchase of illicit drugs is strictly prohibited on Wesley grounds and at Wesley events, and is a violation of the law. Violators are subject to criminal prosecution.
- Gambling
 - In accordance with United Methodist Church teaching, gambling of any kind is prohibited on Wesley grounds and at Wesley events. This prohibition extends to the following activities, among others: poker playing, wagering on sports or any other activity, raffles or prize drawings, and internet gambling regardless of whether it is legal.
- Hot Plates, George Foreman Grills, etc.
 - Items such as hot plates and George Foreman Grills are not permissible in resident rooms. Residents who wish to bring such cookware must store and use them in the main kitchen or the café - kitchenette area on the first floor. All private property in common areas should be clearly labeled.
- Weapons
 - Weapons are strictly prohibited on Wesley grounds. Any person in possession of a weapon on Wesley grounds is in violation of both Wesley policy and the law, and is subject to criminal prosecution. Weapons prohibited in the Wesley include, but are not limited to, firearms, BB guns, paintball guns, air rifles, knives, switchblades, decorative swords, brass knuckles, martial arts weapons, fireworks, explosives, bows and arrows, ammunition, tasers, and stun guns.
- Fire Safety
 - Tampering with or misusing fire safety equipment, including falsely setting off a fire alarm, tampering with a smoke detector, tampering with a fire extinguisher, or setting off a fire sprinkler, is a violation of Wesley policy and the law. Exercise special caution around fire sprinkler heads, as they are fragile and may crack, causing voluminous water discharge. It is especially important not to hang clothing or other items from sprinkler heads or pipes.
- Furniture
 - Residents are issued beds, dressers, and wardrobes for their use. You may bring your own furniture for use in your room, with your roommates' consent. You may remove the furniture from your room and store it in the basement or another designated storage area. You may not store furniture, whether it belongs to the Wesley or to you, in hallways or other non-storage areas. You are responsible for the condition of furniture issued to you.
- Guests and Visitors
 - Guests are persons hosted by a resident overnight; visitors are persons who call on a resident or attend a Wesley event. Both are welcome at the Wesley residence. Guests may stay in the guest room on the first floor (provided they have arranged the stay ahead of time with the Director) or in a resident's room (provided they have the permission of the host's roommate(s)). You are responsible for the behavior of your guest. Women may only host female guests and men may only host male guests. Visitors are permitted on Wesley grounds during designated visitor hours. Visitor hours expire in the evening at a time established by the residential community at the beginning of the semester. When hosting a visitor of the opposite sex in your room, you must prop your door open.
- Noise Levels and Quiet Hours
 - You may play music on speakers, watch television or movies, converse in the hallway, and otherwise cause a reasonable amount of noise during the day, provided no other residents request that you turn the volume down or cease. If such a request is made, you must comply. At the beginning of the semester, the residential community will establish a specific time for "quiet hours." During quiet hours, you may not use your speakers, talk loudly, or make any other noise audible outside your own room.
- Roommate and Other Resident Issues

- Roommates are assigned on the basis of compatibility by the judgment of the Campus Minister and the Director. Since the connection between roommates is one of the most significant relationships one builds in college, and since the Wesley considers the Christian imperative to love one's neighbor as normative, the entire Wesley staff takes issues arising between roommates and other residents very seriously. If you have an issue with your roommate, or with any other Wesley resident, you must discuss it with your RA. Wesley staff members are trained in how to address resident situations objectively and proceed appropriately; they do not solve resident issues, but rather foster a community in which residents can address their concerns together. RAs will address resident problems by means of listening and fostering dialogue; if this is not sufficient, the RAs and the Director will work with the residents to create a written agreement for mutually acceptable behavior. Because roommate assignments affect not only the room assignees but the entire Wesley residence, the Director and Campus Minister will only consider reassigning roommates if in their judgment the written agreement has proven insufficient.
- Pets
 - Pets of any kind, including fish, are not permitted in the Wesley.
- Fighting
 - Verbal confrontations in which a person raises her/his voice above a reasonable speaking level are a potential threat to the peace and safety of the Wesley and are not permitted. Residents in violation of this policy will be asked to lower their voices and may be subject to further discipline. Physical fighting is strictly prohibited by Wesley policy and is a violation of the law. Persons found threatening or engaging in physical violence will be given no warning before they are removed from the premises and subjected to police intervention.
- Harassment and Discrimination
 - The Wesley affirms its commitment to fostering a community in which all persons are regarded as children of God and therefore of equal worth and dignity. Any behavior that interferes with an individual's spiritual, personal, working, learning, or recreational environment is considered harassment and is strictly prohibited at the Wesley. Comments, behaviors, and policies that discriminate among persons on the basis of sex, sexual identity, race, age, income level, nationality, disability, educational level, or military status are strictly prohibited at the Wesley and at Wesley events. Persons whose religious perspective differs from that of the United Methodist Church are to be treated with utmost respect; violation of this policy is discrimination and is prohibited.
- Sexual Activity
 - Sexual activity between two or more persons is considered a violation of the principles of intentional Christian living to which the Wesley is accountable and is therefore prohibited on Wesley grounds and at Wesley events.
- Windows
 - For reasons of safety and property maintenance, residents may not remove window screens or occupy window ledges. Purple curtains are provided with most resident rooms and are Wesley property; residents are responsible for the curtains if they wish to remove them.
- Stairwells and the Roof
 - For reasons of safety, you may not climb onto the roof. You may feel free to occupy the stairwells, but for safety's sake you may not store any items in either stairwell nor create any obstruction, permanent or temporary. The only storage space available in a stairwell is the space under the exterior emergency exit or under the main stairwell in the basement.
- Sales and Solicitation
 - Solicitation is defined as any uninvited contact between one person and another. Solicitation usually involves the distribution of literature or a request for money. No soliciting whatsoever is permitted in the Wesley. Residents who become aware of

solicitation in the Wesley shall ask the solicitor to leave the grounds and shall report this activity to Wesley staff.

- Smoking
 - Smoking is prohibited on Wesley grounds (indoors and outdoors) and at all Wesley activities.
- Hall Sports
 - For reasons of safety, personal privacy, and a sense of decorum, sports and games are not permitted in the hallways. This prohibition extends to the following activities, among others: Frisbee throwing, ball throwing or kicking, running, sliding, climbing, bicycling, or the application of any fluid to the hall. “Pranks” that jeopardize the safety or privacy of other residents are prohibited.
- The Disciplinary Procedure
 - In the event of a violation of any of the above policies, or any other policy determined by the Director and/or Campus Minister, the disciplinary procedure will take effect. Generally, students are given one verbal warning by the RAs before a complaint is written up for the Director and/or Campus Minister. No verbal warning is given for use or possession of alcohol, drugs, physical fighting or firearms. Once a complaint is written, it becomes a part of the student's file and further disciplinary action will be taken at the discretion of the Director, the Campus Minister, and/or the K-State Wesley Board of Directors.
 - Failure to comply with any part of the lifestyle covenant or contract will result in one or more of the following actions at the discretion of the Director of Resident Life or Campus Minister:
 - 1) Verbal Warning by Resident Assistants
 - 2) Written Complaint by Director of Resident Life
 - 3) Extra work cleaning assigned by Director of Resident Life
 - 4) A monetary fine at the discretion Campus Minister or Board of Directors
 - 5) Probation - a meeting with members of K-State Wesley Board of Directors
 - 6) Being expelled from the residential community with no return of that semester's fee.
 - If a student is not able to live in the K-State Wesley community and abide by established lifestyle covenant and contract, he/she will be asked to leave, and will forfeit the remainder of his/her semester fee.
- **Calendar**
 - Here is a list of our largest gatherings each week
 - **Sunday Night Dinner at 7:00pm**
 - Free supper provided by area local churches
 - **Sunday Night “Emerging Worship” at 8:00pm**
 - Our traditional worship time which includes hymn singing and Holy Communion each week
 - **Tuesday Night Worship at 8:00pm**
 - Our contemporary worship time with a student praise, message, and occasional Holy Communion
 - **To see the complete listing of all gatherings visit: <http://kstatewesley.com>**
 - **Calendar of the opening and closing of the K-State Wesley residence hall, please look below.**

Kansas State University Residence Hall Schedule for Openings and Closings for 2013-2014

(Note: K-State Wesley follows the same residential calendar. All reference to meal service refers to Kansas State University meal service. K-State Wesley does NOT provide a meal plan, but we do have a community kitchen available to use.)

Sunday, August 18, 2013 - Residence Halls Unofficially Open for Occupancy Fall Semester

Residence halls unofficially open for occupancy for the fall semester at 1:00 p.m. on Sunday, August 18. Meals

for early move-in students will begin with breakfast on August 19. Students needing to move into the residence halls prior to August 18 will be accommodated on a case-by-case basis. Meals prior to August 19 will be available only if Derby Dining Center is serving. Check at your hall or dining center for scheduled meal times.

Saturday, August 24, 2013 - Residence Halls Officially Open for Occupancy Fall Semester

Residence halls officially open for the fall semester at 10:00 a.m. on Saturday, August 24.

Saturday/Sunday , August 31/September 1, 2013 - Labor Day Weekend - Halls Open

Residence halls remain open. Check your dining center for scheduled meal times. No classes on Monday, September 2.

Saturday, November 23, 2013 - Thanksgiving Break - Halls Close

Residence halls close at 10:00 a.m. on Saturday, November 23. The evening meal on Friday, November 22, is the last meal served. Halls reopen for occupancy at 1:00 p.m. on Sunday, December 1. ***Wesley will have Sunday Night Dinner on December 1!***

Saturday, December 21, 2013 – Winter Break and End of Semester - Halls Close

Residence halls close at 12:00 noon on Saturday, December 21. The evening meal on Friday, December 20, is the last meal served. ***Any residents needing to stay at Wesley during Winter Break can do so for a fee of \$15 per night.***

Friday, January 17, 2014 - Residence Halls Open for Occupancy Spring Semester

Residence halls open for occupancy for the spring semester at 10:00 a.m. on Friday, January 17.

Saturday, January 18, 2014 - Martin Luther King Weekend - Halls Open

Residence halls remain open. No classes on Monday, January 20.

Saturday, March 15, 2014 - Spring Break - Halls Close

Residence halls close at 10:00 a.m. on Saturday, March 15. The evening meal on Friday, March 14, is the last meal served. Halls reopen for occupancy at 1:00 p.m. on Sunday, March 23. ***Wesley will have Sunday night dinner on March 23.***

Saturday, April 19, 2014 - Easter Weekend - Halls Open

Residence halls remain open.

Saturday, May 17, 2014 - End of Semester - Halls Close

Residence halls close at 1:00 p.m. on Saturday, May 17. ***All the residents at K-State Wesley should be checked out by Sunday, May 18 at 5:00pm. Residents who need to remain on campus must make prior arrangements with the resident life director.***

K-State Wesley Directory for 2013-2014

- **Emily Garvey, Director of Residence Life**
 - Cell # 316-516-5554
 - Email: egarvey@k-state.edu
- **Leah Smarsh, Female Resident Assistant**
 - Cell # 316-833-9806
 - Email: lmsmarsh@k-state.edu
- **Michael Alexander, Male Resident Assistant**
 - Cell # 816-718-3536
 - Email: mike2009@k-state.edu
- **Kyle Foerschler, Student Caretaker**
 - Cell # 785-307-2932
 - Email: kfoer@k-state.edu
- **Mike Toluba, Campus Minister**
 - Cell # 785-844-3974
 - Email: mike.toluba@gmail.com
- **Jim Reed, Director of Development**
 - Cell # 785-341-7231
 - Email: jimreed42@gmail.com
- **Kansas State University Office of Student Life**
 - Phone # 785-532-6432
 - Email: stulife@k-state.edu
- **Riley County Police Department**
 - Emergency Phone # 911
 - Non-Emergency Phone # 785-537-2112