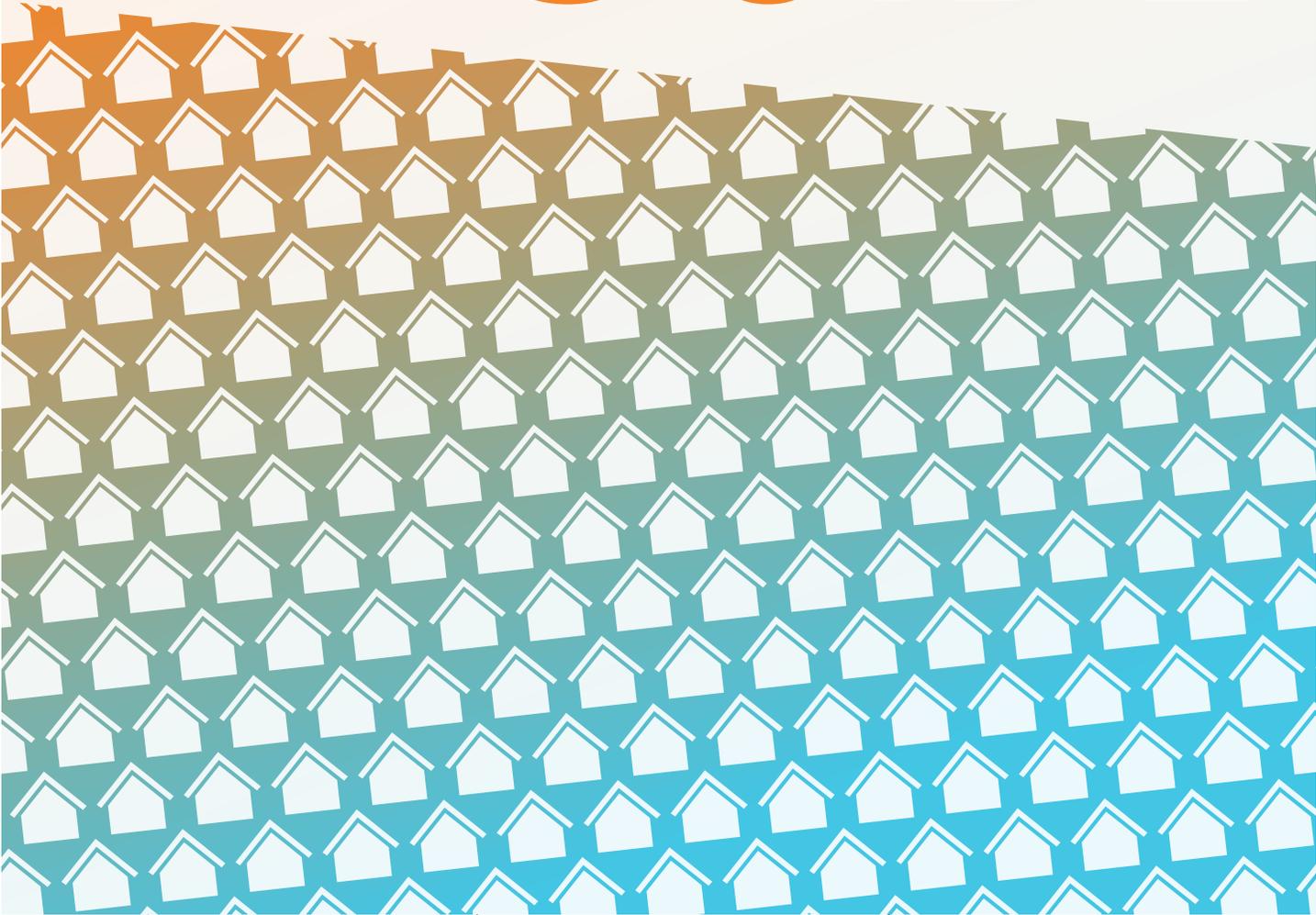




KANSAS CITY ART INSTITUTE

LIVING CENTER GUIDE



WELCOME

The Kansas City Art Institute is proud to offer a living environment that will enhance your college experience. The Living Center is a residential facility for students, similar to what was called a 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, and dining center. 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.

CONTENTS

Living Center Resident Room & Board Contract

Eligibility for Occupancy	5
Breaking Your Student Housing Contract	5
Withdrawal and Your Student Housing Contract	5
Room Assignments and Roommate Requests	6
Living Center Deposit	6
Single Room Contracts	6
Requesting a Room Change	6
Vacancies and Consolidation	7
Vacation Periods	7
Contract Payments and Renewal	8
Moving In	8
Damage to Room	8
Room Alterations	8
Moving Out	8

Living Center Policies & Procedures A To Z

Alcohol	10
All Hall Meetings, Floor Meetings, and Living Center Wellness Series	10
Air Vents	10
Commercial Business	10
Discrimination and Harassment (based on protected class)	10
Disruptive Behavior	11
Drugs	11
Electric Heating Devices	11
Fines	11
Firearms and Weapons	11
Furniture in Rooms	12
Guest Policy	12/13
Health	13
Holiday Décor	13
Hoverboards	13
Laundry Facilities	14
Lobby Furniture	14
Lockouts and Lost Keys	14
Mistreatment of Staff	14
Open Flame	14
Overall Cleanliness of the Living Center	14

Posting / Advertising	14
Projects and Supplies	15
Quiet Hours	15
Room Entry	15
Safety Rails	15
Sexual Misconduct, Sexual Harassment, and Sex Discrimination	15
Smoke and Fire Safety	15
Smoking	16
Student ID Card	16
Theft and Burglary	16
Trash	16
Vacuum Cleaners / Sports Equipment / Games	16
Vehicles	17
Window Screens	17

Safety & Security

Emergency	19
Building Access	19
Safety Tips	19
Severe Weather	19
Tornado Evacuation Plan	20
Fire Evacuation Plan	20

Living Center General Information & Services

Floor Plan and Room Dimensions	22
Furnishings	22
Phone	22
Internet and Network Services	22
What to Bring to KCAI	23
What Not to Bring	23
Thermostat	23
TV Lounge	24
Mail	24
Vending Area	24
Dining Services	24
Pest Control	24
Lost and Found	25
Personal Counseling	25
Employment Opportunities	25





LIVING CENTER RESIDENT ROOM & 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 first year students reside in the Living Center for one academic year. Residents of the Living Center must be regularly enrolled students. Exceptions for living in the Living Center 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, 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 below full-time status (enrolled in at least 12 credit hours) 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 and Roommate Requests

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 over the summer. 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

Residents may request a roommate by name on the Living Center Preferences and Personal Statement form. The request must be mutual and noted on both requesting students' applications. Submitting the application early increases the likelihood of both residents to be assigned to the same room.

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, etc. 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.

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 Assistant Director for Housing and Student Activities, or the Assistant Dean of Students for further information about this housing option. Housing will remove the second bed for students paying for, and living in, a Single Room. All other furniture will remain in the room.

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 Assistant Director for Housing and Student Activities before a room change will be considered. Residents wishing to change rooms due to any other reason may make a request to the Assistant Director and will be considered on a case by case basis. Room changes may not be made without this approval.

Vacancies and Consolidation

The Dean of Student Affairs, Assistant Dean of Students, and the Assistant Director for Housing and Student Activities have the right to assign, reassign, and adjust the occupancy of rooms. If a vacancy occurs in your room, and/or you have been assigned a single room and additional space is needed (not applicable to students receiving a single room due to a documented disability), you may receive a consolidation letter detailing the following options:

- Retain the room as a single and pay the single room rate unless the space is needed in an occupancy overage.
- Consolidate by moving to another under-occupied room; or having someone from another under-occupied room move in with you.
- 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. If this option is chosen, the room should be prepared to receive a roommate at any time, and periodic spot checks will be performed by the Coordinator.

The Assistant Director for Housing and Student Activities will contact all students in under-occupied rooms during the second week of the semester to present the aforementioned options. Students will be expected to work with the Coordinator to select one of the options and proceed accordingly.

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 Assistant Director for Housing and Student Activities by stated due date on request form. 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 will enter student rooms for health and safety checks, as well as to ensure all closing procedures have been followed. KCAI staff may also enter 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 Assistant Director for Housing and Student Activities by stated due date on request form. The dining center is not open during these break periods as noted on the Room and Board Contract.

Contract Payments and Renewal

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

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) and/or painters tape to attach items to the walls and always consult the Assistant Director for Housing and Student Activities 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 checkout process takes only a few minutes and includes turning in your mailbox key to the mailroom, 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 Assistant Director for Housing and Student Activities by stated due date on request form.



LIVING CENTER POLICIES & PROCEDURES A TO Z

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.



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 Assistant Director for Housing and Student Activities, or 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.

Any student found in violation of the campus policy regarding alcohol 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 the alcohol policy on campus.

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

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 two weeks in advance. Failure to attend scheduled meetings may result in 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.

Commercial Business

Attempting to run/running a commercial business, or the buying/selling of goods and services of any kind, is considered unacceptable behavior in the Student Code. Should you have any questions about this, please consult the Assistant Director of Housing and Student Activities.

Discrimination and Harassment (based on protected class)

KCAI is committed to a campus environment in which all individuals are treated with respect and dignity, where each individual has the right to a positive atmosphere that promotes equal opportunity. Kansas City Art Institute prohibits discrimination and harassment based on race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, marital status, parental status, genetic information, citizenship status, veteran status, or any other characteristic prohibited by federal, state or local law.

Disruptive Behavior

Disruptive behavior, or disorderly conduct that prevents the orderly conduct of business, education, or living, in the Living Center, dining areas, areas of student activity, administration areas, or classrooms. Examples include, but are not limited to; inappropriate/offensive language, public intoxication, being under the influence of drugs, involvement in lewd, indecent, or obscene behavior on college premises, or at college-sponsored activities, a consistent pattern of disruptive behavior(s) that require excessive faculty/staff intervention, etc.

Drugs

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

Any student found in violation of the campus policy regarding drugs 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 the drug policy on campus.

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.

Fines

Fines may be assessed to residents in the event there is damage, and/or a lack of cleanliness in 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 a lack of cleanliness, notices are sent via KCAI email. 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 conduct process. These fines may be deducted from residents' Living Center deposit.

Firearms and Weapons

Possession, use, or storage of weapons, firearms (including toy or artificial firearms), fireworks, paint-guns, pellet guns, knives, swords, incendiary devices, martial arts equipment, or other dangerous weapons and explosives on college property, or at college sponsored activities without KCAI authorization.

Any student found in violation of the campus policy regarding firearms and weapons 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 firearms and weapons policy on campus.

Furniture in Rooms

Due to potential fire hazards, couches, loveseats, large stuffed chairs, and any other large furniture pieces are prohibited in student rooms.

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. The guest policy is intended to assist students in focusing on their educational goals and in maintaining positive peer relationships.

Overnight Guest Policy

1. The Overnight Guest Permission Form can be found on KCAI Go App or Artnet.
2. Students should notify their roommate(s) before they submit a request for an overnight guest. If approved, roommate(s) will also be notified via email. A roommate may also deny any overnight guest request, before or after initial approval from the Assistant Director of Housing & Student Activities.
3. Students must provide 48-hour notice of their intent to have an overnight guest. All overnight requests must have prior approval, and the college reserves the right to deny any request.
4. Students planning to have overnight guests on Friday, Saturday, or Sunday nights, or on nights the college is not in session, must submit forms by 5:00pm on the Wednesday prior to the weekend.
5. Students must indicate on the form the guest's name, age, and relationship to the student, and how long the guest will be staying. Guests within the traditional college age (18-24) will be permitted. Guests outside of this age range will not be permitted.
6. Overnight guests may stay a maximum of three nights in the Living Center per month. Residents are only allowed to have a guest for 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.
7. Completed requests will be checked and overseen by Housing staff, Resident Assistant staff, and Campus Security staff.
8. The student must accompany their guest on the campus at all times and are responsible for any damages or fines incurred by their guests.
9. Beginning at 8:00 PM, Resident Assistants will go on rounds to formally check-in your guest(s). All guests must show a valid picture identification card (which must include picture and date of birth) to the staff member. If a guest cannot show proper identification, the guest will be asked to leave immediately. KCAI student IDs will be accepted as identification. IDs from other colleges will not be accepted. If the Resident Assistant cannot get in touch with you, Security staff may continue the efforts.

10. The overnight guest policy applies to guests who are KCAI students and non-KCAI students.
11. The overnight guest policy applies to all residents, with or without roommates.
12. Guests are not permitted during college breaks, or during orientation. This includes Thanksgiving, Winter, and Spring breaks.
13. KCAI reserves the right to disallow any daytime or overnight guest(s) to the Living Center. Students not following these policies will be subject to disciplinary action according to the student code of conduct.
14. Any questions regarding guests should be emailed to housing@kcai.edu.

Non-Overnight Guest Policy

1. Guests not staying overnight are permitted to be in the Living Center between 8:00am-1:00am daily. Any day guest arriving from 11:00pm-1:00am may be asked to check-in with the security desk with a valid picture identification.
2. Non-overnight guests must leave the building by 1:00am.
3. While residents have the privilege of having guests in their space, a roommate may also deny any daytime guest being in their unit/space.
4. The resident must accompany their guest in the Living Center, and on 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 brings, or during orientation. This includes Thanksgiving, Winter, and Spring breaks.
8. KCAI reserves the right to disallow any daytime or overnight guest(s) to the Living Center. Students not following these policies will be subject to disciplinary action according to the student code of conduct.
9. Any questions regarding guests should be emailed to housing@kcai.edu.

Health

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

Holiday Decor

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 Assistant Director for Housing and Student Activities, 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.

Hoverboards

Hoverboards are prohibited on campus property, including buildings on campus, as they are considered a fire hazard.

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 Assistant Director for Housing and Student Activities immediately. KCAI is not responsible for lost or damaged articles. Use of laundry facilities is reserved for Living Center residents only. Any issues with laundry machines should be reported to the Assistant Director for Housing and Student Activities.

Lobby Furniture

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

Lockouts and Lost Keys

In the event that a student has misplaced a room key, they should contact a Resident Assistant, Assistant Director for Housing and Student Activities, 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.

Mistreatment of Staff

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

Open Flame

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

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.

Posting / 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. Advertisements placed anywhere other than the bulletin boards (windows, doors, etc.) will be removed and students posting in unauthorized areas may be subject to disciplinary action. Any information to be distributed through the Living Center mailboxes must go through the main campus mailroom.

Projects and Supplies

Students are prohibited from working on large-scale projects in the Living Center. All projects must be completed in designated studio spaces. Small homework assignments and projects are generally allowed. Students are also prohibited from storing 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.

Quiet Hours

During quiet hours, only low conversational and sound volume 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

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. 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.

Safety Rails

Residents who loft their beds are required to use safety rails 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.

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 or Policy Library at <https://artnet.kcai.edu/student-policy-library> for more information about this policy.

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.

Smoking

Smoking is the burning or lighting of a tobacco product and any other smoking device or equipment that includes, but is not limited to: cigarettes, cigars, electronic cigarettes (e-cigarettes), and pipes. Smoking is not permitted in the Living Center at any time. For information about the location of each designated Smoke Zone, please refer to our campus map located in the KCAI Student Policy Library and Resources, <https://artnet.kcai.edu/>.

Any student found in violation of the campus policy regarding 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 the smoking policy on campus.

Student ID Card

Photo ID/access cards will be issued to students during orientation. Lost ID cards should be reported to security immediately since they are access cards to enter buildings. There is a \$20.00 charge for a second replacement card (3rd card). Students should carry their ID at all times. Campus security may need to see your identification for admittance to campus events. The ID card is your access control card for many campus buildings, including the Living Center.

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 homeowner's insurance. Otherwise, students are advised to obtain renters 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.

Vacuum Cleaners / Sports Equipment / Games

Vacuum cleaners are available in the lounges on each floor. Sports Equipment and Games may be checked out through housing staff free of charge to residents of the Living Center. Failure to return aforementioned items may result in the assessment of replacement fees.

Vehicles

KCAI limits vehicles to one per resident, and sells parking permits for the Warehouse 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.

Window Screens

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



SAFETY & 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.

Building Access

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, or prop doors. Security guards are on duty in the Living Center in the first-floor lobby from 11:00 PM to 7:00 AM.

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 Assistant Director for Housing and Student Activities, 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 cellphones, laptops, purses, ipods, etc. visible. Take these items to your room or hide them within your car.

Severe Weather

Pay attention to alerts from KCAI Security and 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.

Tornado Evacuation Plan

If the tornado alarm sounds, residents need to begin evacuating their rooms, floors, and common areas immediately. Students should go to the south tower basement/stairwell by the art store. RAs or Housing Staff will begin checking rosters to ensure everyone is accounted for.

When evacuating, do not use the elevators. Please use the stairs and stay away from windows. Never go back upstairs. Remain in this area until Security has given the all clear to reoccupy the building.

Fire Evacuation Plan

If the fire alarm sounds, if you see smoke and/or fire, or smell smoke, pull the fire alarm (if not already activated). Residents need to begin evacuating the Living Center, immediately. Please evacuate to either the basketball court on the south side of the building or the center of the quad. RAs or Housing Staff will begin checking rosters to ensure everyone is accounted for.

When evacuating, do not use the elevators, please use the stairs. Do not go back into the building for any reason until Security or the Fire Department has given the all clear to reoccupy the building.



LIVING CENTER GENERAL INFORMATION & SERVICES

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



Floor Plan and Room Dimensions

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 bathroom centrally located on the floor.

Please visit <http://kcai.edu/campus-life/housing-dining/> to see a video tour of the Living Center.

Room Dimensions:

Double Room Dimensions: 14.5 x 12 feet

Triple Room Dimensions: 10.6 x 19.8 feet

Window Dimensions: 49 x 64 inches

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 (30.5 inches tall, 48 inches wide, and 24.5 inches deep) and desk chair
- Wardrobe (57 inches tall, 35 inches wide, 23 inches deep | 2 drawers: 16 x 15 inches, 6 inches deep)
- Ethernet jack
- Venetian blinds

Phone

Rooms in the Living Center are not equipped for landline phone service. Students must provide their own cellular phones 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 on the resident's computers, nor does it include the required Ethernet network cable. Residents may purchase a Ethernet cable at the Art Store on the lower level of the Student Living Center. Wireless connections are available via the KCAI wireless network. Residents are not allowed to install their own wired or wireless network routers as they can cause instability on the network. The KCAI network is a shared resource, requiring prioritization of mission critical activities during class times. Residents are advised of restrictions on gaming ports as needed during regular business hours in order to prioritize bandwidth for classroom, studio, and administrative use. Residents are also advised that other internet resources may be restricted (YouTube, movies and music streaming,, etc.) at the discretion of the Director of Campus Technology if such network use conflicts with other mission critical network demands.

What to Bring to KCAI

- Clothes, Hangers, Hamper/Laundry Bag, Detergent, Quarters for Laundry
- Linens | extra-long mattress, twin size
- Toiletries, Towels
- TV, Streaming Device, DVD Player | cable is not offered
- Computer, Printer
- Ethernet Cord | wireless is also available
- Cell Phone | there is no hookup for phones in rooms or public phone in Living Center
- Alarm Clock
- Cleaning Supplies for Room | vacuums available on each floor
- Trash Can, Recycle Bin
- Desk Lamp
- Surge Protector(s)
- Compact Refrigerator | may not exceed 3.6 cubic ft.
- Microwave
- Coffee and/or Tea Maker
- Plates, Silverware
- Can opener | hand operated only
- Board Games
- Posters/Art | must be hung with sticky tack or painters tape
- Bike, Bike Lock
- Debit and/or Credit Card
- Social Security Card and/or Birth Certificate | for campus employment

What Not to Bring to KCAI

- Alcohol
- Illegal drugs
- Firearms
- Candles and incense
- Cooking appliances other than refrigerators (cannot exceed 3.6 cubic foot), microwaves, coffee makers, and tea makers.
- Electric heating devices (including electric blankets and personal heaters)
- Extension cords (Kansas City, Missouri Fire Codes prohibit these items)
- Pets
- Halogen lights, Holiday lights
- Mattress pads (egg crates, memory foam, etc. these are fire hazards in residence halls)
- Large furniture (recliners, large chairs, loveseats, couches, 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) or painters tape.

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 regarding temperature to their Resident Assistant, or the Assistant Director for Housing and Student Activities.

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. 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. 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, and includes \$50 per semester in declining balance to use at Café Nerman or the Dining Center. Please note that service hours are subject to change based on community needs.

Dining Center Hours:

Breakfast: 7:15am-9:00am, Monday – Friday
Lunch: 11:00am-1:15pm, Monday – Friday
Dinner: 4:45pm-6:15pm, Monday – Sunday
Brunch: 11:00am-1:00pm, Saturday & Sunday

Café Nerman Hours:

Monday – Thursday: 8:00am-6:00pm
Friday: 8:00am-4:00pm
Saturday & Sunday: Closed

Pest Control

Residents will receive instructions for preparing their room for pest control treatment which may occur several times per semester. Students should report any pest problems immediately to the Assistant Director for Housing and Student Activities, 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 Assistant Director for Housing and Student Activities, and/or Assistant Dean of Students 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 <https://artnet.kcai.edu/counseling>.

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.

