



# Barbara Marshall Residence Hall Guide

---

## Welcome

The Kansas City Art Institute is proud to offer a living environment that will enhance your college experience. The Barbara Marshall Residence Hall 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 Residence Hall provides much more; student lounges, a game room, vending area, laundry room, fitness center, community kitchen, student conference room, KCAI Safety and Security, Wylie Dining Center and Café Nerman. In addition, the Residence Hall 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 Barbara Marshall Residence Hall and assist you in your transition to college.



Kansas City  
Art Institute  
Housing

---

# Contents

---

## **Residence Hall Room & Board Contract**

Breaking Your Student Housing Contract	3
Eligibility for Occupancy	3
Withdrawal and Your Student Housing Contract	3
Room Assignments and Roommate Requests	3
Single Room Contracts	4
Requesting a Room Change	4
Vacancies and Consolidation	4
Vacation Periods	4
Contract Payments and Renewal	4
Moving In	4
Damage to Room	4
Room Alterations	4
Moving Out	4

## **Residence Hall Policies & Procedures A To Z**

Alcohol	5
Community and Floor Meetings	5
Air Vents	5
Bikes/Bicycles	5
Cleanliness of the Residence Hall	5
Commercial Business	5
Discrimination and Harassment (based on protected class)	5
Disruptive Behavior	5
Drugs	6
Electric Heating Devices	6
Fines	6
Firearms and Weapons	6
Furniture in Rooms	6
Guest Policy	6
Health	6
Holiday Décor	6
Hoverboards	6
Laundry Facilities	6
Lobby Furniture	6
Lockouts	6
Mistreatment of Staff	7
Open Flame	7
Posting / Advertising	7
Prohibited Items	7
Projects and Supplies	7
Quiet Hours	7
Room Entry	7
Safety Rails	7
Sexual Misconduct, Sexual Harassment, and Sex Discrimination	7

Smoke and Fire Safety	7
Smoking	7
Student ID Card	7
Theft and Burglary	8
Trash	8
Vacuum Cleaners	8
Vehicles	8
Window Screens	8

## **Safety & Security**

Emergency	9
Severe Weather	9
Tornado Evacuation Plan	9
Fire Evacuation Plan	9
Building Access	9
Safety Tips	9

## **Residence Hall General Information & Services**

Furnishings and Room Dimensions	10
Internet and Network Services	10
Thermostat	10
TV Lounges and Game Room	10
Mail	10
Vending Area	10
Pest Control	10
Lost and Found	11
Personal Counseling	11
Employment Opportunities	11

---

# Residence Hall 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.

---

## 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 medical professional 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 Residence Hall Guide, Student Code of Conduct, and/or 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. Any student who vacates the Residence Hall will be held to all cleaning and damage charges assessed to the room and floor, and be responsible for the removal of their property and items.

All on-campus Residence Hall contracts are for one academic year. Residents who drop below full-time status, will be responsible for any 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 Residence Hall immediately and refunds will be made on a prorated basis.

Refund schedule for housing and dining plans (applies only to a student withdrawing from KCAI or whose illness requires withdrawal from KCAI):

- Prior to assigned move-in date:  
100% less application fee
- Within 2nd week through 11th week of classes:  
Prorated weekly
- After final withdrawal deadline each semester:  
No Refund

All contract cancellations will be subject to all cleaning and damage charges assessed to the room and floor.

## Eligibility for Occupancy

The Kansas City Art Institute requires that first year students reside in the Residence Hall for one academic year. Residents must be regularly enrolled, full-time students. Exceptions for living in the Residence Hall include:

- Students who are 21 years of age or older, or married
- Transfer students
- Students living with parents/guardians within a 30-mile radius of KCAI

Exceptions to the policy may be granted if special circumstances are documented prior to submitting a Residence Hall application and contract. Policy appeals must be made in writing to the Assistant Dean of Students ([housing@kcai.edu](mailto:housing@kcai.edu)) before the assigned application deadline. If you meet the previous exceptions, no written appeal is necessary, though exceptions must be documented and verifiable.

## 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 Residence Hall and completed the checkout process as assigned by the Assistant Director for Housing and Student Activities.

## 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:

- Housing Application and Contract
- Paid non-refundable Housing Application Fee in the amount of \$50

## Single Room Contracts

Single rooms are available to students with documented accommodation, disabilities, and/or special needs, and are assigned at the sole discretion of the Kansas City Art Institute. Contact the Assistant Director of Student Support for further information about this option.

## 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.

## Vacancies and Consolidation

The Vice President and Dean of Students, 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 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:

- 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 Assistant Director for Housing and Student Activities.

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

## Vacation Periods

The Residence Hall contract covers only the periods designated on the Housing Application and Contract. The Residence Hall is closed during winter break. During this time, residents are required to leave the Residence Hall at the designated time stated on the Housing Application and 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.

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 followed-up with upon the student's return.

Wylie Dining center is not open during Thanksgiving, winter, and spring break periods as noted on the Housing Application and Contract.

## Contract Payments and Renewal

The Residence Hall contract is only applicable to the academic year for which it was submitted. If you would like to return to the Residence Hall the following year, you must submit a new Housing Application and Contract and pay the non-refundable Housing Application fee.

## 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.

## 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 not allowed 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. No tape, pins, or nails are allowed on the walls. In order to reduce risk of end of the year fines, please use "sticky tack" (available in the Art Supply Store), Command Strips, and/or painters' tape to attach items to the walls. Using these items does not guarantee fines will be avoided, as damage to walls may still occur and charges may be assessed accordingly. Should residents use command strips, it is encouraged that they are not removed during move out.

## Moving Out

All residents are expected to leave their room in good condition, clean, and with furniture in its original placement. Residents are asked to complete the checkout process as assigned by the Assistant Director for Housing and Student Activities. Failure to follow this procedure may result in charges. During move out, residents are required to leave the Residence Hall at the designated time stated on the Housing Application and Contract. Necessary checkout procedures will be discussed with residents at least one month prior to move out. Any special circumstances for leaving after the designated move out date and time must be approved by the Assistant Director for Housing and Student Activities.

---

# Residence Hall 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 Residence Hall. 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, beer bong, etc. are not allowed in the Residence Hall. Consuming alcohol off campus and returning to the Residence Hall 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.

## Community and Floor Meetings

Community meetings and floor meetings 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 with as much notice as possible. Failure to attend scheduled meetings may result in disciplinary action.

## 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.

## Bikes / Bicycles

All bicycles owned by students used on campus must be registered with KCAI Security. All bicycles on campus must be parked (or stored) and locked in a bicycle rack. Bicycles may not be secured to fire hydrants, trees, parking signs, fences, benches, stairwells, ramps (handicap and/or

other), or in the egress path of any building. Bicycles may not be stored in student rooms.

Summer storage for bicycles is not available. Bicycles may not be left on racks over the summer. At the conclusion of each academic year, all bicycles left on exterior bicycle racks will be removed and donated.

## Cleanliness of the Residence Hall

Although there are custodial staff responsible for cleaning various areas of the Residence Hall, it is the student's responsibility to assist in the daily upkeep of the facility. Residents are expected to keep their units 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.

## 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 of Conduct. 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. The 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 Residence Hall, 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 Residence Hall. 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). Disciplinary fines may be assessed to students responsible for violating the Student Code of Conduct as sanctions in the conduct process. All fines will be assessed and charged to the student's account.

## 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 is prohibited 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 space constraints and potential fire hazards, large furniture pieces are prohibited in student rooms. This includes: mattress pads (egg crates, memory foam, etc.), large furniture items (recliners, large chairs, loveseats, couches, etc.).

## Guest Policy

Residents are permitted to have other residents as guests. Each resident may have a maximum of 2 guests in their room at a time. KCAI students who do not live on campus may be

permitted to be guests in the residence hall based on the current KCAI Covid-19 protocols.

## Guest Policy (Overnight)

Residents may have overnight guests as long as:

- Guests are allowed based on current KCAI Covid-19 protocols
- All roommates consent to the guest staying overnight
- The guest has not stayed more than 2 consecutive nights within a reasonable timeframe.

Should you have questions or concerns about the guest policy, please direct them to your RA and/or the Assistant Director for Housing and Student Activities.

## 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 may be 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 from being used inside campus buildings, as they are considered a fire hazard.

## Laundry Facilities

Laundry facilities are available for residents to use in the Residence Hall. Residents should not leave laundry unattended. Any theft should be reported to KCAI 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 Residence Hall 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

In the event that a resident is locked out of their room for any reason, they should contact a Resident Assistant or KCAI Security to gain re-entry to the room. If the resident is found to be at fault for the lockout (misplacement of student ID or key, damage to locking mechanism, etc.) the resident may be charged \$10 per lockout. All fines will be assessed and charged to the student's account.

## Mistreatment of Staff

Intentionally antagonistic behavior toward professional or student 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 Residence Hall.

## Posting / Advertising

Signs/posters may be posted on bulletin boards next to room doors, in lobbies/lounges, or in stairwells. Advertisements placed anywhere other than the bulletin boards (windows, doors, etc.) must be approved in advance per the procedure noted in the KCAI posting policy. KCAI staff reserve the right to remove any postings.

## Prohibited Items

The following is a list of prohibited items within resident's rooms, not outlined in other policies:

- Cooking appliances other than refrigerators (cannot exceed 3.6 cubic foot), microwaves, coffee makers, and tea makers.
- Extension cords (Kansas City, Missouri Fire Codes prohibit these items).
- Unapproved pets.
- Halogen lights, holiday/string lights.
- 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), Command Strips, or painters' tape.

## Projects and Supplies

Students are prohibited from working on large-scale projects in the Residence Hall. 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 the Residence Hall. 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

## Research Study Participation

Students participating in experimental research studies may not be permitted to reside in the Residence Hall. Students may also be required to sign a waiver to participate in official Kansas City Art Institute events and activities.

## Room Entry

Staff members are authorized to enter resident rooms to inventory damages, assess maintenance needs, and to ensure safety and 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 by contacting the Assistant Director for Housing and Student Activities. Students who do not comply with this policy are subject to disciplinary action.

## Sexual Harassment

Sexual Harassment is a violation of Title IX of the Education Amendments of 1972. The college does not tolerate such behavior, regardless of status. Consult the KCAI Policy Library at [https://mykcai.kcai.edu/ICS/Campus\\_Policies/](https://mykcai.kcai.edu/ICS/Campus_Policies/) 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), pipes, and vaping. Smoking is not permitted in the Residence Hall 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://mykcai.kcai.edu/ICS/Campus\\_Policies/](https://mykcai.kcai.edu/ICS/Campus_Policies/).

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

The ID card is your access control card for many campus buildings, including the Residence Hall. 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 \$10.00 charge for a replacement card. Students should carry their ID at all times. KCAI Security may need to see your identification for admittance to buildings and/or campus events.

## **Theft and Burglary**

Theft and burglary of personal or college property is a violation of the Student 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 KCAI Security. The best guard against property loss is to keep the door to your room locked at all times. Students may be insured through a parent or guardian homeowner's insurance.

Otherwise, students are advised to obtain renters insurance for their personal property.

## **Trash**

Students are expected to properly dispose of all personal trash and recycling in designated areas. Improper disposal of trash includes dumping or leaving trash in areas other than those designated for trash disposal.

## **Vacuum Cleaners**

Vacuum cleaners are available at the KCAI Security Front Desk for checkout. There is a \$200 fine for damaging or not returning a vacuum cleaner.

## **Vehicles**

Residents who choose to bring a vehicle must register it with KCAI Security. Vehicles parked in spaces reserved for staff, or without registration stickers may be towed at the owner's expense. For other questions regarding parking on campus, please refer to KCAI Security.

## **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 KCAI Security at 816-931-6666.

Maintenance emergencies should be reported to KCAI Security staff immediately. Examples of maintenance emergencies are broken pipes, clogged/flooded toilet, broken windows, electrical short-circuits, etc.

## Severe Weather

Pay attention to alerts from KCAI Security and be aware of 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 KCAI Security staff.
- Cooperate fully with KCAI 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 lowest part of any building (in the Residence Hall, this is the parking garage). 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 KCAI Security or housing staff have given clearance 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 Residence Hall, immediately, to the other side of the campus green (lawn). 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 clearance to reoccupy the building.

## Building Access

The building is accessible to residents by student ID card access. Each external door is locked, and every resident is issued a student ID card to use to enter the building. It is imperative that students do not prop doors or let non-residents into the building and towers.

## Safety Tips

- Identify your valuables by engraving or writing your initials when it is practical to do so.
- Lock your bicycle. Do not forget that a thief will look for items that are easy to steal.
- Make sure your room is secure and your door is fully closed.
- 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, electronics, etc. visible. Take these items to your room or hide them within your car.

# Residence Hall General Information & Services

This section will answer some of your questions about your room, Residence Hall, 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.

## Furnishings and Room Dimensions

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

- Mattress: standard twin extra-long
  - 80" long x 36" wide
  - Flip-sided comfort: firm or soft
- Bed frame
  - 84" long x 36" wide
  - Full Loft (Height): 5 feet (60")
- Dresser
  - Top: 35.5" wide x 23.5"
  - Height: 30"
  - Drawers (3): 31" wide x 19", 7.5" deep
- Desk
  - Top: 41.5" wide x 23.5"
  - Height: 30"
- Open closet
  - Hanging Rod: 32" long
  - Height: 53" open closet space
  - Closed storage shelves: 19.5" wide x 17.5" height x 21.5" deep
- Ethernet jack and power outlets

Each room comes with the following to be shared by residents in the room:

- Light shades for windows
- Sink counter and mirror
- Sink counter drawers (2)
- Bathroom/Kitchen Sinks (in rooms)

There are several different sizes of suites throughout the Barbara Marshall Residence Hall. Most fit in one of the two room sizes:

- 24.5 x 8.5 feet
- 18 x 11.5 feet

## Internet and Network Services

Each resident bringing a personal computer and residing in the Residence Hall 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 an Ethernet cable at the Art Store. 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. For questions or issues, please contact [helpdesk@kcai.edu](mailto:helpdesk@kcai.edu).

## 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 Lounges and Game Room

Televisions are located in each floor lounge of the BMRH, including the Game Room located on the first floor. Residents are expected to connect their own devices to TVs for use.

## Mail

Mail is delivered and processed at the KCAI Art Store, Monday through Friday while classes are in session. Students who receive individual mail and packages will be contacted via KCAI email to pick-up from the KCAI Art Store. When sending mail to students, use the address below:

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

## Vending Area

Microwaves and vending machines are available on the first floor of the Residence Hall.

## Pest Control

Residents will receive instructions for preparing their room for pest control treatment which may occur at any time. 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 KCAI Security. Contact KCAI 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.

## **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.