

HELPFUL “HOW TO” INFORMATION FOR SUMMER GROUPS

Alcohol Policy: Alcohol is strictly prohibited from the Residence

Smoking Policy: The residence halls are smoke-free buildings. No smoking is permitted in any part of the residence halls, including resident rooms.

HOW TO RECEIVE MAIL?

To assist in the prompt and accurate delivery of the mail (or packages), your address should read as follows:

Their Name		Their Name
c/o UMKC Summer Housing		c/o UMKC Summer Housing
Name of Summer Conference or Intern Group		Name of Summer Conference Group
5051 Oak Street	or	5030 Cherry Street
Kansas City, MO 64112		Kansas City, MO 64110

If you have mail, your name will be written on the dry erase board in the lobby and you may pick up your mail at the front desk with proper ID.

HOW TO REPORT A MAINTENANCE PROBLEM?

Please report all maintenance problems to the front desk. The Oak Street Residence Hall front desk number is 816/235-8400 and the Cherry Street Residence Hall front desk number is 816/235-2800. The desk attendant will put in a work order request.

HOW TO CONTACT UMKC STAFF PERSONNEL?

To contact a UMKC Staff person, go to or call the front desk and make your request. The desk attendant will call the on call staff person. The Oak Street Residence Hall front desk number is 816/235-8400 and the Cherry Street Residence Hall front desk number is 816/235-2800. The desk attendant will put in a work order request.

HOW TO RESERVE AREAS FOR ACTIVITIES?

To reserve areas in the residence halls for activities, contact the Resident Manager for the building where you reside. The number for the Resident Manager for Oak Street Hall is 816/235-8719 and the number for the Resident Manager for Cherry Street Hall is 816/235-8832.

Areas that can be reserved in Oak Street Hall:

- First floor lounge (kitchen area included)
- Classroom
- Courtyard (including grilles)

Areas that can be reserved in Cherry Street Hall:

- Checkerboard Room
- Patio (including grille)
- TV Lounge

HOW TO USE THE KITCHENS ON THE FLOORS?

Kitchens on the floors are not areas that may be reserved and are available for use by any resident on a first come first served basis. The kitchens are not locked and the resident is responsible for securing their own food and property. The kitchen located in the first floor lounge of Oak Street Residence Hall is the only kitchen that is located in an area that can be reserved for activities.

HOW TO USE THE LOUNGES AND QUIET STUDY AREAS?

Lounges and quiet study areas are located on each floor of Oak Street Residence Hall. These are not areas that may be reserved, but are available on a first come first served basis. You do not need to be a resident on the floor to use the lounge or quiet study areas on a particular floor. UMKC students are residing in Oak Street Residence Hall during the summer months. Please respect their need to use the lounges when they are preparing for exams.

HOW TO AVOID ADDITIONAL CHARGES –CHECKLIST FOR CHECKOUT

Oak Street Residence hall

To avoid additional charges, prior to checking out of your room, please make sure the following are completed.

- Trash is removed from room. Trash rooms are located in rooms 1029, 2031, 2066, 3045, 4045 in Oak Street Hall
- All trash is picked up off of the floor and furniture.
- Linens are brought to the front desk and placed in the designated area.
- No food or drinks are left in the refrigerator or microwave.
- All furniture is in its original placement and undamaged.
- Turn in room key and entry swipe card at the checkout table.

Cherry Street Residence Hall

To avoid additional charges, prior to checking out of your room, please make sure the following are completed.

- Trash is removed from room. Trash bags can be placed in the dumpster behind Cherry Street Hall
- All trash is picked up off of the floor and furniture.
- Linens are brought to the front desk and placed in the designated area.
- No food or drinks are left in the refrigerator or microwave.
- All furniture is in its original placement and undamaged.
- Turn in room key and entry swipe card at the checkout table.