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Custer Hall Handbook

Fort Hays Kansas State College

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CUSTER HALL HANDBOOK

1952-53

Name _____

Room _____ Roommate _____

For summer study and reference all year.
Please bring this book to college with you.

Hello there,

Welcome to Fort Hays Kansas State College and to your home away from home--Custer Hall. This year you will have the privilege of being the first students to live in the newly redecorated and refurnished south wing and completed north wing. With the privilege of being the "first" in a new venture in group housing at Fort Hays comes the responsibility of working together to create a dormitory program of which you will be proud. Your co-operation will be needed to make Custer Hall the best ever. May we count on YOU?

For successful living in Custer, or any group situation you may encounter in the future, you must be willing to co-operate in the making of a harmonious college home, and to share in its activities. There must be recognition and consideration of others' rights and privileges within the framework of the units and the dormitory.

With the help of students who served on the Council in Custer Hall last year, regulations have been made and this handbook has been written. Through this booklet you will have an opportunity to become acquainted with the regulations and facilities of Custer Hall.

Sincerely,

Margorie J. Butler

Dean of Women

MEET THE STAFF

Dormitory Director	Mrs. Kathlene C. Kinzer
Assistant Director	Mrs. Bernice Rockwell
Dietitian	Mrs. Thelma Leonard

COED COUNSELORS

	North Wing	Room No.
First Floor	Phyllis Acheson	123
Second Floor	Mary Wilkens	221
Third Floor	Marilyn Marshall	320
Fourth Floor	Georgia Ward	427

	South Wing	Room No.
First Floor	Mildred Agnew	110
Second Floor	Joan Mausolf	200
Third Floor	Rachel Brack	302
Fourth Floor	Yvonne Slingerland	402

CUSTER HALL OFFICERS

President	Phyllis Way
Vice-President	Joye Romeiser
Secretary	Phyllis Berland
Treasurer	Norma Auston

Your Unit Officers Room No.

Chairman	_____	_____
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Sec. and Treas.	_____	_____
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THE HOUSE YOU LIVE IN

LIVING ROOMS

are located on the main (second) floor just off the lobby. The Brown living room is located in the north wing, and the Blue living room is in the south wing. These living rooms are for you and your guests to enjoy. You are expected to be fully-dressed (no jeans) while in the living rooms. The living rooms will be open to guests at 12:00 noon each day, except Sunday, when they will be open at 10:00 A.M. A radio and piano are available and may be used in accord with quiet hour regulations. The living rooms are beautifully furnished, and we hope that you and your guests will help to keep them looking that way.

THE LOBBY

has two entrances, one from the front and one from the driveway at the rear of the building. There will be a girl on duty at the desk in the lobby from 7:30 A.M. until ten minutes after closing hours every day. The girl at the desk operates the telephone switchboard, gives information, and assists with records and signing out procedure.

THE DINING ROOM

is located on first floor in the north wing. Meals will be served as follows:

Breakfast	7:00--8:00	cafeteria style
Lunch	11:30--12:30	" " "
Dinner	6:00	
Saturday and Sunday breakfast	8:00--8:30	
Sunday dinner	12:45	

"Good manners have their roots in the kindly consideration of others."

The following Grace will be sung before dinner each day:

We thank thee, Lord, for our daily bread,
As by thy grace our souls are fed.
Grant us to grow more like to Thee
This day and through eternity. Amen

The Director is the dining room hostess and precedes the group into the dining room. Table hostesses and assistant hostesses are appointed each week. The Director's assistant hostess takes her into the dining room. After Grace is sung, the dining room hostess (Director) is seated, and the table hostesses will then seat themselves.

A regular seating arrangement will be followed at dinner. A chart will be posted each Monday morning for that week. Look on the bulletin board each Monday to see where you are to sit. Lateness at dinner must be excused by the dining room hostess and the table hostess.

Special tables may be arranged for guests or birthday celebrations for dinner only. All requests for tables must be signed by the Director and be in by 1:00 P.M. Birthday cakes are furnished by the individuals.

Arrangements for personal guests must be made in advance at the information desk. Weekday reservations should be in 24 hours in advance and by 6:00 P.M. Saturday for Sunday dinner.

Charges for guest meals will be announced when you arrive. These charges should be paid at the time the reservations are made.

The proper dress for meals is as follows:
You may come to breakfast in a robe with your hair combed. Jeans and slacks worn only at breakfast and lunch on Saturday. No shorts at any time. The proper dress for meals is sweater and shirt or other suitable clothes with hair always combed. Sunday dinner and guest night dress-up clothes with heels and hose.

Residents expecting to be away for one or more meals are requested to sign out at the desk as far in advance as possible. There are no refunds for meals missed.

PAJAMA LOUNGES

are located on first, third, and fourth floors. These lounges are provided for your moments of relaxation--there are magazines and comfortable chairs available. Shorts, jeans, and pajamas may be worn here. These lounges may be used at any time if the residents are considerate regarding noise. There are no doors on these lounges, and the sound will carry to the bedrooms.

KITCHENETTES

will be found on each floor for preparing snacks and making candy. In order to keep the kitchenettes in condition for the pleasure of all, the girls are asked to clean them thoroughly after using. Cooking utensils are furnished. Each girl is required to furnish her own cup, plate, and other eating utensils she may desire and keep them in her own room. Kitchenettes may be used provided they are left clean and in order. The kitchenettes may be used any time during the day or evening until 11:30 P.M. During quiet hours care must be exercised to observe quiet in the kitchens.

SEWING AND PRESSING ROOMS

are found on third and fourth floor in the north wing. There is a sewing machine available in the sewing and pressing room on third floor. Check out the cord for the machine from the desk and also buy bobbins at the desk. When the bobbins are returned, your money will be refunded. There are ironing boards in each of these rooms. Girls are required to furnish their own irons. Iron stands are furnished to prevent burning of the iron pad.

A TERRACE

on the second floor level is reached through a door from the living room in the north wing. When the weather is nice, it will be available to those who wish to star gaze and visit in the open air.

A SUN DECK

for those stolen moments in the sun is provided just off the sewing and pressing room on third floor. The sun deck is enclosed by a beautiful redwood fence. Dress appropriate for the beach, such as bathing suits and shorts, is acceptable. Property belonging to the hall is not to be taken to the sun deck, so bring along your beach towel.

STUDENT ROOMS

have been furnished with your convenience and comfort in mind. A bed, chest, desk, desk chair, and closet space are provided for each girl. There are Hollywood beds in the north wing and double deck beds in the south wing. Sheets are provided and laundered by the dormitory. You will need to provide a pillow, pillow cases, blankets, bedspread, towels, and study lamp. The rooms are decorated in several different wall colors, so you will want to wait until you come

to Hays before deciding what color bedspread to buy. A metal wastebasket is a must, and is furnished by the occupant of each room. There are bulletin boards provided for rooms in the south wing. Don't forget to bring clothes hangers, an alarm clock, lining paper for the drawers, and an iron.

LAUNDRY FACILITIES

are located in a room on first floor of the south wing. Automatic washing machines and dryers, laundry tubs, and limited line space are available in this room. Wet clothes should not be hung in the students' rooms at any time, as floors and furnishings are soon ruined.

BATHROOMS

are provided on each floor in the north and south wings. We will need your co-operation in keeping these clean and sanitary. Always wash the tub after using and leave the bath and shower clean for the next person. Please place soiled sanitary napkins in the paper bags and metal receptacles provided. Always flush the toilet. Rinse out the lavatory and shampoo the bowls after you have used them.

GUEST ROOMS

are available for your guests. Guests are permitted on Friday, Saturday, and nights preceding holidays. Each guest is limited to one week-end per month. If you plan to have a guest, you should request the use of the guest room in advance or make arrangements for the use of a friend's room. The House Council asks that there be no sleeping double in single beds. There will be a charge of fifty cents per guest whether it be for one or two nights. This should be paid when you make your reservation and check out sheets. Your guests are expected to maintain

all college regulations, and it will be your responsibility to keep them informed. Please register your guests at the desk when they arrive. Meal reservations for guests are made in advance at the desk.

AN INFIRMARY

for those with flu, sore throats, a sprained ankle, or other ailments is located on second floor of the south wing. We are not prepared to handle contagious diseases. In case of illness, you should notify your coed counselor or the dormitory director at once. The school nurse will be consulted, and you will soon be on the road to good health. Absence from classes due to illness will be excused only if the director is notified the day of the absence. Sick trays will be sent to students only upon written request of the director. If you are too ill to go to the dining hall for a meal, it is supposed that you will be too ill to go out in the evening.

THE COED COUNSELOR

in your unit has been selected because she is interested in you and in helping you to get the most out of college and dormitory life. She will be on hand with information about classes, scholarship, campus customs, social adjustment, personal problems, and all last minute questions that may arise.

TELEPHONES

are found on each floor. The desk girl will call you over the intercommunication system in the south wing or teletalk in the north wing when you have a phone call or a caller. There are many girls who would like to make or receive calls, so please limit your calls to five minutes. Long distance calls are

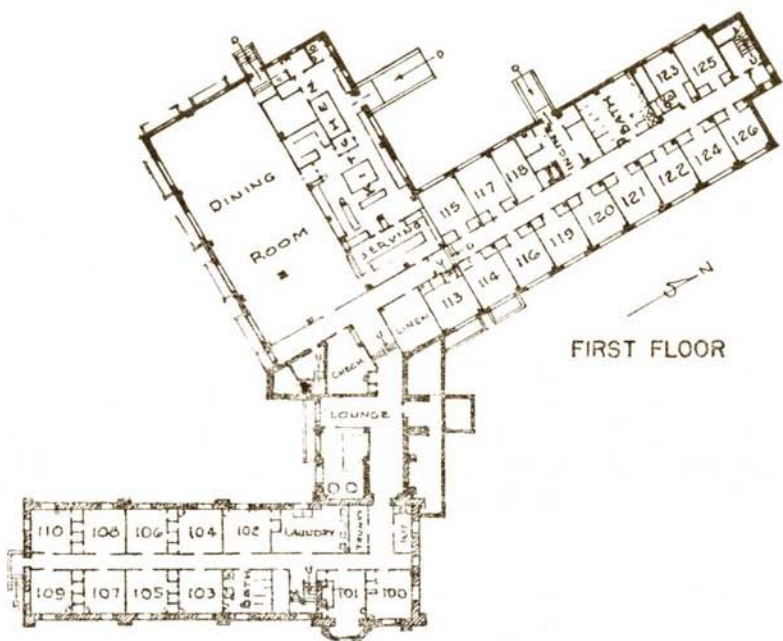
to be made over the pay phones in the lobby. Residents may not charge calls to Custer or FHKSC. There will be no calls accepted during dinner or after hours except long distance calls. Messages will be taken during dinner and left in your box.

MAIL

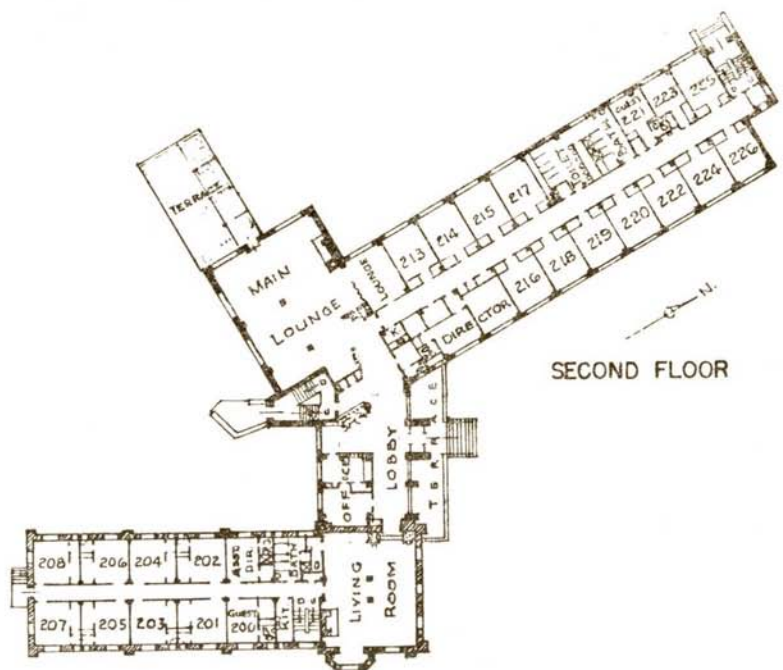
should be addressed to you using your name, room number, and Custer Hall, Hays, Kansas. Each student is assigned a letter box with a key. Mail is delivered to the dormitory in the morning. Stamps will be available at the desk.

HOUSING CONTRACT

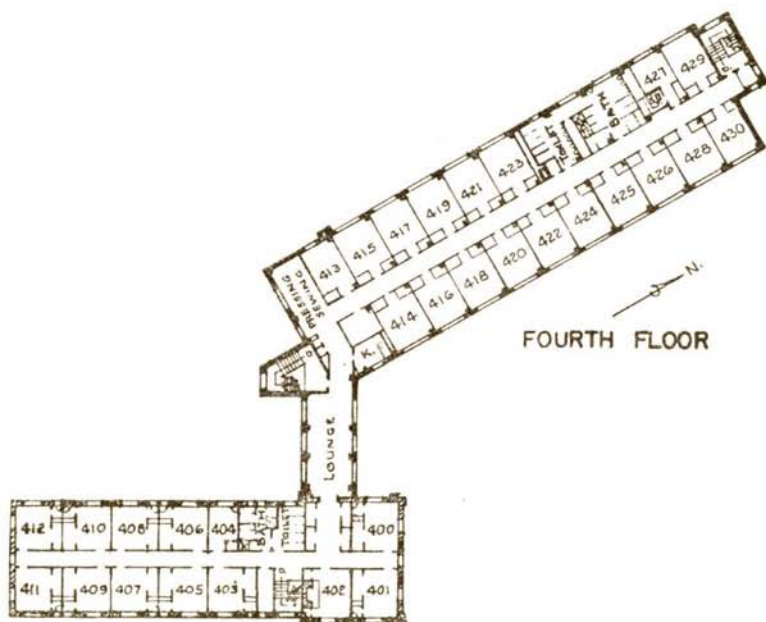
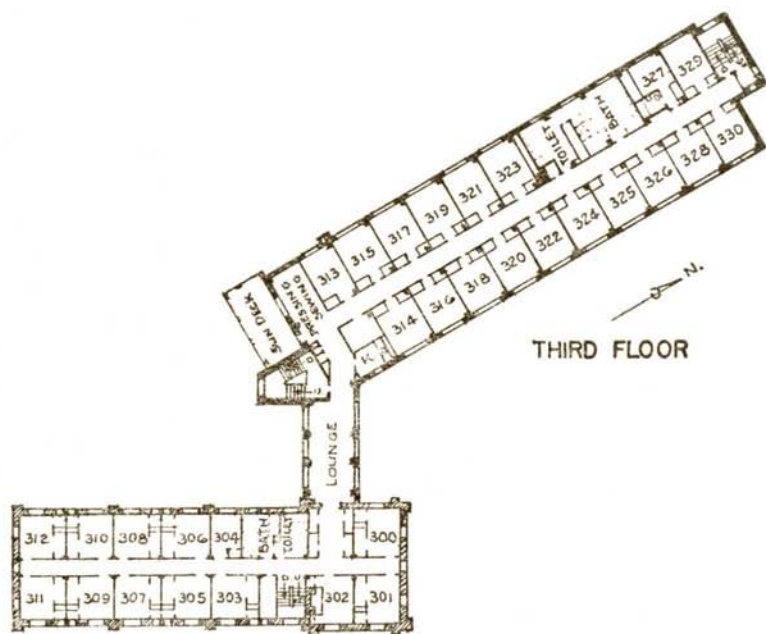
A housing contract entitles the student to take up residence on September 7, 1952, and quarters must be vacated within twenty-four hours after her last examination or in the case of a senior, immediately after Commencement. Signing your application blank and paying your \$10 room deposit constitutes a housing contract.



FIRST FLOOR



SECOND FLOOR



GENERAL INFORMATION

SIGN OUT PROCEDURE

All students expecting to be out of the dormitory after 7:00 P. M. any evening are requested to "sign out" in the book provided at the desk giving destination and expected time of return. When you return to the dormitory, you will sign in and give the time of arrival. This is the only means we have of knowing whether you are in Custer, the theater, basketball game, or library if it should be necessary to locate you for any reason.

LATE MINUTES

A system of late minutes has been worked out by the dormitory council and will be explained when you arrive. If you accumulate an excess of late minutes, you will receive a campus as set up by the constitution.

ARRIVAL TIME

The dormitory will be open at 10:00 A.M. Sunday, September 7, 1952. When you arrive, register at the desk, and there will be someone there to show you to your room. Men relatives and friends may assist in carrying baggage to and from rooms when you are moving in and out of the dormitory. You will need to make arrangements at the desk for them to do so at any other time.

BULLETIN BOARD

There is a bulletin board in the lobby opposite the mailboxes. Watch this board for announcements as there will be no announcements made except in unit meetings. If you post a notice on the board, be sure to give the date, sign your name, and remove the notice when it has served its purpose.

CARE OF ROOMS

You are responsible for cleaning your own room. You and your roommate need a schedule and co-operation to keep it neat and tidy. Cleaning supplies are furnished for each floor so don't bother to bring these with you, but remember that your room will be checked weekly for condition and cleanliness. You will be given more specific instructions regarding cleaning upon arrival.

No thumb tacks, push pins, nails, paste, or tape of any kind may be used on the doors, walls, or wardrobes. In the south wing only there is a picture molding from which pictures or bulletin boards (provided) may be hung.

RESPONSIBILITY

The college cannot be held responsible for articles lost or stolen, nor for loss by fire. You will be responsible for any unreasonable injury to hall property. Rooms must be left in good condition for the next occupant. Furniture may not be moved from one room to another.

SHEETS

At the beginning of each semester two sheets will be issued to each student. After this, one sheet will be issued weekly to each girl according to a schedule to be announced.

TO HELP YOU STUDY

Quiet hours will be as follows:

Weekdays 8:00 A.M. until 11:00 A.M.

1:00 P.M. until 5:00 P.M.

after 8:00 P.M.

Friday 8:00 A.M. until 11:00 A.M.

after 11:30 P.M.

Saturday after 11:30 P.M.

Sunday after 8:00 P.M.

Final exam week--continuous quiet hours

The piano should not be played during quiet hours. During quiet hours radios should not be audible outside your own room.

SMOKING

is permitted in the student rooms, pajama lounges, and lobby only; please co-operate with us and inform your guests of this regulation. Bring along a glass ash tray.

LIQUOR

The state law prohibits the use of all alcoholic beverages on state property. All college property including Custer Hall is state property.

DORMITORY VISITORS

All visitors must be out of the building five minutes before closing time, and the doors will be locked at the designated hour. Two signals, one fifteen minutes and another five minutes before the time visitors should be out, will be rung to remind the guests of the time.

INFORMATION DESK

Efficiency of service will be increased if you will answer signals promptly, limit your telephone conversations, avoid crowding about the desk, have the correct change whenever possible, and refrain from asking for mail not your own.

OUTSIDE DOORS

The safety of residents' property requires that exits be kept locked. Doors must not be left propped open.

FIRE DRILLS

in which all students are required to participate will be held at least once per semester.

KEYS

to rooms in the north wing may be obtained at the desk. A deposit of \$1 must be paid and will be refunded when the key is turned in at the end of the semester. A charge of 50¢ will be made each time it is necessary for the Director to unlock your door when you leave the key inside.

DUES

Hall dues will be \$1 per semester according to the Custer Hall Constitution.

HAZARDS

Triple sockets are not to be used in rooms because of the fire hazard.

REPAIRS

Report need for minor repairs in your room or hall to the girl at the desk. If you need new light bulbs, exchange the dead bulb for a new one at the desk on second floor.

STORAGE

Limited storage space for trunks is available--consult the Director or girl at the desk. (Be sure your trunk is labeled with your name).

FORMAL CLOSETS

A limited number of closets for formal dresses are available.

TAGS

Name tags and labels should be put on as many of your belongings as possible. Things will get lost, and this will help them find their way back to you.

CONSTITUTION REVISION

The Custer Hall Constitution is in the process of revision and so could not be printed in this handbook. You will hear more of this later and will have an opportunity to make suggestions and vote on the new constitution.

MONEY

Don't plan to keep large amounts of cash with you. Students may deposit money at the Business Office and withdraw the money as needed. We cannot be responsible for money or valuables left in your room.

EXPENSES

As you probably already know, room and board for one semester will be \$234 for a double room. This should be paid at the beginning of the semester or in four equal payments of \$58.50 to be paid on September 8, October 6, November 3, and December 1. Pay at the Business Office in the Colliseum.

Concerning your fees and other college expenses: Your enrollment fees will be \$62 the first semester and \$52 each semester thereafter. These fees include normal laboratory supplies, general services, and incidental services such as health service, libraries, student activity ticket, student newspaper and yearbook, and student union fee.

Books will be another item to consider and will probably be from \$15 to \$20 depending upon the courses taken and whether or not you are able to secure some secondhand books.

COLLEGE REGULATIONS FOR ALL WOMEN STUDENTS

Regular College Closing Hours:

- 10:30 P. M. Sunday night through Thursday night
- 12:00 M. Friday night
- 12:30 A. M. Saturday night

Freshmen Women Closing Hours:

- 10:30 Sunday night
- 8:30 P. M. Monday through Thursday
- 12:00 M. Friday night
- 12:30 A. M. Saturday night

Freshmen women will observe study nights in their own rooms beginning at 8:30 P. M. Monday through Thursday. During the first nine weeks of college one free night will be given Monday through Thursday which is to be used for college activities, club meetings, cultural events, or other special occasions. After the nine weeks grades are available, all freshmen women with a grade average of C may be permitted to observe regular closing hours. Students with grade averages below C will continue with study nights until a C average is maintained. Any student who drops below a C average must return to the study night schedule.

SPECIAL PERMISSION

There may be an occasion for which you will want to request special permission to be out after the regular closing hours. Such request will be discussed with the student and decision made with consideration for the welfare of the student. Special permission is usually not granted to a student with a grade average below C. All requests for permission must be made at the office of the Dean of Women by 4:00 P.M. on the day the permission is desired. Please do not ask for permission by phone.

OUT OF TOWN PERMITS

If a student is going out of town over the week-end and plans to return Sunday night or before her first class Monday morning, she may obtain permission of the dormitory director or her housemother.

If a student is going out of town any time during the week, planning to leave early or return late, thereby missing classes, she must obtain permission from the Dean of Women. This is to receive permission to be out of town and check parental permission only, as the Dean of Women cannot excuse you from classes for any reason.

OVERNIGHT PERMITS

You must obtain permission from the Dean of Women to stay overnight in Hays at any time.

PARENTAL PERMISSION

Your parents will be asked to indicate on a Parents' Permit form when and where you may stay overnight other than at your own home. They may grant you "blanket permission" which means that you may use your own judgment and go where you want or they may prefer to grant special permission for each absence from the dormitory.

LET'S GET PERSONAL

Leave high school behind you and don't wear out the suitcase going home. If you keep busy and do what is expected of you, there won't be time for homesickness. Be sure to write the weekly letter home, but there is no need to deliver it personally every week-end. Week days are for studies and week-ends are for sleep, washing hair, cleaning your room, working, studying, dates, football games, and parties--stay here and join in the fun.

Each student will want to belong to at least one campus organization. Don't be a joiner and join them all--leave a few hours for study!!! You are a member of the Custer Hall Association--others you may be interested in are: Collegiate 4-H Club, Young Women's Christian Association, Newman Club, Church groups, Women's Athletic Association, International Relations Club, Social Sororities, and Departmental Clubs. Activities such as band, choir, and intramurals are provided for the students' enjoyment.

Your wardrobe can be very simple, but must be appropriate and becoming to you. Here is a clothing chart:

Campus wear--Sweaters and skirts and casual clothes (use jewelry with discretion) "flats" and anklets.

Church and teas--Sunday dress, hat, "heels" purse, gloves, and coat if necessary.

Football game--Sport dress or suit, "flats," gloves, sport coat. Freshmen, don't forget your "hats."

Show date--Date dress, "heels," purse, gloves, and coat if needed.

Coke date--Sweater, skirt, and "flats."

Formal dance--Dress--something swishy--evening sandals.

Other incidentals are a raincoat, jeans or slacks for picnics, housecoat or brunch coat, bedroom slippers, and shower shoes.

"Your manners are the printed page on which people read of what you are inside."

