



Rock Springs Planning Guide

This guide is designed to provide you with helpful information to plan your event. Complete the Request Form and return it 30 days prior to your stay.

CONTACT INFORMATION

Mailing Address:

Rock Springs 4-H Center
(Group Name/Camp Name)
C/O (Your Name)
1168 HWY K157
Junction City, KS 66441

Fax: (785) 257-3304 (Please include a cover sheet)

Email:

General Inquiries:

administration@rocksprings.net

Scheduling & Guest Services:

mpage@rocksprings.net

Food Service:

brobison@rocksprings.net

Phone: (785) 257-3221

Business Office X106

Guest Services X109

Food Service X133

FOR YOUR INFORMATION

Plan Ahead

Meeting areas and programming fill up quickly. In order to ensure that you get the most out of your stay, plan in advance by submitting your Request Form early. Our staff is here to help you with planning your itinerary and any special needs.

Alcohol

We do not sell or serve alcoholic beverages and alcohol is not allowed in common areas. You may bring your own and consume it in your housing or meeting room with an approved Rock Springs Application for Alcoholic Beverages Consumption form. Please request and fill out the form prior to your arrival.

Check-In/Out Time

Check-In time is after 4:00 pm. Check-out is by 11:00 am. During peak periods, housing may not be available until after 6:00pm.

Pets

No pets, except service animals.

Payment & Cancellations

Full payment is due upon check-in. We accept Visa, MasterCard, Discover, American Express, checks and cash. Please discuss your payment options with our office during your initial booking. Refer to your Agreement regarding reservation adjustments and cancellations.

Wristbands

Please wear your Stay Pass wristband on Rock Springs property so that we can easily identify you and allow you access to our programming, dining and housing areas.

Store

Rock Springs logo apparel, novelty items, and various snacks are available during open hours in our store.

PLANNING AND ORGANIZING TIMELINE

Please review your agreement for accuracy and record important dates below for easy reference.

1. Making a Reservation

A. Pay Deposit

You will receive an agreement via e-mail. To confirm your reservation please sign and return it with a deposit payment. **Date Due:** _____ (see agreement) **Amount Paid:** \$ _____ **Date Paid:** _____

2. On or Before Six Months Prior to Arrival

A. First Cancellation Date

This is the first deadline to cancel or change your reservation with a minimal fee. Please contact the office with any changes.

3. 30 Days Prior to Arrival

A. Submit Request Form

The Request Form needs to be completed and submitted. In this form you will specify your meeting, snack and programming requests.

B. Submit Tax Exempt Certificate

Tax will be applied if payments are made by personal account (check or credit) or cash.

4. On or Before 14 Days Prior to Arrival

A. Final Adjustment Date

Your deadline to adjust your participant numbers with a minimal fee. Please contact the office with any changes.

5. 14 days Prior to Arrival

A. Submit your final guest and meal count to the office.

Final count: _____ Date to submit: _____

6. Arrival to Rock Springs

A. Check-In Hours: 4:00 pm or later

Payment is paid in full upon arrival. Group leaders should arrive prior to the group in order to confirm last minute details, check the Rooming List and do a walk-through of their housing and meeting areas.

B. Check Out: 11:00 a.m.

Group will check out with the Guest Services team prior to departure. A final invoice with add-on charges from week/end will be delivered prior to departure.

C. Rooming List submitted prior or upon arrival.

FOOD SERVICES

Guest(s) with special dietary needs should view our policy and fill out our food allergies and restrictions form: <http://rocksprings.net/food>

Groups must confirm meal counts at least 14 days prior to the visit. Your group will be charged for the number of participants stated in the contract; any amount above the number of participants in the contract will be charged at the appropriate rate.

STANDARD MEAL TIMES

Breakfast 7:30 - 8:00 a.m. Lunch 12.00 p.m. Dinner 5:30-6:00 p.m.

Rock Springs serves meals through a one trip buffet. An announcement will be made if there are seconds available. Guests will return their dishes, eating utensils and glasses to the cleaning station when they are finished eating.

Breaks / Refreshments – Rock Springs offers a wide variety of snacks for your event. Please complete the Request Form and turn in 30 days prior to your event. Snacks other than those listed may be available upon request. *Additional fee may apply for multiple snack locations.

BEVERAGES:

| | |
|---------------------|--|
| Coffee | \$1.75 per person |
| Hot/Iced Tea | \$1.25 per person |
| Lemonade | \$1.00 per person |
| Milk | \$1.00 per carton |
| Hot Chocolate | \$1.50 per person |
| Juice | \$0.80 per cup |
| Canned Soda | \$1.25 per person (caffeine, diet or regular) |
| Bottled Water | \$1.25 per person |
| Gott of Water | \$10.00 per gott |

SNACKS:

| | |
|-------------------------|-------------------|
| Cinnamon Rolls | \$24.00 per dozen |
| Assorted Pastries | \$20.00 per dozen |
| Whole Fresh Fruit | \$1.00 per piece |

| | |
|------------------------|-------------------|
| Cookies | \$1.25 for two |
| Campfire Smore's | \$2.00 per person |
| Granola Bars | \$1.00 per person |
| Popcorn | \$1.00 per person |

OTHER ITEMS: Priced per tray, based on seasonal options. **LG serves approx. 50-75, SM serves approx. 20-30 people.**

| | |
|-----------------------------|-------------------------|
| Chips & Dip | LG \$95.00, SM \$40.00 |
| Pita Chips & Hummus | LG \$190.00, SM \$75.00 |
| Fruit Tray | LG \$130.00, SM \$52.00 |
| Vegetable Tray & Dip | LG \$110.00, SM \$45.00 |
| Cheese & Cracker Tray | LG \$150.00, SM \$60.00 |
| Snack Mix | LG \$50.00, SM \$20.0 |

CATERING

Have a special event, party or banquet? Rock Springs can cater a specialized meal just for your event. Contact the office for more information.




GROUP SCHEDULED ACTIVITIES

All listed activities will be led by Rock Springs Instructors. Your group pricing includes up to three selected programs. For additional programs please refer to Request Form for pricing.

All activities are weather permitting and may be cancelled due to air or water temperature, storms, lightning, wind, etc. Weather can present unsafe conditions for all.

Activity Rating System

Please use the following rating system to help you in selecting the best activities for your group. Reservations for group activities can be accepted up to 1 year in advance.

-  Easy-moderate (most people can do)
-  Moderate (some physical challenge)
-  Difficult (athletic ability required)

Archery 1.0 (Standard Targets)

Archery 2.0 (3D Targets)

Archery 3.0 (Aerial Targets)

1 hour

9:00, 10:00, 11:00, 1:00, 2:00, 3:00, 4:00

We will cover safety rules and beginner aspects of shooting, and then provide instruction on proper technique.

Canoes

1 hour

9:00, 10:00, 11:00, 1:00, 2:00, 3:00, 4:00

April – October, Weather Dependent

We will cover safety rules and beginner aspects of paddling, and then provide time to get out and enjoy the water. Season is April-October

Climbing Wall

1 hour

9:00, 10:00, 11:00, 1:00, 2:00, 3:00, 4:00

Our climbing wall offers three different levels of climbing, from beginner to intermediate.

Equipment is provided.

Crafts

1 hour

1:00, 2:00, 3:00, 4:00

Have fun and get creative with paint, glitter, sand art, bracelet making (paracord and friendship) and fuse beads.

Geocaching

1 hour

9:00, 10:00, 11:00, 1:00, 2:00, 3:00, 4:00

A fun introduction into using GPS devices and exploring the natural environment around Rock Springs. Find our hidden waypoints with the GPS's to complete the course.

Horses

1 hour

9:00, 10:00, 11:00, 1:00, 2:00*, 3:00*, 4:00*

Catch your breath in the scenic Flint Hills of Rock Springs on horseback. Rides last about 20-30 minutes riding through tall grass prairie and gorgeous blue skies. Riding season April-October.

*dependent on heat index

Mt. Bikes

1 hour

9:00, 10:00, 11:00, 1:00, 2:00*, 3:00*, 4:00*

Take a spin around camp and then head out to our trail. The trail offers a fun course in the natural prairie.

*dependent on heat index

Prairie Life (Kansas Wildlife Education)

1 hour

9:00, 10:00, 11:00, 1:00, 2:00, 3:00, 4:00

Prairie Life is all about Kansas and Rock Springs animals. Participants will be given the opportunity to handle real animal furs, skulls, and live specimens. This presents youth the chance to truly have a hands-on learning experience. Included is Rock Springs Jeopardy, a time for kids to show off their inner naturalist knowledge!

Rifles ● ▲

1 hour

9:00, 10:00, 11:00, 1:00, 2:00, 3:00, 4:00

Participants will be introduced to basic riflery using .22 caliber rifles. Safety, positioning and proper shooting techniques will be discussed and practiced out on the range.

Robotics ●

1 hour

9:00, 10:00, 11:00, 1:00, 2:00, 3:00, 4:00

Learn simple programming to enable your robots to solve puzzle mazes or design a track for your robot to compete in.

Sling Shots ●

1 hour

9:00, 10:00, 11:00, 1:00, 2:00, 3:00, 4:00

Using lima beans as ammo and shooting at a variety of targets, the objective is to learn introductory shooting sports safety procedures, eye dominance and to have fun!

Stream Study ● ▲

1 hour

9:00, 10:00, 11:00, 1:00, 2:00, 3:00, 4:00

Discover the hidden aquatic life here at Rock Springs while wading through the creeks. Learn all about the macroinvertebrates that reside here as well as catching a glimpse of crawdads and orange throat darters in their natural habitat.

Team Challenge Course (low ropes & team games) ● ▲

1-3 hours

9:00, 10:00, 11:00, 1:00, 2:00, 3:00, 4:00

Participants will work together to complete tasks and goals set by the facilitator. Activities focus on two main components: communication and cooperation. Activities range from the field to a low ropes course depending on time, objective and skill level.

Trap ● ▲

1 hour

9:00, 10:00, 11:00, 1:00, 2:00, 3:00, 4:00

We will cover safety rules and beginner aspects to shooting clay targets. Compete with others or yourself and go for a personal best. Recommended age is 12 & older.

Wildlife CSI ●

1 hour

9:00, 10:00, 11:00, 1:00, 2:00, 3:00, 4:00

Rock Springs is looking for a few good Crime Scene Investigators for our police force and we want you! Participants will use field guides, group knowledge, and problem solving skills to discover who's been committing the "crime". Clues may include the perpetrators habits, diet, tracks, and more. This game provides hands-on learning regarding Kansas predators in a fun setting.

NON SCHEDULED ACTIVITIES

Non-scheduled activities are available year round, weather permitting. These activities are on your own.

9 Square-in-the-Air

9 Square in the Air is a fun and addicting group game that combines volleyball with 9 square on the ground.

Activity Fields

Use our large fields for whatever creative game you can come up with, or for the classics. Either way it's a lot of fun. It's recommended that you provide your own equipment for these activities.

Basketball

Rock Springs has both outdoor hoops at Claassen Courts and indoor hoops in our Indoor Activity Center.

Disc Golf

1 hour – estimated time to complete course

Anytime – On your Own

Disc golf is similar to regular golf; however, instead of using golf clubs and balls aiming for a hole, Disc Golf players use golf discs and aim for a basket. The object of the game is to complete each hole in the fewest number of throws, starting from a tee area and finishing at the basket. This can be played individually or as a group. Maps & Scorecards available at the main office.

Gaga Ball

Gaga Ball is a variant of dodgeball that is played with one ball. The game combines dodging, striking, running, and jumping, with the object of being the last person standing. Players hit the ball at each other with their hands, and are eliminated if the ball strikes them on or below the knee. The game can be played by a group of individual players or with teams, as well as in one-on-one matches.

Horseshoes

Challenge your friends, family or cabin mates to a game of horseshoes. A fun and friendly game of skill and a little bit of luck.

Nature Hike

Rock Springs offers a variety of walking trails that take you through all the natural habitats that are found here. Stroll through the tall grass prairie, explore the wooded areas and catch a glimpse of the abundant wildlife near the springs & creeks that snake their way through Rock Springs. Check in at Riley Wallace Education Center to get map literature before you head out.

Sand Volleyball

Enjoy a game of sand volleyball or two during your visit to Rock Springs.

Softball Field

Play a game of softball or kickball anytime with your friends. Day or night this is a camp favorite.

ADDITIONAL INFORMATION

Campfire Ring

2 Hours

Plan ahead! Our campfire rings fill up fast. Fee includes firewood and reserves the campfire ring for two hours. Don't forget the smore's (see snack list).

Extended Horse Rides

Catch your breath along the trails in the scenic Flint Hills at Rock Springs. Let our wranglers guide you through the prairie and share the rich history of our ancestors. For more information, please call.

Team Challenge Activities

How's your team/group atmosphere? Whether you are a brand new team working together for the first time or a well-seasoned team, our team challenge is right for you. We work with teams to develop or enhance their skills in: Communication, Cooperation, Trust, Problem Solving, Decision Making and more. Need to work on a specific skill? Let us know and we can incorporate it into our day of fun. We offer a variety of session lengths and curriculum. For more information, please call.

Group Radios

Rock Springs has group radios available to rent for group leaders. This is a great way for leaders to stay in communication with each other while on grounds. Radios can be rented for \$2.00/day per radio. Comes with charger.

Parking

For large groups it is recommended that you park in our overflow parking lots while on grounds. Each lodging area has small parking lots attached. Most recreational areas have a general parking area close by or located near pathways to those activity areas.

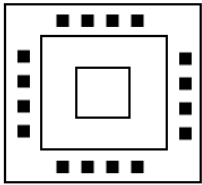
Bus Drop Off

Buses will need to follow posted signs when dropping guests off. There will be designated bus turn-arounds. We recommend that buses park at Vesper Lookout.

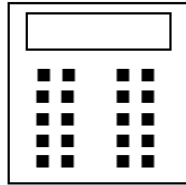
MEETING SPACES

Rock Springs offers a wide variety of meeting spaces and break out areas regardless of the size of your group. Meeting space is assigned based upon request, availability, group size and needs. Instructional aides are available in limited quantities. Please complete the Meeting Facilities section in the Request Form to finalize meeting space needs. One meeting room will be available based on your group size. If additional meeting facilities are required, rental fees may apply. For additional information, please call.

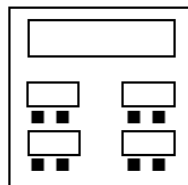
Meeting Room Set-up Styles:



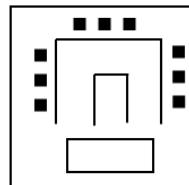
Hollow Square



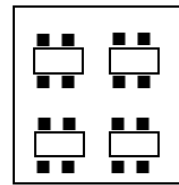
Lecture



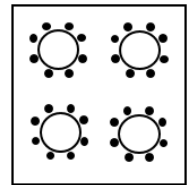
Classroom



U-Shaped



Picnic



Round

HOUSING

There are three types of housing styles offered at Rock Springs; Cabin, Cottage and Lodge.

Cabin Style – Seasonal housing of up to 400 beds offered from April-October. Each area has a centralized bathhouse with two separate sides to allow either gender. Beds are either cot or twin bunk size. Campers will need to provide their own bedding or rent bedding sets from us. Cabin Style Housing: Stoneybrook Tents, Parsons Hilltop and Camp Wa Shun Ga.

Cottage Style – Year round housing of up to 300 beds. Each housing area will have a great room where you may gather to socialize with your group and enjoy a cozy fire in the fall and winter months. Rooms vary from 4-10 people per room and most have a private bathroom. These facilities are dormitory style with twin size bunk beds. Campers will need to provide their own bedding or rent bedding sets from us. Cottage Style Housing: Asa Payne, Co-op, Weatherwax, Hansen, Preston, and Finnup.

Lodge Style – Year round housing of up to 125 guests. Cozy great rooms allow for a relaxing stay at Rock Springs. Beds are made up with linens. Towels and washcloths are provided. Rooms vary from 2-6 people and are comprised of single beds, twin sized bunkbeds and queen sized beds. Lodge Style Housing: Leadership Lodge, KCW, Bankers and Jellison.