



# Rock Springs 4-H Center Policies

## **CHECK IN TIME/CHECK OUT TIME**

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

## **WRISTBANDS**

Group coordinators are responsible for passing out and making sure guests wear a Rock Springs issued wristband while on the Rock Springs property. This helps us easily identify our guests, for safety purposes as well as our meals and free activities.

## **FOOD SERVICE**

Guest(s) with special dietary needs should view our policy and fill out our food allergies and restrictions form: <https://rocksprings.net/things-to-do/meals-dining/allergy-request/>. Menu changes or special accommodations may result in additional costs for the meals.

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 Agreement; any amount above the number of participants in the Agreement will be charged at the appropriate rate.

Standard meal times are: Breakfast 7:30 a.m., Lunch 12:00 p.m. and Dinner 6:00 p.m. Rock Springs serves meals through a one trip buffet. After all guests are through, if seconds are available an announcement will be made. Guest will return their dishes, eating utensils and glasses to the cleaning station when they are finished eating.

## **FIRST AID & EMERGENCY TRANSPORTATION**

The group coordinator is responsible for youth attending camps, family gatherings or other events without a parent or guardian in attendance. In the event of an injury, group coordinators are expected to make decisions for first-aid, emergency care and emergency transportation of participants, if needed. Note, Rock Springs reserves the right to overrule said decisions in all life threatening situations, should staff deem it necessary for the welfare of the guests involved. As such, you should obtain the names, address, and signed permission to seek emergency treatment of participants and an off-site emergency contact name and phone number. Groups are required to bring their own first-aid supplies and equipment. Please report all incidents that require off-site treatment to the Rock Springs Manager on Duty.

Rock Springs recommends that groups have adults who have CPR/AED & First-Aid certification from a nationally recognized provider, such as the American Red Cross or American Heart Association.

## **LIABILITY INSURANCE**

Rock Springs requires that your organization purchase single event liability coverage. Prior to your arrival date, you must provide Rock Springs with a certificate of liability insurance coverage listing "Rock Springs 4-H Center/Kansas 4-H Foundation" as an additionally insured entity for the duration of your stay. Liability insurance does not apply for family reunions, however it is highly recommended.

## **GROUP ROSTER**

A rooming list will be sent to you and needs to be completed and sent back prior to your arrival. This list is necessary for Rock Springs to be prepared for emergency situations.

### **LODGING RADIOS**

Your lodging facilities include a pre-programmed weather radio and a digital communication radio. The communication radio is a direct call to the Manager on Duty used for special requests and emergencies. Radios are to be left in lodging areas. Fees may be assessed if the radio is lost or damaged.

### **MEETING FACILITIES**

Meeting space is assigned based upon request, availability, group size and needs. Specific space cannot be guaranteed.

### **PROGRAMMING**

Available programs are based on your length of stay. Programs are filled on a first received basis and may not be guaranteed.

### **RESPONSIBILITY**

Decorations are permitted, but may not be affixed to walls, floors or ceilings (No scotch tape, duct tape, masking tape, nails, pushpins or any other potentially damaging fasteners allowed).

Glitter, paint, tie-dye, etc. are PROHIBITED in meeting spaces and lodging areas.

Please be respectful of Rock Springs property and of our future guests. Group leaders or the responsible adult will be liable for any damages or excessive cleaning. Fees may be assessed.

### **PETS**

Pets or domestic animals are not allowed at Rock Springs. Notify Rock Springs in advance regarding service animals.

### **FIREWORKS**

For the safety of our guests, all fireworks are prohibited from use on grounds.

### **ALCOHOL/TOBACCO**

Alcoholic beverages are not sold or served by Rock Springs and are prohibited without prior approval. Usage application will be required to be on file in advance of the group's stay. Groups with approved alcohol use may not consume in public areas. Rock Springs is a Tobacco & Drug Free Facility. The use of tobacco products, e-cigarettes, and illegal drugs is strictly prohibited on Rock Springs grounds.

### **PERSONAL SPORTS EQUIPMENT**

Rock Springs does not allow the use of personal sports equipment, such as, bows, rifles, shotguns, or climbing gear at Rock Springs activity areas. You are welcome to bring in your own fishing equipment. All fishing is catch and release. You are welcome to bring in your own sports equipment for unsupervised activities other than those listed above.

### **GOLF CARTS**

All-Terrain Vehicles (ATVs) and other recreational motorized vehicles are prohibited at Rock Springs 4-H Center. Guests are welcome to bring bicycles, strollers, etc. Our request is that you be respectful of other guests on grounds and stay on roads and paths. Golf carts are permitted in certain instances and must have prior approval. Please request our waiver form to be filled out for authorization.

**SAFETY**

Rock Springs has the authority to end any event if participants or center staff is in danger, or some threatening situation arises during the event. To protect the client, any guests exhibiting signs that they may cause damage to the facility will be asked to leave the property by Rock Springs management.

**ACA CAMPER RATIO RECOMMENDATIONS**

Rock Springs 4-H Center is an American Camp Association (ACA) Accredited Camp. As such, they have recommendations on staff/camper ratios.

	OVERNIGHT CAMPS	DAY CAMPS
5 years and younger:	1:5 staff/camper ratio	1:6 staff/camper ratio
6-8 years of age:	1:6 staff/camper ratio	1:8 staff/camper ratio
9-14 years of age:	1:8 staff/camper ratio	1:10 staff/camper ratio
15-18 years of age:	1:10 staff/camper ratio	1:12 staff/camper ratio

At least 80% of staff (100% for camps primarily serving persons with special needs) are 18 years of age or older.

All staff are at least 16 years of age and at least 2 years older than the minors with whom they are working with.

Please provide training to all staff to minimize the potential of any personnel being in a one-on-one camper/personnel situation when out of sight of others.