



Rock Springs Ranch 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.

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.

ON SITE COMMUNICATION

During your stay, there will be a Manager on Duty 24/7 to check in with you. Group Leaders will be issued a communication radio to get in touch with the Manager on Duty. The communication radio is a direct call to the MOD used for special requests and emergencies. Each lodging facility includes a pre-programmed weather radio and an additional communication radio that are to remain in the lodging. Fees may be assessed if radios are lost or damaged.

LODGING CAPACITY MINIMUM

To best serve all of our guests, we require groups to fill lodging at 65% capacity or higher at our normal rates. If a group is below 65% occupancy, the group will be responsible for a minimum payment of the 65% occupancy price for that housing unit.

FOOD SERVICE

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

Groups must confirm meal counts at least 14 days prior to arrival. 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 meal rate.

As a non-profit, we strive to keep our rates as low as possible for our guests. For this reason, our policy is that we do not serve meals through our Food Service Department for groups of less than 25 people unless they agree to our policy. If a group with less than 25 people chooses to go ahead with meals provided by our Food Service Department for their stay, then our policy is that the group must pay full price for all meals for the number of people in attendance as well as 70% of the meal price for the difference between their group number and 25. The one exception to this policy is that if during your stay, there are other groups on site that are using meals provided by our Food Service Department, then we will not require the difference to be paid.

Guests 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/> .

FIRST AID & EMERGENCY TRANSPORTATION

Each guest is required to complete the Rock Springs Health and Participation Form that is provided. Forms must be completed upon arrival. 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. 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.

SAFETY

Rock Springs has the authority to end any event if participants or staff are 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.

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 Ranch/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. For more information about purchasing single event liability coverage, contact your current insurance provider.

GROUP ROSTER

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

MEETING SPACE & PROGRAMMING

Meeting spaces and programs are filled on a first received basis and may not be guaranteed.

USE OF RESERVED SPACES

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 damager 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 FIREARMS

Guests are not allowed to bring or use firearms or other weapons at Rock Springs. Possession of firearms and other weapons is strictly prohibited.

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. 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 requests our waiver form to be filled out for authorization.

ACA CAMPER RATIO RECOMMENDATIONS

Rock Springs Ranch is an American Camp Association (ACA) Accredited Camp. As such, they have recommendations on staff/camper ratios for youth organizations.

	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

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

We recommend two deep leadership for all age groups.

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.

As the leader of this group, I agree that all participants and leaders will abide by the above policies.

Signed _____ Print Name _____

Group Name _____ Date _____