



4-H CENTER POLICIES

Rock Springs 4-H Center is dedicated to making the best better for all Kansas youth through the highest standards of service in a safe, positive environment to advance the educational, physical, spiritual and social values of 4-H and similar organizations.

Whether it is a professional meeting, children's camp, family reunion, business retreat, recreational outing or church conference, Rock Spring 4-H Center is equipped to meet the needs of your group or organization.

Lodging

Rock Springs offers three styles of lodging in accommodations which range from rustic cabins to modern hotel style lodges with a variety of pricing options. Rooms may accommodate one to 20 people with set-up based on one of the three housing styles.

Check-in time is 4:00 pm. Check-out time is 11:00 am.

Food Service

Rock Springs offers a variety of nutritious meals. The Food Service Director is responsible for selecting the menu. Guests with special dietary needs should view our policy and fill out our food allergies and restrictions form:

<http://rocksprings.net/Food-Allergies/index.shtml>

Groups must confirm meal counts at least 14 days prior to their visit. Guaranteed minimums will be charged as stated in the contract; any number above the guarantee will be charged at the appropriate rate.

Standard meal times are breakfast served at 7:30 a.m., lunch at 12:00 p.m. and dinner at 6:00 p.m. Adjustments to meal times may be arranged. Meals are generally served for 30 minutes; to assure fresh, hot meals, groups are expected to be in line and ready at meal service time. Our meals are normally served buffet style; guests may return to the line for seconds and will return their dishes, eating utensils and glasses to the cleaning station when they are finished eating.

Normally private dining is not available; groups at Rock Springs come together in the Dining Room for their meals. Groups who want a private meal or are interested in having a program during their meal need to notify the Center staff in advance to avoid any conflicts, additional fees may apply.

Refreshment breaks can be scheduled with Rock Springs 4-H Center. A variety of food and drinks can be made available to your group.

Conference Facilities

Conference rooms are available for 10 to 400 people and a variety of setups can be accommodated. Audio-visual equipment is available and installed in most meeting places. Wireless internet is limited, but available.

Communication about the reservation will be between a group-identified coordinator and Rock Springs administrators. The group coordinator will be sent a contract packet to include pricing per person and a tentative invoice. This person will be responsible for check-in, communication between the group and Rock Springs while the group is on grounds and check-out. The group coordinator will also be expected to pay the final invoice with one check prior to departure.

Use of Our Facilities

Rock Springs 4-H Center and the Kansas 4-H Foundation's mission is to serve the state of Kansas in developing positive youth development programs. With this goal in mind, the following usage policies should be followed while on Rock Springs grounds.

ATV's

Safety of all guests is one of our highest priorities. In order to ensure safety, ATV's 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 our guests be cognizant of all other guests when using this type of equipment.

Pets

Pets or domestic animals are not allowed at Rock Springs. If it is determined pets are on grounds with a group, you will be asked to remove the pet and the group will be invoiced \$100.00 per pet per day the group is on grounds, plus any applicable cleaning fees. Please notify Rock Springs in advance regarding the need for service animal usage.

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 must keep beverages in meeting spaces/housing only. No Alcohol is allowed outside of these spaces.

Rock Springs is a Tobacco Free Facility. The use of tobacco products and e-cigarettes is strictly prohibited.

Fireworks

Rock Springs 4-H Center is a private facility that makes its home in a three county area. In order to comply with local regulations and for the safety of our guests, all fireworks are prohibited from use on grounds.

Damages

Rock Springs Staff will document any damages that take place during a group's stay. The group coordinator will be notified and any repair cost will be the responsibility of the group and will be reflected in the final invoice. Rock Springs is *your* home too! Please help us keep it in the best shape possible!

Failure to follow any of Rock Springs 4-H Center policies may result in additional charges in fees or penalties.