Lock-In Rules & Regulations

We hope parents and participants understand these rules, which will allow teens to have fun while remaining safe at this activity. If you have any questions or concerns **call Sara Doyle or Skyler Robinson at 785-625-9014.**

**General Info**

* Registration begins at **7:30 PM** and the lock-in **begins at 8:00 PM on Friday, July 19th and ends on Saturday, July 20th at 7:00 AM**.
* This form must be completed and turned in at the YA Desk **by 6:00 p.m. on Tuesday, July 16th.** If there are openings left, staff may make exceptions and allow a teen to register late.
* Participants must be in good standing at the Hays Public Library. If there have been repeated behavior problems, teens may not be able to participate in the lock-in. **This is at staff discretion**.
* Participants will be divided into teams. Teams will be decided before the lock-in and decisions will be final. Teens cannot change their cabin to be on the same team as their friends. There will be plenty of free time to hang out with friends throughout the lock-in.
* The lock-in involves activities every hour. While teens may sleep if they wish, they are required to check in every hour at the beginning of the activity.

**Pick up & drop off**

* Teens must be dropped off by no later than 8:00 PM Friday and picked up on Saturday no earlier than 7:00 AM sharp. Drop off and pick-up will be in the Southwest parking lot. **Teens can only be picked up by the person designated on the form.**
* Teens may not leave the lock-in until the designated person picks them up on Saturday at 7:00 a.m. Exceptions may be made in the case of an emergency.
* Guardians will receive a staff member’s cell phone number for emergencies at drop-off. If this information is needed sooner, contact Sara Doyle or Skyler Robinson at the information above.

**At the lock-in**

* No food or drink should be brought to the Lock-in. Food and drinks will be provided. If there are dietary restrictions or allergies, please fill out the form on the next sheet accordingly.
* All bags brought to the lock-in are subject to search by the librarians.
* **No medication will be allowed unless the guardian notifies the librarians in advance.** If your child requires medication, please fill out the form on the next sheet accordingly. If you have additional concerns, reach out to Sara Doyle or Skyler Robinson at [the](mailto:velwood@hayslibrary.org) information above.
* Electronics will be allowed (Phones, iPods, Gaming devices, etc.). However, library staff will not be responsible for these items. We want participants to enjoy the activities, so we prefer these items to be left at home.

**Behavior**

* Treat all property with respect. Participants and their parents are responsible for any damage they cause.
* **If participants demonstrate that they are unable to follow our regular behavior expectations and/or the guidelines listed above, they may be asked to leave the lock-in. Guardians will be called and asked to pick up their children, no matter the time.** This behavior includes, but is not limited to: bullying, violence, drugs, alcohol, theft, vandalism, etc.
* Any misbehavior that results in staff having to contact parents will result in the **participant not being eligible to win the grand prizes or attend the Summer Ending Party**.

**Emergency Numbers**

Sara Doyle: (316)204-2789

Skyler Robinson: (785)955-0239

Lock-In Permission Form

Teen’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_

Parent/Guardian’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number where the guardian can be reached from 8:00 P.M. – 7:00 A.M.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teen will be dropped off by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by 8:00 P.M. on Friday, July 19th.

Teen will be picked up by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at 7:00 A.M. on Saturday, July 20th

If participant is driving themselves, will they be driving any other teens (Yes or No)? \_\_\_\_\_

If yes, please list names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please list any dietary needs, allergies, or medications staff need to be aware of below (extra details can be emailed Sara Doyle at sdoyle@hayslibrary.org): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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By signing below, you are acknowledging that you have read and agree to all the information on the previous sheet of this page. The guardian signing below is accepting full responsibility for the participant for the entirety of the lock in.

Participant signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_