

Dear Parent/Guardian,

The Moline Public Library will hold a Teen/Tween Library Lock-In on **Friday, August 1, 2025**. This event is open to those who have completed the 2025 Teen Summer Reading Program. This permission slip must be returned to the library no later than **Thursday, July 31 at 8 p.m.** for your child to be able to participate.

The Lock-In will take place at the Moline Public Library at 3210 41st Street, Moline, IL and will begin at 4:30 p.m. with pizza in the Children's Program Room. No participants will be admitted after the library closes at 5:00 p.m. A variety of activities will be offered throughout the evening, including gaming, crafts, and more. Participants may bring their own books, handheld games, or other card/board games, as well as a pillow/blanket if desired but are responsible for their own items.

If dropping off your child, please be sure to be here for pickup at **8:30 p.m.** Older siblings attending the event may drive their younger siblings home. Any adult wishing to stay with their child during the event must submit a background check. Instructions are attached. You may also wait in the lobby, in which case no background check is needed.

Participants will not be allowed to leave early, except in cases of emergency or illness, unless prior arrangements have been made. For their safety, under the age of 14 not picked up by **8:45 p.m. will be taken into custody by the Moline Police Department.**

In case of emergency, please call Teen Services Librarian, Tess. Cell phone number provided at registration.

SUMMER READING TEEN/TWEEN LOCK-IN PERMISSION SLIP

I give _____ permission to participate in the **Summer Reading Teen/Tween Library Lock-In** at the Moline Public Library on **Friday, August 1, from 4:30 to 8:30 p.m.** I am aware I must be available at any time from 4:30 to 8:30 p.m. on **Friday, August 1** to pick up my child in case of emergency or if they break a rule. I understand that if I choose to stay with my child during the program, I may remain in the lobby or complete a background check if in the library.

Name of Parent/Guardian or Participant if 18 or over (please print)

Signature of Parent/Guardian or Participant if 18 or over

Date

I understand if my child is not picked up by **8:45 p.m.**, they will be taken into custody by the Moline Police Department for their safety, if they are under the age of 14. _____ **(Initial)**

I plan to stay with my child and will complete a background check before the event _____ **(Initial)**

Please list any food allergies or other medical conditions that your child has that we should be aware of:

Please provide the following contact information in case of an emergency during the program. Be aware that in the case of a medical emergency, library personnel may call 911 prior to notifying this contact person.

Name: _____ Phone: _____

Relationship to Child: _____

Dear Teen/Tween Participant,

The Moline Public Library Summer Reading Tween/Teen Lock-In will take place at the Moline Public Library on **Friday, August 1, 2025**. In order to participate, you must have completed the 2025 Teen Summer Reading Program and returned this contract to the library no later than **Thursday, July 31, at 8 pm**. The Lock-In will begin at 4:30 p.m. with pizza in the Children's program room. You must arrive before 5:00 p.m. and will not be allowed to leave before 8:30 p.m. unless prior arrangements have been made. A variety of activities will be offered throughout the evening. You may bring your own books, handheld games, or other card/board games, as well as a pillow/blanket if desired, but you are responsible for your items.

During the Lock-In you will be expected to abide by the following rules of conduct. You will receive one warning if these rules are broken. A second offense may result in having your parent/guardian contacted to pick you up.

RULES OF CONDUCT FOR TEENS/TWEENS

Inappropriate conduct includes but is not limited to:

- Threatening, offensive, or abusive language and behavior
 - Harassment of employees or other participants
 - Misuse or defacement of library facility or materials
 - Violating any state, federal or local law
 - Violating terms of use for computers
 - We shouldn't have to say it... but please, keep your hands to yourself
-

SUMMER READING TEEN/TWEEN LOCK-IN CONTRACT

I _____ have read and agree to abide by the rules and policies of the Moline Public Library's Teen Lock-In. I understand that if I break one of these rules, I will receive only one warning and that if I break another rule, my parent/guardian may be contacted and asked to pick me up from the library lock-in.

Name of Participant (please print)

Signature of Participant

Date

THIS IS ONLY NEEDED IF YOU ARE A PARENT/GUARDIAN STAYING IN THE LIBRARY WITH YOUR CHILD DURING THE LOCK-IN. You may also drop off your child or remain in the lobby.



City of Moline, Illinois

Intern/Volunteer Background Check

Please note: if you are **under 18 years old**, you must complete a paper form instead of submitting your information through the intern/volunteer portal.

1. Log on to <https://molinerisk.volunteerportal.net>
2. Review text on the Welcome page
 - a. Enter password: **Moline17**
 - b. Click **"Start Your Background Check"**
3. Enter your home address
4. Enter primary intern/volunteer opportunity
 - a. State: Illinois
 - b. City: Moline
 - c. Zip Code: 61265
 - d. County: Rock Island
 - e. Click **"Continue"**
5. Review text on the Disclosure page
 - a. Enter **"Full Name"**
 - b. Use your mouse to sign in the **"Signature"** box
 - c. Click **"Continue"**
6. Review text on Authorization page
 - a. Enter **"Full Name"**
 - b. Use your mouse to sign in the **"Signature"** box
 - c. Click **"Continue"**
7. Enter Personal Information

- a. All fields marked with a “*” are required
- b. Click “**Continue**”

Next Page

- 8. Review all information to ensure its accuracy before proceeding
 - a. If any corrections need to be made, click “**Edit Information**” to return to the Personal Information page.
- 9. Click “**SUBMIT**” only ONCE to submit your information

If you are unsure if your search was submitted, please contact Fawn in Human Resources at 309-524-2068 or fschultz@moline.il.us.

It takes a few days for background checks to be processed. A representative from the City of Moline will contact you after your background check has been completed. Revised 3/26/19; 2/7/24