



## Nursery Request Form

Please note:

- *All necessary forms must be completed at least 2 weeks prior to your event for proper notification of those involved.*
- *Request approval is at the discretion of Children's Pastor, Nursery Director, and/or Facilities Supervisor.*
- *If you have any questions please call 409.892.8475.*

### EVENT / CONTACT INFO

Event Name (if applicable):

Contact Name:

Contact Email:

Contact Phone:

Which budget will be charged for nursery and clean up?

**DATE AND TIME**

Date of Event  <input type="text"/>	Event Start Time:  <input type="text"/>	Event End Time:  <input type="text"/>
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**LOCATION**

- Sanctuary  Chapel  Fireside Room  Event Center Main Auditorium
- Event Center Classroom  Building 2  Building 3  Building 4
- Parking Lot/Church Grounds  Offsite (please specify): \_\_\_\_\_

**CHILDCARE INFO**

*\*Please note each room requires at least 2 workers\**

**Infant Nursery**

*0-1 Yr Old*

**Toddler Room**

*1-2 Yr Old*

**Pre-School Room**

*2-3 Yr Old*

**Pre-Kindergarten**

*4-5 Yr Old*

**Elementary/Other**

*\*REQUIRES PRIOR APPROVAL FROM CHILDREN'S PASTOR\**

**Usage Policies:**

1. Request must be made at least 2 weeks prior to event.
2. Children will not be permitted in nursery without pre-registration.
3. Nursery services are available for children ages birth through 5.
4. Requests for older kids (> age 5) require prior approval from Children's Pastor and Nursery Director.
5. Requester is responsible for coordinating Facility Services (i.e. security) via the "Building/Facility Request Form."

**I have read and agree to all the usage policies.**

Yes, I agree to all usage policies

\_\_\_\_\_  
Signature Printed Name Date Completed

*Office Use Only:*

**Approved by:**

\_\_\_\_\_  
Signature Printed Name/Title Date Approved