

**Guidelines for Requesting
Nursery Support for Special Events
(8/2004)**

Guidelines to request Nursery support for functions not open to the whole church body, but a specific group and outside the normal Nursery operating hours:

1. There must be a minimum of 5 children in attendance for each session. The Nursery will not open for less than 5 children.
2. A single contact person is to be designated by the group to take care of all written and verbal communication between the group and the Nursery Director.
3. There must be a minimum of 3 weeks between the *submission* of a written request form to the Nursery Director and the *start date* of the event (Form can be picked up from the Nursery Office).
4. Approval/Denial will be communicated to group liaison within 2 days of Nursery Director receiving the written request form. Approval/Denial is based upon staff availability and/or conflicts with scheduled Nursery events.