

Room Request Form for CPC

Instructions: **ATTENTION** Please read carefully:

- Fill in General Information.
- Contact Debra Carroll to see if the date you need is available. If available, fill in Step 1.
- If event needs Senior Pastor's approval, complete Step 2 before moving to Steps 3-12.
- Fill in Steps 3-12 according to specific department(s) you will need to assist in your event. **DO NOT GIVE THIS FORM TO DEPT. LEADERS.** (You do not need signatures from Dept. Leaders.)
- However, you **DO NEED APPROVAL**, which can be received by phone or email response. Once you have approval, check it off and list the date you received approval.
- Clearance of a date with Debra Carroll **MUST BE ACCOMPANIED** by Senior Pastor's final approval at the bottom.
- Once you have **COMPLETED the form**, you **MUST** turn in your form to Debra Carroll.
- **Only** events with **completed and turned-in forms** accompanied with Senior Pastor's approval will be **recognized for the Church Calendar of Events.**
- You are required to leave **ALL** rooms in a clean condition. All trash must be bagged and taken to outside bins, the floor vacuumed and tables and chairs placed **in their original locations.**
- **If using the Fellowship Hall:** Floors must be vacuumed. Trash must be bagged and taken to outside bins. Tables must be put away and chairs placed in rows for Wednesday prayer meeting.
- **If using the kitchen:** Counters, sinks and other areas must be cleaned; dishes washed and put away; floor swept and mopped; all personal items should be removed; **all trash must be taken outside to the dumpster.** (Remember, the kitchen is not for cooking, only warming up food!)

GENERAL INFORMATION

Today's Date: _____

Your Name: _____ Day Phone: _____

Department/Ministry: _____ Expected Attendance: _____

Event Date: _____ Start Time: _____ End Time: _____

Room(s) Requested: _____

STEP 1: Date/Room Availability

Date Contacted: _____

_____ I have contacted Debra Carroll and the date, time & room(s) are available for my event.

* Debra can be reached at 703/ 548-5998 – ext 10 or office@cpcsd.org.

STEP 2: Senior Pastor

- If you check any of the lines below you will need the Senior Pastor's signature before your request can be processed:

_____ I am inviting someone to speak for Worship

_____ I am planning a concert or workshop

_____ My event will impact the 1st or 2nd Worship service.

Senior Pastor's Signature: _____ Date: _____

STEP 3: Treasury

- Any treasury needs must be approved by Conrad Bridges before turning in this form. You can reach Conrad at 202/ 345-9186.

_____ I am planning to take up an offering for this event.

_____ Approved by Conrad Bridges Date Approved: _____

STEP 4: Worship Ministry

- If your event is during 1st or 2nd service you must call Michelle Jefferson on 703/ 919-6033 with your list of platform participants for one or both services.

_____ Approved by Michelle Jefferson Date Approved: _____

STEP 5: Sound Team

- Any requests for sound system or sound team members must be approved by Doug Buttner before turning in this form. You can reach Douglas at 571/ 278-6645 or dcbuttner@aol.com

_____ I will need the Sound System for my event (Requires 3-weeks prior notice).

_____ Approved by Sound Team Leader, Doug Buttner Date Approved: _____

STEP 6: Video Text

- If you need Power Point projection for your event contact Dionne Finney at 240/ 281-3329.

_____ Approved by Dionne Finney Date Approved: _____

STEP 7: Video/Streaming Team

- Any requests for recording or streaming (or team members) must be approved by David McCoy before turning in this form. You can reach David at 804-852-8291 or wadadlian@verizon.net.

_____ I would like to record for my event (**Requires 3-weeks prior notice**).

_____ I would like to stream my event (**Requires 3-weeks prior notice**).

_____ **Approved by Video/Streaming Team Leader, Dave McCoy**

Date Approved: _____

STEP 8: Deacons

- Any line checked below must be approved by Hershell Smalls, before turning in this form. You can reach Hershell at 540/ 657-6206.

_____ I will need the room(s) prepared for my event.

_____ I will need the Church opened for my event. (You must also make arrangements for closing.)

_____ I will need other assistance from the Deacons for my event (e.g. offering collected)

_____ **Approved by Hershell Smalls**

Date Approved: _____

STEP 9: Kitchen

- Any use of the kitchen must be approved by Ester Marandure before turning in this form. You can reach Ester at 703-395-9338 or chiandos@aim.com.

_____ I will need access to the kitchen.

_____ **Approved by Ester Marandure**

Date approved: _____

STEP 10: Plastic/Paper Goods

- You MUST call Don Powell to let him know of your need for plastic/paper goods. You can call Don on 703/ 599-7578.

_____ I will need plastic ware & paper products (forks, knives, spoons, plates, cups, napkins, table cloths)

_____ **Items requested from Don Powell**

Date Approved: _____

STEP 11: Ushers

- Any need for ushers must be approved by Michelle Buckmire before turning in this form. You can reach Michelle at 202/ 321-2979.

_____ I will need assistance from the ushers for my event.

_____ **Approved by Michelle Buckmire**

Date Approved: _____

STEP 12: Music

- Any musical needs must be approved by Cheryl Bridges before turning in this form. You can reach Cheryl at 240/ 393-3713 or levitepraise3@yahoo.com.

_____ I will need the assistance of a pianist or other musical talent for my event.

_____ I am having a concert.

_____ **Approved by Cheryl Bridges**

Date Approved _____

_____ Event Approved /Comments: _____

_____ Event Denied / Explanation: _____

Senior Pastor's Signature: _____

Date: _____

COMPLETED FORM RECEIVED BY DEBA CARROLL ON THIS DATE: _____