

**REQUEST FOR BOARD ACTION
HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: July 17, 2013

SUBJECT: Use of Courtroom – NCACC

PRESENTER: Terry Wilson

ATTACHMENTS: Yes
1) Letter of request
2) Application for Use

SUMMARY OF REQUEST:

A request has been submitted on behalf of the North Carolina Association of County Commissioners for the Board of Commissioners to consider allowing them to use the Courtroom on Thursday, September 19, 2013 from 9:00 a.m. to 4:00 p.m. The Courtroom would be used to hold a Local Government Debt Setoff Program Training Workshop.

BOARD ACTION REQUESTED:

Staff suggests approving the request.

SUGGESTED MOTION:

I move that the Board approves use of the Commissioners' Meeting Room (Courtroom) as requested on behalf of the North Carolina Association of County Commissioners on Thursday, September 19, 2013 from 9:00 a.m. to 4:00 p.m. to conduct a Local Government Debt Setoff Program Training Workshop.

June 27, 2013

Dear Ms. Wilson,

I am writing to request to use the Commissioners Chambers in the Historic Courthouse on Thursday, September 19 to hold a Local Government Debt Setoff Program Training Workshop. The workshop would be from 10:00 a.m. – 3:00 p.m.; however we request use of the Chambers from 9:00 a.m. – 4:00 p.m. for set up and clean up.

Please do not hesitate to contact me if you have any questions or if I can provide further information.

Thank you in advance for your consideration.

Sincerely,
Lisa



Lisa Nolen
Outreach Coordinator
North Carolina Association of County Commissioners
Phone: 919-715-4362
Fax: 919-733-1065
www.ncacc.org
www.welcometoyourcounty.org

**APPLICATION FOR USE OF
COURTROOM #208**

**Henderson County Historic Courthouse
1 Historic Courthouse Square
Hendersonville, NC 28792**

Use of the Courtroom must be preapproved by the Board of Commissioners at a regularly scheduled meeting on the Consent Agenda.

Lisa Nolen
Name of Applicant Making Request: lisa.nolen@ncacc.org 4/25/13
E-mail address: Date of Application

215 N. Dawson St., Raleigh, NC 27603
Mailing Address, State, Zip Code of Applicant: 919-715-4362
Phone Number of Applicant

NC Local Government Debt Setoff Program Training Workshop
Name of Event or Purpose:

Sept. 19, 2013 10:00 AM until 3:30 PM
Date of Event (Beginning Time) Time of Event (Ending Time)

The remainder of the application will be completed by the Clerk to the Board

PERMISSION GRANTED TO USE COURTROOM #208 Date Request Approved

Chairman, Board of Commissioners

PERMISSION TO USE COURTROOM #208 DENIED Date Request Denied

Chairman, Board of Commissioners

REASON DENIED: _____

Date Payment Received	Amount Remitted		Check Number	Check Date
	Cash	Check		

¹Effective July 7, 2008, the Henderson County Board of Commissioners approved a Facility Use Fee to cover expenses to utilize county staff to secure the building when the Courtroom is used for non-county government purposes after business hours, 5:00 pm until 9:00 pm Monday through Friday, 8:30 am until 9:00 pm Saturday through Sunday. The Facility Use Fee is \$25 per hour with a \$50 minimum. The fee is based upon the number of hours listed in the beginning and ending time on this application and is payable to Henderson County upon presentation of this completed application to Clerk to the Board Terry Wilson. No refund is given for hours reserved but not used; no extension of hours is permitted. The courtroom must be cleaned after use.