

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

MEETING DATE: August 3, 2015

SUBJECT: REQUEST FOR USE OF COURTROOM

PRESENTER: Terry Wilson

ATTACHMENTS: Yes
1. Application

SUMMARY OF REQUEST:

Carolyn Justus of the Heritage Museum has requested use of the courtroom for Tuesday, September 1, 2015, from 5:30 p.m. until 8:00 p.m. for a meeting of the Edneyville Grange along with a tour of the museum. Per the Facility Use Policy the use of the Commissioners' Meeting Room (Courtroom) must be approved by the Board of Commissioners during a regularly scheduled meeting.

BOARD ACTION REQUESTED:

Staff suggests approving the request.

SUGGESTED MOTION:

I move that the Board approves use of the Commissioners' Meeting Room (Courtroom) by the Heritage Museum on Tuesday, September 1, 2015 from 5:30 p.m. until 8:00 p.m.

**APPLICATION FOR USE OF
COMMISSIONERS' MEETING ROOM 208
COURTROOM
Henderson County Historic Courthouse
1 Historic Courthouse Square
Hendersonville, NC 28792**

Name Of Applicant Making Request¹:

E-mail address:

Date of Application

Henderson County Heritage Museum

July 28, 2015

Address of Applicant:

Phone Number of Applicant

1 Historic Courthouse Square

674-5007 (878)

Mailing Address, State, Zip Code

(Area Code)

Purpose:

Providing Edneyville Grange a place to meet, also providing a guided tour of millerium

Name of Event

Date of Event

September 1, 2015

Time of Event

5:30 pm

(Beginning Time)

8:00 pm

(Ending Time)

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

☐

PERMISSION GRANTED TO USE COMMISSIONERS' MEETING ROOM 208

Clerk to the Board/Designee

Date Request Approved

☐

PERMISSION DENIED TO USE COMMISSIONERS' MEETING ROOM 208

Clerk to the Board/Designee

Date Request Approved

REASON DENIED:

Date Payment Received	Amount Remitted		Check Number	Check Date
	Cash	Check		

¹ Effective 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 community room 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 room must be cleaned after use and restored to the original configuration.