REQUEST FOR BOARD ACTION HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE:	July 18, 2018		
SUBJECT:	Use of Courtroom		
PRESENTER:	Samantha Reynolds, Finance Director		
ATTACHMENTS:	Yes 1) Application for Use		

SUMMARY OF REQUEST:

A request has been submitted on behalf of the Finance Office for use of the Courtroom on Tuesday, December 4, 2018 from 8:30 a.m. until 5:00 p.m. for a MUNIS User Group training session.

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 Tuesday, December 4 2018 from 8:30 a.m. until 5:00 p.m. for a MUNIS User Group training session.

APPLICATION FOR USE OF <u>COURTROOM #208</u> 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.

Samantha Reynolds Name of Applicant Making Request ¹ :	Sreynold s@hender E-mail address:	Soncountync.org 8-6-2018 Date of Application				
<u>113 N. Main Street, Hendersonville</u> Mailing Address, State, Zip Code of Appl	licant:	828-697-4821 Phone Number of Applicant				
MUNIS User Group Training Session Name of Event or Purpose:						
12-4-2018 Date of Event	8:30am (Beginning Time) T	until <u>5:00pm</u> ime of Event (Ending Time)				
The remainder of the application v	will be completed by the	Clerk to the Board				
PERMISSION GRANTED TO USE C	COURTROOM #208	B Date Request Approved				
Chairman, Board of Commissi	ioners					
PERMISSION TO USE COURTROO	M #208 DENIED	Date Request Denied				
Chairman, Board of Commiss	ioners					
REASON DENIED:						

Date Payment	Amount Remitted		Check	Check
Received	Cash	Check	Number	Date

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.