



Henderson County

1 Historic Courthouse Square, Suite 2 • Hendersonville, NC 28792
Phone (828) 697-4809 • Fax (828) 698-6014 • www.hendersoncountync.gov

Application for Use of the Historic Courthouse Grand Community Room – Room 219¹

1 Historic Courthouse Square Hendersonville, NC 28792

Name of Applicant Making Request²

Date of Application

Mailing Address of Applicant

Phone Number of Applicant

E-mail Address of Applicant

Purpose for Use of Facilities

Date of Event

Beginning Time

End Time

Applicant Signature

- By signing above, applicant acknowledges that they are responsible for any and all damages to facilities and grounds, as outlined in "Rules Governing the Use of all Facilities and Grounds" found on Page 5 of the Facility Use Policy.

The remainder of the application to be completed by the Office of the County Manager

PERMISSION GRANTED TO USE HISTORIC COURTHOUSE GRAND COMMUNITY ROOM

Public Information Officer

Date Request Approved

PERMISSION DENIED TO USE HISTORIC COURTHOUSE GRAND COMMUNITY ROOM

Public Information Officer

Date Request Denied

Reason Denied:

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 p.m. until 9:00 p.m., Monday through Friday and 5:00 p.m. until 9:00 p.m. Saturday and Sunday. The Facility Use Fee is \$25.00 per hour with a \$50.00 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. No refund is given for hours reserved but not used; no extension of hours is permitted.

² The individual(s) signing this application are responsible for providing a photo id as part of the application process. The community room must be cleaned (trash emptied) after use and restored to the original configuration. The person named on the application is responsible for room use.

STATEMENT OF DISCLAIMER

Public Use Policy
County of Henderson

In renting, leasing, or making available the County of Henderson's facilities and grounds, neither the Henderson County Board of Commissioners, nor the Henderson County employees, assume any responsibility for the loss of or damage to any property placed on the premises by the user, or for loss or damage of any property or personal effects, including but not limited to, vehicles and their contents, or for any injury to the user, its members, employees, agents, guests, or participants, all of whom hereby agree to hold the County of Henderson, the Henderson County Board of Commissioners, the County Manager and County employees harmless for any loss or damage sustained while using Henderson County facilities and grounds.

The County of Henderson is committed to providing opportunities in access and employment in all programs, services, activities, grounds and facilities without regard to age, sex, race, color, religion, national origin, creed, political affiliation, or disability.

I have read and agreed to the policy for using the County of Henderson's facilities and grounds.

Organization/Group Representative:

Signature

Date

Print Name, Organization and Title

FOR COUNTY USE ONLY

Approved:

Denied:

County Manager or Designee:

Signature

Title

Date