

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

MEETING DATE: September 8, 2009
SUBJECT: REQUEST FOR USE OF COURTROOM
ATTACHMENTS: YES

SUMMARY OF REQUEST:

A letter (attachment 1) and application (attachment 2), was received from Col. William T. Stanley, Chairman of the Pearl Harbor Day Commemorative Committee, requesting use of the Courtroom on December 7, 2009 for a Pearl Harbor Day Ceremony. 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 Pearl Harbor Day Commemorative Committee for December 7, 2009.

JUL 20 2009

Col. William T. Stanley, USAF (Ret)
Chairman, Pearl Harbor Day Commemorative Committee
15 Delacy Drive
Hendersonville, NC 28739
July 16, 2009

cc: Terry

Bill Moyer, Chairman
County Commissioners
1 Historic Courthouse Square, Suite # 1
Hendersonville, NC 28792

Dear Sir,

Thank you for attending our July 14 PHDCC meeting; your helpful suggestions are greatly appreciated.

This letter is to formally request the use of the Historic Courthouse Courtroom for our December 7, Pearl Harbor Day Ceremony. We propose to begin at 11 a.m. and the program should be over at 12 noon. We will need access from 9:30 a.m. until 12:30 p.m.

We request space for 14 in the front area and a speakers' podium at the front and center of the area (facing the audience) with a microphone. The program participants will be seated behind the podium. We need to have the American flag displayed to the right of the participants (left of the audience) and the State flag on the other side. There may be some presentations to members of the audience; therefore, access to the front from the audience is needed.

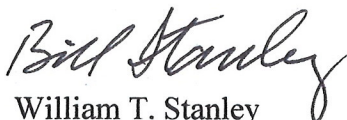
We have had an average of 150 at our previous ceremonies, first in front of the courthouse and then at the BRCC Bo Thomas auditorium. We would like to be prepared for at least 150 in the audience. Some of our attendees are limited in mobility, so we would like the elevator to be available. We will have members of our committee and/or JROTC cadets downstairs to hand out programs and point out directions to get to the courtroom.

If possible we would like to have the program on the WHKP channel 11 TV. If it is possible, we request that the street in front might be blocked off to allow only program attendees in to park. In any case we would like to get a description of available parking from you well before the event to put in our flyers and other publicity venues.

I would like to review the courtroom area at your convenience in order to be able to clearly communicate the set-up to our participants and attendees. My phone number is 697-9026 and e-mail is williambn1@aol.com.

Thank you so very much for your cooperation. It is our desire to hold this event in the Historic courthouse and relate it to the museum there.

Respectfully



William T. Stanley
Chairman, PHDCC

**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.

William T. Stanley _____ 7/20/09
 Name of Applicant Making Request¹: E-mail address: Date of Application

15 Delacy Dr. Hick, NC 28739 _____ 828-697-9026
 Mailing Address, State, Zip Code of Applicant: Phone Number of Applicant

Pearl Harbor Day Ceremony
 Name of Event or Purpose:

Dec. 7, 2009 _____ 9:30 am until 12:30 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.