

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

MEETING DATE: April 15, 2015

SUBJECT: Use of Courtroom – Sheriff’s Department

PRESENTER: Sheriff McDonald

ATTACHMENTS: Yes
1) Application for Use

SUMMARY OF REQUEST:

A request has been submitted on behalf of the Sheriff’s Department for use of the Courtroom on Thursday, April 30, 2015, from 5:00 p.m. until 8:00 p.m. for a promotion ceremony.

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 Thursday, April 30, 2015, from 5:00 p.m. to 8:00 p.m. to for a promotion ceremony.

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

Name Of Applicant Making Request¹: Sheriff Charles McDonald **E-mail address:** sheriffmcdonald@hendersoncountync.org **Date of Application** 4/8/2015

Address of Applicant: 100 N Grove Street, Hendersonville NC 28792 **Phone Number of Applicant** 828 697-4596
Mailing Address, State, Zip Code (Area Code)

Purpose: Promotion Ceremony
Name of Event

Date of Event Thursday, April 30 **Time of Event** 6pm (would like access at 5pm) 7:30 ish
(Beginning Time) (Ending Time)

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

PERMISSION GRANTED TO USE COMMISSIONERS' MEETING ROOM 208
 Deputy Clerk to the Board/Designee _____ Date Request Approved _____

PERMISSION DENIED TO USE COMMISSIONERS' MEETING ROOM 208
 Deputy 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 Deputy Clerk to the Board Terry Wilson. No refund is given for hours reserved but not used; no extension of hours is permitted. The community room must be cleaned after use and restored to the original configuration of chairs.