

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

MEETING DATE: June 1, 2015

SUBJECT: Use of Courtroom – Heritage Museum

PRESENTER: Carolyn Justus/Knox Crowell

ATTACHMENTS: Yes
1) Application for Use

SUMMARY OF REQUEST:

A request was previously submitted by Carolyn Justus and Knox Crowell, on behalf of the Heritage Museum, for use of the Courtroom for a play (“Mountains, Machines, and Memory”) on Friday, October 2, 2015 at 7:00 p.m., Saturday, October 3, 2015 at 2:00 p.m. and 7:00 p.m., and Sunday, October 4, 2015 at 2:00 p.m.

An additional request has been made for use of the Courtroom for dress rehearsal on September 30, 2015 and October 1, 2015.

The exact time slots have not yet been determined for dress rehearsals or the play. The museum will present that information as soon as possible.

BOARD ACTION REQUESTED:

If the Board is so inclined, the following motion is suggested.

SUGGESTED MOTION:

I move the Board approves use of the Commissioners’ Meeting Room (Courtroom) as requested on behalf of the Heritage Museum, for Thursday, September 30, 2015 through Sunday, October 4, 2015.

**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: Henderson County Heritage Museum (Knox Crowell & Carolyn Justus)
E-mail address: hendersoncountymuseum.com
Date of Application: 5/27/2015

Address of Applicant: 1 Historic Courthouse Square, Suite 4 Hendersonville, NC 28792
Phone Number of Applicant: 694-5007
Mailing Address, State, Zip Code (Area Code)

Purpose: Readers Theater production of "Mountains, Machines, And Memory". Robert Morgan's first play, which he wrote for the museum. No setting or stage. Just cast, projected photos and small vocal group. Our sound.
Name of Event

Date of Event: Oct 2, 3, 4 2015 (practices 9/30, 10/1)
Time of Event: Probably 7 PM on 2nd, 2 and 7 on 3rd, and 2 on the 4th (Beginning Time) 6 PM on Oct 4 (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.