

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

MEETING DATE: November 2, 2015

SUBJECT: Request for use of Courtroom

PRESENTER: Lee King

ATTACHMENTS: Yes

1. Application
2. Statement of Disclaimer

SUMMARY OF REQUEST:

Lee King, Registrar of Deeds, has requested use of the courtroom on Wednesday, December 9, 2015 from 8:30 a.m. until 3:00 p.m. for an eRecording Seminar, for real estate professionals and attorneys.

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 Lee King, on Wednesday, December 9, 2015 from 8:30 a.m. until 3:00 p.m. for an eRecording Seminar.

**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: Lee King **E-mail address:** leeking@hendersoncountync.org **Date of Application:** 6 October 2015

Address of Applicant: 200 N Grove St Ste 129, Hendersonville, NC 28792 **Phone Number of Applicant:** 828-697-4901
Mailing Address, State, Zip Code (Area Code)

Purpose: eRecording Seminar for real estate professionals and attorneys
Name of Event

Date of Event: Wednesday 9 December 2015 **Time of Event:** 08:30AM - 3:00PM
(Beginning Time) (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.

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 or personal effects, including but not limited to, vehicles and its 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.

Henderson County Register of Deeds Office
Organization/Group Representative

William Lee King 6 October 2015
Signature Date

William Lee King, Register of Deeds, Henderson County
Print Name, Organization & Title

FOR COUNTY USE ONLY

Approved

Denied

County Manager Designee Title Date