

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

**MEETING DATE:** February 1, 2016

**SUBJECT:** Use of Courtroom – Heritage Museum

**PRESENTER:** Terry Wilson

**ATTACHMENTS:** Yes  
1) Application for Use

**SUMMARY OF REQUEST:**

A request was previously submitted by Carolyn Justus, on behalf of the Heritage Museum, for use of the Courtroom for a performance by Ronnie Pepper to celebrate Black History Month on Saturday, February 20<sup>th</sup> from noon until 9:00 p.m. and Sunday, February 21<sup>st</sup> from noon until 5:00 p.m.

An additional request has been made for use of the Courtroom on Saturday, February 27<sup>th</sup> from noon until 9:00 p.m. and Sunday, February 28<sup>th</sup> from noon until 5:00 p.m. in case of increment weather during the first dates requested.

**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 behalf of the Heritage Museum, for Saturday, February 20<sup>th</sup> from noon until 9:00 p.m. and Sunday, February 21<sup>st</sup> from noon until 5:00 p.m., and in case of increment weather, Saturday, February 27<sup>th</sup> from noon until 9:00 p.m. and Sunday, February 28<sup>th</sup> from noon until 5:00 p.m.*

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

**Name Of Applicant Making Request<sup>1</sup>:** **E-mail address:** **Date of Application**  
**Henderson County Heritage Museum /Carolyn Justus** **1/4/16**  
**ltjustus@bellsouth.net**

**Address of Applicant:** **Phone Number of Applicant**  
**1055 Stepp Mill Road Hendersonville 28792** **685 7433 or 674 2173**  
Mailing Address, State, Zip Code (Area Code)

**Purpose: Event to raise funds (\$10 tickets) and celebrate Black History Month to be done in Commissioners Meeting Room Ronnie Pepper will present program in costume and we hope to have Back music performed**

Name of Event

**Date of Event** **Time of Event** *12-5:00 pm /*  
**Feb. 20 and 21 with a snow/ice day of Feb 27** **Saturday at 4 or 7** **Sunday at 2**  
**and 28** *noon - 9: PM* **Finished by 5 PM Sunday**  
(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		

<sup>1</sup> 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.