

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

MEETING DATE: February 6, 2017
SUBJECT: Use of Courtroom – Heritage Museum
PRESENTER: Anne Ridings
ATTACHMENTS: Yes
1) Application for Use

SUMMARY OF REQUEST:

A request was submitted by Anne Ridings, on behalf of the Heritage Museum, for use of the Courtroom for a Tribute to Black History Month with Ronnie Pepper on Saturday, February 25, 2017 at 12:00 p.m. until 5:00 p.m.

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 Saturday, February 25, 2017 from 12:00 p.m. 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 Request¹: Anne Ridings **E-mail address:** museum.office@hendersoncounty.nc.org **Date of Application** Jan. 10, 2017

Address of Applicant: 1 Historic Courthouse Square, Suite 4 **Phone Number of Applicant** (828) 694-5007
Hendersonville, NC 28792 (Area Code)

Mailing Address, State, Zip Code

Purpose: Ronnie Pepper Event - Tribute to Black History Month
Name of Event

Date of Event Sat. Feb 25, 2017 **Time of Event** 12:00 pm 5:00 pm
(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.