

## **REQUEST FOR BOARD ACTION**

### **HENDERSON COUNTY BOARD OF COMMISSIONERS**

**MEETING DATE:** January 16, 2019

**SUBJECT:** FY 2018-2019 Fee Schedule Revision

**PRESENTER:** Amy Brantley, Assistant County Manager

**ATTACHMENTS:** Yes

1. Application for Use of Courtroom

#### **SUMMARY OF REQUEST:**

On September 19, 2018, the Board of Commissioners approved revisions to the County's Facility Use Policy, which included rules governing the use of all facilities and grounds, and the application process. Clerk of Court Kim Gasperson-Justice was present, and indicated that there should also be an application for the use of the 95 Courthouse. That application has been created, and is attached hereto for approval.

In drafting the application, staff determined that there are instances where multiple areas of the 95 Courthouse may be reserved for larger events, requiring more than one Henderson County staff member be present to provide security. Therefore rather than one flat fee for the use of the 95 Courthouse facility, staff recommends revising the fee schedule to add a fee of "\$25 per hour, per employee, with a \$50.00 minimum."

#### **BOARD ACTION REQUESTED:**

The Board of Commissioners is requested to amend the FY 2019 Fee Schedule as proposed, and approve the application for the use of the 95 Courthouse.

#### **Suggested Motion:**

*I move the Board of Commissioners amend the FY 2019 Fee Schedule as proposed, and approve the application for the use of the 95 Courthouse.*



# APPLICATION FOR USE OF COURTROOM

Henderson County Courthouse  
200 North Grove Street  
Hendersonville, NC 28792

\_\_\_\_\_  
Name of Applicant Making Request <sup>1</sup>

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Mailing Address of Applicant

\_\_\_\_\_  
Phone Number of Applicant

\_\_\_\_\_  
E-mailAddress of Applicant

\_\_\_\_\_  
Purpose for Use of Facilities

\_\_\_\_\_  
Room(s) Requested for Use

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Beginning Time <sup>2</sup>

\_\_\_\_\_  
End Time

\_\_\_\_\_  
Applicant Signature

- By signing above, applicant acknowledges that they are responsible for any and all damages to facilities and grounds, as outlined in "Rules Governing Traditional Public Forums" found on Page 4 of the Facility Use Policy.

**The remainder of the application to be completed by the Clerk of Court**

**PERMISSION GRANTED TO USE JUDICIAL COURTHOUSE**

\_\_\_\_\_  
Clerk of Court

\_\_\_\_\_  
Date Request Approved

**PERMISSION DENIED TO USE JUDICIAL COURTHOUSE**

\_\_\_\_\_  
Clerk of Court

\_\_\_\_\_  
Date Request Denied

**Reason Denied:**

\_\_\_\_\_  
\_\_\_\_\_

1. The individual(s) signing this application are responsible for providing a photo id as part of the application process.
2. Beginning and End Time should include any time needed for set-up and breakdown.

Note: The Henderson County Board of Commissioners has approved a Facility Use Fee to cover expenses for county staff to secure the building when courtrooms are being used for non-county government purposes after business hours, 5:00pm until 9:00pm Monday through Friday, 8:30am until 9:00pm Saturday through Sunday. The Facility Use Fee is \$25 per hour per employee utilized, with a \$50.00 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 approval of this application by the Clerk of Court. No refund is given for hours reserved but not used; no extension of hours is permitted.