

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

MEETING DATE: **October 5, 2020**

SUBJECT: **REQUEST FOR USE OF COURTROOM**

PRESENTER: **Terry Wilson**

ATTACHMENTS: **Yes**
 1) Applications

SUMMARY OF REQUEST:

Administrative Assistant Kathy Johnson with Henderson County Public Schools has requested use of the courtroom for Tuesday, December 1, 2020 from 9:00 am until 9:45 am, and Wednesday, December 2nd from 10:00 a.m. until 11:15 a.m. for the Henderson County Public Schools Oath of Office Ceremony for Dr. John Bryant, Superintendent, and Oath of Office Ceremony for the Henderson County Board of Education, New members. Per the Facility Use Policy, 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 Henderson County Public Schools on Tuesday, December 1, 2020 from 9:00 am until 9:45 am, and Wednesday, December 2, 2020 from 10:00 a.m. until 11:15 a.m. for the Henderson County Public Schools Oath of Office Ceremony for Dr. John Bryant, Superintendent, and Oath of Office Ceremony for the Henderson County Board of Education, New members.

**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: HC Public Schools - Kathy Johnson **E-mail address:** krjohnson@hcpsnc.org **Date of Application** September 15, 2020

Address of Applicant: 414 4th Ave. West, Hendersonville NC 28739 **Phone Number of Applicant** 828-697-4733
Mailing Address, State, Zip Code (Area Code)

Purpose: Oath of Office Ceremony, Henderson County Board of Public Education, New members
Name of Event

Date of Event Wednesday, December 2, 2020 **Time of Event** 10:00 am 11:15 am
(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.