

**BOARD OF COMMISSIONERS**

Mike Hawkins, Chair  
W. David Guice, Vice Chair  
Will Cathey  
Jason Chappell  
Page Lemel



**COUNTY MANAGER**

Jaime Laughter  
828-884-3100  
Fax 828-884-3119

**101 S. Broad Street  
Brevard, NC 28712**

*Transylvania County*

Date received \_\_\_\_\_

**Transylvania County Courthouse  
Facilities Use Request Form**

Name of Event/Organization \_\_\_\_\_

Requested Dates & Times \_\_\_\_\_

Purpose/Description of Event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location Requested:**

Large Courtroom \_\_\_\_\_

Small Courtroom \_\_\_\_\_

Number of Expected Attendees \_\_\_\_\_

Name of Responsible Party \_\_\_\_\_

Address \_\_\_\_\_

Telephone & Email \_\_\_\_\_

***The fee required will be based upon the number of deputies required for the time indicated above as determined by the Sheriff of Transylvania County. The hourly charge for the deputy will be determined each year by the Board of Commissioners. The current rate is \$25/hour.***

Fee Required/Paid \_\_\_\_\_ / \_\_\_\_\_

I have read and agree to abide by the conditions of the Transylvania County Courthouse Use Policy.

Signature \_\_\_\_\_

Name (Print) \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

For office use:

Date approved/denied \_\_\_\_\_

Your request has been reviewed by the County Manager.

Your request has been:

\_\_\_\_ approved.

\_\_\_\_ denied.

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Jaime Laughter  
Transylvania County Manager