

October 6, 2025

TO: Sonoma County Board of Supervisors
575 Administration Drive, Room 100A
Santa Rosa, CA 95403-2887
ATTN: Lynda Hopkins

With this letter I am requesting:

- Use of the Sebastopol Veterans Building on January 30, 2026 and on Tuesdays from February 3, 2026 through April 28, 2026.
- A waiver from the facility fees for the use of the Sebastopol Veterans Building, 282 South High Street, Sebastopol, CA, to include room fees, room set up fees and processing fees.

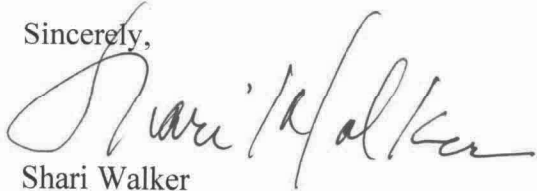
The AARP Foundation Tax-Aide program provides tax assistance to anyone, free of charge, with a focus on taxpayers over 50 and who have low to moderate income. Since 1968, AARP Tax Aide has helped approximately 100 million taxpayers receive all the credits and deductions they're entitled to. During the 2025 filing season, more than 27,000 Tax-Aide volunteers supported over 3,500 sites, preparing and filing more than 1.2 million federal returns nationwide. The AARP Foundation Tax-Aide program receives minimal federal (grant) funding, and the program operates only in locations where there is no facility charge. Our Tax Counselors attend training every January and successfully pass a tax law certification required by the IRS.

The Sonoma County District had 83 active volunteers for the 2025 tax season who prepared over 3,100 tax returns. In addition, we assisted several hundred taxpayers by answering questions, reviewing paperwork and helping them with letters from the Franchise Tax Board and the IRS. We provide service at 9 locations in Sonoma County: Franklin Park Clubhouse (Santa Rosa), Healdsburg, Windsor, Rohnert Park, Sebastopol, Petaluma, Oakmont, the city of Sonoma and Rincon Valley Library (Santa Rosa). Rincon Valley Library is undergoing renovation and they will not be able to accommodate us this year. We have arranged for space at the Santa Rosa Veterans Building in lieu of the Rincon Valley Library.

The fee this year is higher by two days as we are extending service until April 28 rather than the filing deadline of April 15. We are anticipating a higher demand as a result of the recent tax law changes. Thousands of Sonoma County taxpayers are very grateful that they have this free service and come back year after year for help with their tax returns. We do not ask for donations or charge for the service and all those who provide tax assistance are volunteering their time.

Thank you for your consideration of this request.

Sincerely,



Shari Walker
Local Coordinator, CA-2 Sonoma County
AARP Foundation Tax-Aide Program
shariwalker@outlook.com (415) 828-2898 (mobile)

SUBMIT TO:
Board of Supervisors
575 Administration Dr, Ste 100A
Santa Rosa, CA 95403

COUNTY OF SONOMA

For Board of Supervisors Use Only

Fee Waiver/Board Sponsorship Request Form

1. Contact information for individual requesting fee waiver/sponsorship:

Name: SHARI WALKER
First Middle Last
Mailing Address: 325 NEVA STREET SEBASTOPOL CA 95472
Number, Street, Apt/Suite City State Zip
Phone: (415) 828 - 2898 Email: shariwalker@outlook.com
Area Code, Number

2. Name of Community Based Organization, Non-Profit, or Government Agency for which fee waiver/sponsorship is requested:

Name: AARP FOUNDATION TAX AIDE
Mailing Address: 601 E STREET NW WASHINGTON DC 20049
Number, Street, Apt/Suite City State Zip
Phone: (888) 687 - 2277 Email: taxaide@aarp.org
Area Code, Number

3. Please indicate by check mark the supervisory district in which the organization or agency submitting this request is located, where the project/activity/event will be held, and the district office to whom you would like to submit this request:

Board Member and District	Susan Gorin District 1	David Rabbitt District 2	Chris Coursey District 3	James Gore District 4	Lynda Hopkins District 5
Entity or organization location (select all that apply)	☒	☒	☒	☒	☒
Project/activity/event location (select all that apply)	☐	☐	☐	☐	☒
District office to receive request (select only one)	☐	☐	☐	☐	☒

4. Type of Community Based Organization, Non-profit, or Government Agency for which the fee waiver/sponsorship is requested:

☐ City ☐ Special District ☐ Other Local Government
☐ School ☒ Non-profit or CBO

Other (please specify): _____

5. Please provide a description of the project/activity/event for which a fee waiver/sponsorship is being requested on a separate sheet of paper. Please include the number of individuals who will participate or be served, etc.

6. Please indicate if this is a one-time or annual event: ☐ One Time ☒ Annual

7. Type and amount of fee waiver/sponsorship requested. Please list all County fees you are requesting be waived/sponsored in conjunction with this project/activity/event. Please attach a copy of an estimate or receipt from the County Department or Veteran's Building Operator documenting the amount of each fee you are requesting be waived/sponsored.

Department Assessing Fee	Type of Fee	Amount of Fee
VA Building Sebastopol/SEBARTS	Facility Use Fee 1/30/26 - 4/28/26	\$7,307.00

8. If your Community Based Organization, Non-Profit, or Governmental Agency has received a fee waiver/sponsorship for a similar project/activity/event in the past, please list below:

Date of Fee Waiver	Department Assessing Fee	Type of Fee	Amount of Fee
12 / 10 / 2024	VA Bldg Sebastopol	Facility Use Fee 2025	\$6,105.00
1 / 23 / 2024	VA Bldg Sebastopol	Facility Use Fee 2024	\$6,680.00
12 / 30 / 2022	VA Bldg Sebastopol	Facility Use Fee 2023	\$5,925.00
12 / 17 / 2021	VA Bldg Sebastopol	Facility Use Fee 2022	\$5,365.00

9. Does the organization or agency for which the fee waiver/sponsorship is requested receive funding from any of the following sources? If so, please specify:

☐

Property Tax

☐

Sales Tax

☐

Special Assessment

☐

User Fees

Other (please specify): _____

10. If you checked any of the boxes in number 9 above, please provide an explanation and supporting documentation regarding the inability of the organization or agency to pay the fees which you are requesting be waived/sponsored. Please attach to this form and submit with your request.

11. Will the organization or agency be charging an entry fee or be requesting a donation for the project/activity/event for which you are requesting a fee waiver/sponsorship? If so, please provide an explanation detailing why the fees to be waived/sponsored cannot be recovered through the entry fee. Please attach to this form and submit with your request.

Shari M. Ake

Authorized Signature

Local Coordinator, Sonoma County AARP Tax Aid

Title

10 / 8 / 25

Date



RENTAL INFORMATION FOR USE OF SEBASTOPOL VETERANS MEMORIAL BUILDING

VENUE RENTAL CONTRACT

CUSTOMER INFORMATION:		RESERVATION DETAILS:	
ATTN (NAME OF MAIN CONTACT):	Shari Walker	EVENT NAME:	AARP Tax-Aide Sebastopol
ORGANIZATION NAME:	AARP TAX-AIDE	STATUS:	Confirmed
ADDRESS:		EVENT TYPE:	Public - Public Service
E-MAIL:	shariwalker@outlook.com	ALCOHOL:	No
PHONE (PRIMARY):	(415) 828-2898		
LIST OTHER IMPORTANT PEOPLE INVOLVED:			

NOTICE:

- Any damages to the facility due to the rental event forfeits cleaning deposit/room deposit to SebArts.
- Absolutely no smoking (marijuana, tobacco, or illegal drugs in or around the facility).
- No alcohol unless specified in this agreement.
- If anything is attached to walls or floor, blue painter's tape to be used.
- NO confetti, glitter or other similar material is permitted.
- Hours reserved must include decoration, set-up and clean-up.
- Changes to this reservation may be made up to 30 days prior to the event date
(Additional fees may be charged if changes are made within 14 business days of event/after contract signing).
- Additional charges will be incurred if your event runs beyond contracted hours.
- SebArts reserves the right to cancel or reschedule the rental if/when the County of Sonoma and SebArts opens a relief shelter at this facility due to disaster or emergency (advanced will be attempted but can be less than 24 hours)

Bookings / Details

Date:	Fri. January 30th + Tuesdays starting from Feb. 3rd through Apr. 28th, 2026
Attendance:	up to 100 guests
Rental Hours:	8am-4pm
Event Hours:	8am-4pm
Insurance:	Renter adds SebArts to their policy
Notes:	
Renter bringing equipment:	yes - printer, signage, computers
Renter using SebArts equipment:	Tables and Chairs
Kitchen use:	n/a
Who is SebArts staff for event:	DF
Setup:	Reference layout drawing

Renter Initial

SK

Item	Description	Cost	Quantity	Amount
Room Set-up/Takedown Fee:	flat rate multiplied by complexity of setup	\$50.00	14.00	\$700.00
Processing/Coordination Fee:	Single Flat rate	\$35.00	1.00	\$35.00
Dining Room / hr	Friday, Jan 30th, 2025, 9:00am-11:00am	\$62.00	2.00	\$124.00
Furniture	8' Rectangular Tables	\$0.00	2.00	\$0.00
Furniture	Metal Chairs	\$0.00	16.00	\$0.00
Dining Room / hr	Tuesday, Feb 3rd, 2025, 8:00am-4:00pm	\$62.00	8.00	\$496.00
Furniture	8' Rectangular Tables	\$0.00	12.00	\$0.00
Furniture	Metal Chairs	\$0.00	96.00	\$0.00
Dining Room / hr	Tuesday, Feb 10th, 2025, 8:00am-4:00pm	\$62.00	8.00	\$496.00
Furniture	8' Rectangular Tables	\$0.00	12.00	\$0.00
Furniture	Metal Chairs	\$0.00	96.00	\$0.00
Dining Room / hr	Tuesday, Feb 17th, 2025, 8:00am-4:00pm	\$62.00	8.00	\$496.00
Furniture	8' Rectangular Tables	\$0.00	12.00	\$0.00
Furniture	Metal Chairs	\$0.00	96.00	\$0.00
Dining Room / hr	Tuesday, Feb 24th, 2025, 8:00am-4:00pm	\$62.00	8.00	\$496.00
Furniture	8' Rectangular Tables	\$0.00	12.00	\$0.00
Furniture	Metal Chairs	\$0.00	96.00	\$0.00
Dining Room / hr	Tuesday, Mar 3rd, 2025, 8:00am-4:00pm	\$62.00	8.00	\$496.00
Furniture	8' Rectangular Tables	\$0.00	12.00	\$0.00
Furniture	Metal Chairs	\$0.00	96.00	\$0.00
Dining Room / hr	Tuesday, Mar 10th, 2025, 8:00am-4:00pm	\$62.00	8.00	\$496.00
Furniture	8' Rectangular Tables	\$0.00	12.00	\$0.00
Furniture	Metal Chairs	\$0.00	96.00	\$0.00
Dining Room / hr	Tuesday, Mar 17th, 2025, 8:00am-4:00pm	\$62.00	8.00	\$496.00
Furniture	8' Rectangular Tables	\$0.00	12.00	\$0.00
Furniture	Metal Chairs	\$0.00	96.00	\$0.00
Dining Room / hr	Tuesday, Mar 24th, 2025, 8:00am-4:00pm	\$62.00	8.00	\$496.00
Furniture	8' Rectangular Tables	\$0.00	12.00	\$0.00
Furniture	Metal Chairs	\$0.00	96.00	\$0.00
Dining Room / hr	Tuesday, Mar 31st, 2025, 8:00am-4:00pm	\$62.00	8.00	\$496.00
Furniture	8' Rectangular Tables	\$0.00	12.00	\$0.00
Furniture	Metal Chairs	\$0.00	96.00	\$0.00
Dining Room / hr	Tuesday, Apr 7th, 2025, 8:00am-4:00pm	\$62.00	8.00	\$496.00
Furniture	8' Rectangular Tables	\$0.00	12.00	\$0.00
Furniture	Metal Chairs	\$0.00	96.00	\$0.00
Dining Room / hr	Tuesday, Apr 14th, 2025, 8:00am-4:00pm	\$62.00	8.00	\$496.00
Furniture	8' Rectangular Tables	\$0.00	12.00	\$0.00
Furniture	Metal Chairs	\$0.00	96.00	\$0.00
Dining Room / hr	Tuesday, Apr 21st, 2025, 8:00am-4:00pm	\$62.00	8.00	\$496.00
Furniture	8' Rectangular Tables	\$0.00	12.00	\$0.00
Furniture	Metal Chairs	\$0.00	96.00	\$0.00
Dining Room / hr	Tuesday, Apr 28th, 2025, 8:00am-4:00pm	\$62.00	8.00	\$496.00
Furniture	8' Rectangular Tables	\$0.00	12.00	\$0.00
Furniture	Metal Chairs	\$0.00	96.00	\$0.00

Total Rental Balance Due	Payment is due 3 weeks prior to event date or within 3 days of signing agreement if event date is closer than 3 weeks from contract signing date	\$7,307.00
Rental / Cleaning Deposit	Separate Check - Held until the end of the event. Rental Manager or Delegated Staff determines if requirements met	\$100.00
Key Deposit	Separate Check - Held until the end of the event. Rental Manager or Delegated Staff determines if requirements met	\$100.00

DocuSigned by:
 Renter Name (Sign) Sharon M. M. 10/8/2025
 440BEF466386487...

Signed by:
 SebArts Manager Name (Sign) Danny Foster 10/7/2025
 D8EE2461F0C246E...

Renter Cancellation:

- If event is canceled after deposit is received, 50% of the deposit is returned to Renter.
- If the event is canceled within 30 days (1 month) of the date held/deposit made, 100% of deposit shall be retained by SebArts.
- If the event is canceled within 14 days (2 weeks) of the date held/deposit made, 100% of the Room Deposit + 20% of room charge be retained by SebArts.
- If the event is canceled within 7 days (1 week) of the event/deposit made, the entire deposit + 50% of room charge retained by SebArts.

Renter Initial SM

Cleaning/Damage Deposits:

The entire cleaning/damage deposit will be forfeited if ANY of the following occurs:

- SebArts Equipment damaged or needs repair due to renter's event
- Renter refuses / does not adequately clean rented space as stated in SebArts agreement
- Alcohol is brought into facility during a "non-alcohol" event
- If excessive cleaning is required.

Renter Initial SM

Reservation Deposits:

To book your event, a deposit is required. Deposits can be made by check. After the event, this charge is returned to the renter if/when the rental manager approves the space is sufficiently cleaned by the renter.

Renter Initial SM

Late Fee:

There is a \$25.00 late fee charged ANY of the following:

- Failure to pay deposit within 7 days of booking/contract signing
- Significant changes made to contract within 30 days of event (Renter and SebArts Rentals Manager signed contract)
- Failure to pay rental balance by due date (3 weeks prior to event)

Renter Initial SM

PAYMENT CAN BE MADE TO ADDRESS BELOW OR IN PERSON AT:

SEBASTOPOL CENTER FOR THE ARTS
 282 S. HIGH STREET
 SEBASTOPOL, CA 95472
 Attn: Finance Office