

October 11, 2025

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

With this letter I am requesting:

- Use of the Santa Rosa Veterans Building from February 2, 2026 through April 13, 2026.
- A waiver from the facility fees for the use of the Santa Rosa Veterans Building, 1351 Maple Ave, Santa Rosa, 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. With minimal additional capacity at our Franklin Park location, we must find an additional site in Santa Rosa, particularly if we want to continue to expand our service to more taxpayers.

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,

Stan Jaffe
Local Coordinator, CA-2 Sonoma County
AARP Foundation Tax-Aide Program
[redacted] [redacted] (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: Stan Jaffe
First Middle Last

Mailing Address: [REDACTED] Petaluma CA 94952
Number, Street, Apt/Suite City State Zip

Phone: [REDACTED] Email: [REDACTED]
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
Veterans Building Santa Rosa	Facility Use Fees 2/2/26 - 4/13/26	3029

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	6105
01 / 23 / 2024	VA Bldg Sebastopol	Facility Use Fee 2024	6680
12 / 30 / 2022	VA Bldg Sebastopol	Facility Use Fee 2023	5925
12 / 17 / 2021	VA Bldg Sebastopol	Facility Use Fee 2022	5365

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.

 Signature

Local Coordinator, Sonoma County AARP Tax Aid

Title

10 / 11 / 2025

Date

Sonoma County Fairgrounds
1350 Bennett Valley Road
Santa Rosa, CA 95404
707.545.4200

Service Order Confirmation

Order: **122010**
Entered On: 10/06/25

Sonoma District of the AARP Foundation (Tax Aide Program) (VETS) (28131)

Start-End: Mon 02/02/26 09:30 AM - Mon 04/13/26 03:30 PM

Sonoma District of the AARP Foundation (VETS)
108 Eastman Ct
Petaluma, CA 94952

Function: Space & Statistics
Start-End: 02/02/26 09:30 AM - 04/13/26 03:30 PM
Requestor: Sonoma District of the AARP Foundation (VETS)

Description	Start-End	Ordered	Rate	Charges
Vet2s North Room	02/02/26 09:30 AM - 03:30 PM	1.00 \$	44.00 1R	264.00
Vet2s North Room	02/09/26 09:30 AM - 03:30 PM	1.00 \$	44.00 1R	264.00
Vet2s North Room	02/16/26 09:30 AM - 03:30 PM	1.00 \$	44.00 1R	264.00
Vet2s North Room	02/23/26 09:30 AM - 03:30 PM	1.00 \$	44.00 1R	264.00
Vet2s North Room	03/02/26 09:30 AM - 03:30 PM	1.00 \$	44.00 1R	264.00
Vet2s North Room	03/09/26 09:30 AM - 03:30 PM	1.00 \$	44.00 1R	264.00
Vet2s North Room	03/16/26 09:30 AM - 03:30 PM	1.00 \$	44.00 1R	264.00
Vet2s North Room	03/23/26 09:30 AM - 03:30 PM	1.00 \$	44.00 1R	264.00
Vet2s North Room	03/30/26 09:30 AM - 03:30 PM	1.00 \$	44.00 1R	264.00
Vet2s North Room	04/06/26 09:30 AM - 03:30 PM	1.00 \$	44.00 1R	264.00
Vet2s North Room	04/13/26 09:30 AM - 03:30 PM	1.00 \$	44.00 1R	264.00
Vet2s Setup Fee 1-100	02/02/26 09:30 AM - 04/13/26 03:30 PM	1.00 EA	100.00 EA	100.00
Vet2s Processing Fee	02/02/26 09:30 AM - 04/13/26 03:30 PM	1.00 EA	25.00 EA	25.00
Total Charges:				3,029.00

Service Order Confirmation

Order: 122010
Entered On: 10/06/25

Sonoma District of the AARP Foundation (Tax Aide Program) (VETS) [Start-End:](#) Mon 02/02/26 09:30 AM - Mon 04/13/26 03:30 PM
(28131)

Notes

Service Order Confirmation

Order: 122010
Entered On: 10/06/25

Sonoma District of the AARP Foundation (Tax Aide Program) (VETS) (28131) Start-End:

Mon 02/02/26 09:30 AM - Mon 04/13/26 03:30 PM

Chewing gum, glitter, confetti, candles, any tape other than vinyl or painters' tape, shoes on the wall(s) are NOT PERMITTED in our facilities at any time. All questions should be directed to the Building Manager.

The hours reserved must include set-up (decorating) and clean-up time. Additional charges will be incurred if entering before or departing after the reserved time(s).

LATE FEES (\$50.00 PER OCCURRENCE): Paperwork and payments received after rental contracted due date to include: Failure to return signed License Agreement, Addendum A, Service Order, payment of deposit fee within 14 days of booking; and all other contract requirements not completed 30 days before event.

CONTRACT CHANGE FEES (\$50.00 PER OCCURRENCE): Changes can be made to contract up to 30 days before event with a \$50.00 change fee. Changes made 29 days or less from event date will incur a contract change fee of \$75.00. We can make several changes at the same time, but each separate request made will be individually charged.

Vehicles left behind in parking lot over night are subject to being towed.

Sonoma County facilities must adhere to the most current CalOSHA and County Health Department mandates.

Event holder must comply with the State I County Public Health orders for public gatherings that are in place at the time of the event.

Terms and conditions listed below apply to all events held at the Santa Rosa Veterans Memorial Building and are hereby made part of License Agreement. Both Service Order Contract and License Agreement are binding.

DUE BY October 21, 2025- 1) Deposit of **\$125.00** (Includes \$25.00 non refundable processing fee and \$100.00 set up fee) 2) Initialed Service Order 3) Signed License Agreement & Addendum A are necessary to confirm your reservation and 4) Signed clean up instructions. This is a Tentative Reservation and may be canceled if the initial requirements are not met by the due date.

DUE BY January 2, 2026- **PAYMENT of BALANCE DUE**, and Licensee must contact Building Manager (707-568-4338) to confirm setup details and room layout.

ESTIMATED ATTENDANCE: 20 per session

Event pricing and requirements (including insurance and/or alcohol permit requirements) are based on an attendance of no more than 100 attendees. Attendance must remain at no more than 100.

RESERVED TIME: 9:30am - 3:30pm

ACTUAL EVENT TIME: 9:45am - 3:15pm

SECURITY: Not required.

Service Order Confirmation

Order: **122010**
Entered On: 10/06/25

Sonoma District of the AARP Foundation (Tax Aide Program) (VETS) (28131) Start-End:

Mon 02/02/26 09:30 AM - Mon 04/13/26 03:30 PM

ALCOHOL: No alcohol will be served or sold.

INSURANCE REQUIRED: Event Liability Insurance is required. Licensee is providing own Event Liability Insurance. Insurance requirements are provided by attachment. It is the responsibility of the Licensee to work with insurance agents regarding the requirements as stated in the sample provided. Please remember that both The Sonoma County Fairgrounds and the County of Sonoma need to be listed as additional insureds on the certificate.

OUTSIDE RENTAL COMPANY: If Licensee is using an outside rental company, please contact the Building Manager (707-568-4338) to schedule delivery and pick up of items.

DAMAGE/CLEANING NO DEPOSIT: No charge, if the following requirements are met: 1) Licensee must check in with building staff on the day of the event before the event begins and after the event ends. 2) The rooms/equipment are returned in the same condition as received. Not doing so may result in additional charges. 3) Overtime use will be billed to the Licensee. 4) Grantor may accordingly bill any Licensee to indemnify losses associated with misrepresenting or underestimating attendance.

CONTRACT CHANGES: All contract changes made up to 30 days prior to event date will be charged a **\$50.00** change fee. 30 days in advance to your event date is **January 2, 2026**. After that date, changes will result in a **\$75.00** charge each time the reservations office is contacted with a change. It is to your advantage to make all changes at the same time, whenever possible.

PARKING LOTS: Santa Rosa Veterans Memorial Building "No Trash Left Behind" policy is strictly enforced. Licensee will be billed staff time for any clean-up needed.

TERMINATION:

Each term and provision of this Agreement shall be deemed a condition to the right of LICENSEE to occupy or continue to occupy the premises hereby licensed. If LICENSEE shall fail to perform any material term or provision of this Agreement at the time in the manner herein provided, FAIR may at its option immediately terminate this Agreement; this right to terminate shall be cumulative to any other legal right or remedy available to FAIR.

B. Upon termination of this LICENSE by FAIR, all of LICENSEE's rights hereunder shall cease. LICENSEE shall immediately vacate the Rented Facilities, if in use at time, and FAIR shall have the right to eject LICENSEE and its invitees without liability for damages as a result thereof.

CANCELLATION NOTES:

Processing Fee (\$25.00) is non-refundable.

- All bookings cancelled by Licensee 90 or more from the date held, shall forfeit 50% of the reservation deposit.
- All bookings cancelled by Licensee between 30-90 days of the date held shall forfeit the entire reservation deposit.
- All bookings cancelled by Licensee within 15-30 days of event held shall forfeit 50% of the rental

Service Order Confirmation

Order: 122010
Entered On: 10/06/25

Sonoma District of the AARP Foundation (Tax Aide Program) (VETS) Start-End: Mon 02/02/26 09:30 AM - Mon 04/13/26 03:30 PM
(28131)

fee.
·All bookings cancelled by Licensee within 15 days of event held shall forfeit 100% of the rental
fee.

Total Amount Due: 3,029.00

Please Initial: 

LICENSE AGREEMENT-- 2025-0219
FOR INTERIM USE OF
SONOMA COUNTY FAIR & EXPOSITION, INC.
1350 Bennett Valley Road, Santa Rosa, CA 95404
Telephone (707) 545-4200 Fax (707) 573-9342

SONOMA COUNTY FAIR & EXPOSITION, INC. (FAIR) and (LICENSEE) hereby agree as follows:

1. **Time for Execution.** This offer of lease is void if the Security Deposit as shown on the attached Service Order confirmation, and this agreement is not executed by LICENSEE and received by FAIR by close of business 10/21/25.
2. **Term.** FAIR hereby gives its permission, subject to all the terms and provisions of this agreement, to LICENSEE to use that portion of the premises described in SECTION 3 below for the following period: 02/02/26 through 04/13/26.
3. **Leased Premises.** LICENSEE is hereby permitted to use the premises of FAIR as defined per the attached Service Order Confirmation – **Vet's North Room**
4. **Purpose.** These premises shall be used for the following specified purpose(s), and for no other purpose without the prior written consent of the FAIR: Sonoma District of the AARP Foundation (Tax Aide Program) (VETS) - **Vet's Building Events**
5. **Payment.** LICENSEE hereby agrees to pay FAIR for the agreed use of the premises per the attached Service Order Confirmation, plus other rental charges for equipment, labor, security services, alcohol, additional facilities and other services as described on the attached Rental Price List. The final invoice balance due, if any, must be paid no later than 30 days after 04/13/26.
If the above payment is based on a percentage of admission price, LICENSEE agrees that the term admission price shall mean the gross charge for admission except only any Federal Excise; and LICENSEE further agrees that it will grant no passes or unpaid admissions without the prior consent of FAIR and will keep true and accurate records of the receipts for admissions which shall be made available to FAIR upon demand.
6. **Late Payment.** LICENSEE agrees to pay 18% per month (APR) in finance charges for any unpaid balance over 60 days after 04/13/26.
7. LICENSEE has read and agreed to Addendum A and hereby agrees that the terms and conditions outlined on Addendum A constitute a part of this License Agreement for the use of FAIR premises.
8. **Special Provisions.** Payments must be received from LICENSEE in full 30 days prior to event.
9. **Indemnification:** LICENSEE agrees to accept all responsibility for loss or damage to any person or entity, including FAIR and the County of Sonoma, and to indemnify, hold harmless, and release FAIR and the County of Sonoma, their officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including LICENSEE, that arise out of, pertain to, or relate to this LICENSE. LICENSEE agrees to provide a complete defense for any claim or action brought against FAIR and/or the County of Sonoma based upon a claim relating to LICENSEE'S performance or obligations under this Agreement. LICENSEE'S obligations under this LICENSE apply whether or not there is concurrent negligence on the part of the FAIR or the County of Sonoma, but, to the extent required by law, excluding liability due to the FAIR's or County's conduct. FAIR and the County of Sonoma shall have the right to select their own legal counsel at LICENSEE'S expense, subject to LICENSEE'S approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for LICENSEE or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

SONOMA COUNTY FAIR & EXPOSITION, INC.
1350 Bennett Valley Road
Santa Rosa, CA 95404

By _____

Title _____

Sonoma District of the AARP Foundation (VETS)

108 Eastman Ct
Petaluma, California 9495

By _____

Title _____

Signed by:

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APPENDIX A - License Agreement
DO NOT WRITE ON OR ALTER LICENSE AGREEMENT

10. Any additional use of Fairgrounds facilities, accessories, labor, and/or equipment is subject to charge as shown on Rental Price List. Security is the responsible for enforcing Fairgrounds regulations and protection of Fair property. Security will be contracted by the Fairgrounds, unless specified otherwise in writing. Security plan must be approved by Fairgrounds management prior to event. Any other permits or licenses are the responsibility of the LICENSEE. Fairgrounds reserve the right to designate parking.
11. **Storm Water Pollution Prevention Plan (SWPPP):** LICENSEE agrees to manage all activities associated with the event and to notify all participants regarding best management practices for the prevention of storm water pollution and run-off.
12. Absolutely NO PARKING on roadways or access ways.
13. LICENSEE at its expense shall provide insurance satisfactory to FAIR for the term of this Agreement as per attached insurance requirements hereby made part of this license agreement.
14. Security is the responsibility of the Licensee and a security plan must be approved by Fairgrounds Management before set-up of any event. Any other permits or licenses are the responsibility of the Licensee. (Fire permits, etc.)
15. LICENSEE agrees to maintain the premises of FAIR which LICENSEE is hereby permitted to use or to which LICENSEE has access by reason of this Agreement, in good condition, and to return these premises in the same condition as they were before use or access by LICENSEE, except only for ordinary wear and tear, damage by the elements, acts of God, or casualties beyond the control of LICENSEE.
16. FAIR shall be permitted to enter and to inspect the licensed premises at any and all times.
17. This Agreement or any right hereunder shall not be assigned or otherwise transferred in whole or in part without the prior written consent of FAIR, and any attempt to assign or transfer shall be of no force or effect whatsoever unless and until FAIR shall have given its written consent thereto.
18. Each term and provision of this Agreement shall be deemed a condition to the right of LICENSEE to occupy or continue to occupy the premises hereby licensed. If LICENSEE shall fail to perform any material term or provision of this Agreement at the time and in the manner herein provided, FAIR may at its option immediately terminate this Agreement; this right to terminate shall be cumulative to any other legal right or remedy available to FAIR.
19. LICENSEE, its officers, agents, and employees shall act in an independent capacity and shall not represent themselves to be or be construed to be officers, agents, or employees of FAIR or the County of Sonoma.
20. LICENSEE agrees to comply with all governmental ordinances, statutes, and rules and regulations and the rules and regulations of FAIR applicable to the activities of LICENSEE herein permitted to be conducted. LICENSEE agrees at all times to provide adequate police protection to maintain order in and about the premises permitted to be used herein or to which necessary or expedient access has been granted, and LICENSEE shall not permit a breach of the peace or any unlawful act or omission by any person in or on such premises. LICENSEE agrees to use the premises in such a manner as not to interfere with use of FAIR'S premises by other persons.
21. This Agreement does not constitute a lease, but constitutes a mere license to LICENSEE and is limited to those premises which are expressly and specifically described in the Venue Rental Proposal/Service Order Agreement/Booking Acknowledgement and to those premises only. If access routes are not specifically described herein, LICENSEE shall be entitled to use only the access route or routes designated by FAIR Management. The LICENSEE shall have no right or privilege in any respect whatsoever to use any other part of the premises of the FAIR for any purpose whatsoever.
22. Time is of the essence of every provision of this Agreement.
23. The provisions of this Agreement shall extend to, be binding upon, and inure to the benefit of the heirs, executors, administrators, successors, and, subject to paragraph No. 17, the assigns of the respective parties hereto.
24. **Possessory Interest And Other Taxes:** Licensee is fully responsible for and agrees to pay all real and personal property taxes (including any tax levied on a possessory interest, as defined in California Revenue and Taxation Code Section 107 or successor statute, if applicable), general and special assessments, and other charges of every description, levied on or assessed against any and all interests held by Licensee, including personal property of Licensee located on the facilities, to the full extent incurred during the term of this Agreement. Licensee expressly recognized and understands that this Agreement may create possessory interest subject to property taxation and that License may be subject to payment of property taxes levied on such interest.

Initials 

Santa Rosa Veterans Building - ROOM & HALLS - CLEAN UP INSTRUCTIONS

When you or your contact person arrives at the hall, have them check in with the event staff before the start of the event regarding the clean up of the hall. The facility must not be left without the assistance and guidance of event staff before your event is over. They will assist you with the following guidelines for clean up.

Floors

- Pick up trash and any food on the floors and put into the trash receptacles.
- Mop any spills on the floor with mop provided by event staff.
- When event is over sweep floors with brooms provided by event staff.

Tables and Chairs

- Wipe off any food or garbage left on the tables and chairs.

Decorations

- Remove all decorations and discard in the trash or remove from the premises.

Restrooms

- Please notify event staff if there is a problem in the restrooms.
- Building Staff will maintain and clean restrooms throughout the event.
- If bathrooms are damaged during your event please notify staff immediately.

Trash

- Dispose of all garbage and trash (paper plates, napkins, plastic cups, leftover food, etc.)
- Pick up and discard all trash left on the patios and in the parking lot after your event.

Personal Articles

- Remove all items and equipment belonging to you or your group.
- Remove all personal articles from the premises when you leave.
- Any personal items or articles of clothing left behind will be held in the Lost and Found.
- Any items of value, (cell phone, purse, jewelry, etc...) will be held in the Managers office until claimed, when claimed ID will be required for verification.

Thank you for your cooperation. By signing below, you acknowledge receipt of the cleaning instructions and your responsibilities stated above. You acknowledge that your deposit can be withheld if these instructions are not followed and/or if there is excessive cleaning or repairs.

Signed by:

Event Contact Person:

Date: 10/9/2025

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Veterans Hall Staff:

Date: