

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: _____

First
Middle
Last

Mailing Address: _____

Number, Street, Apt/Suite
City
State
Zip

Phone: () _____ - _____ Email: _____

Area Code, Number

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

Name: _____

Mailing Address: _____

Number, Street, Apt/Suite
City
State
Zip

Phone: () _____ - _____ Email: _____

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

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
/ /			
/ /			
/ /			
/ /			

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.

 _____ Title

02 / 12 / 2026

 Date



16390 Main St, PO Box 325
Guerneville, CA 95446
Tel: 707-823-1640
www.westcountyservices.org

February 12, 2026

RE: Rental Fee Waiver Request for WCCS Navigation Center & Emergency Shelter – Guerneville Veterans Memorial Building

Dear Board of Supervisors,

West County Community Services (WCCS) is requesting a 100% rental fee waiver for the Guerneville Veterans Memorial Building to support the continued operation of the West County Navigation Site & Homeless Shelter. This site serves as the lower Russian River’s primary service hub and shelter serving 27 unhoused community members nightly.

The requested waiver facilitates the following core activities at the Vets Hall: Comprehensive Case Management to access needed resources and services; Housing Navigation providing support and access to enroll in Coordinated Entry (CE), three meals per day, light activities, and connection to onsite medical services.

By providing a managed, supervised alternative to unmanaged encampments, the Center significantly reduces the impact on the Russian River ecosystem and local downtown businesses.

The sponsorship of these rental fees by the Board of Supervisors is a vital investment in the Russian River’s social infrastructure. This waiver allows WCCS to dedicate 100% of our contracted funding toward the frontline staff and services required to move our most vulnerable neighbors off the streets and into housing.

Sincerely,

Christy Davila
Executive Director, WCCS
(530)513-7832
Christy.davila@westcountyservices.org