

December 17, 2021

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

RECEIVED

DEC 22 2021

BOARD OF SUPERVISORS  
COUNTY OF SONOMA

With this letter I am requesting:

- Use of the Sebastopol Veteran's Memorial Building on Fridays and Saturdays from February 1, 2022 through April 12, 2022
- A waiver from the facility fees for the use of the Sebastopol Veteran's Building, 282 South High Street, Sebastopol, CA, to include room fees, room set up fees and processing fees

The AARP Foundation Tax-Aide program is a volunteer-run tax counseling and preparation service available to low and mid income taxpayers, with special attention to those ages 50 and older. Last tax season which was abbreviated due to the mandated shutdown, we prepared tax returns for 1921 taxpayers in Sonoma County (114 people at the Sebastopol Veterans Memorial Building). In addition, we assisted another 150 taxpayers by answering questions, reviewing paperwork and helping them with letters from the Franchise Tax Board and IRS. The average annual income of those helped was \$35,706 and 84% were over 60 years old.

We plan to offer in person tax preparation in 2022 providing a low contact program by appointment only so there will be a minimal number of people in the waiting area. AARP volunteers and clients will always wear masks in the building. Covid-19 vaccines and boosters are required for all AARP Volunteers. For 2022 we will provide tax service 8 hours per day for 11 days, once per week in order to complete returns for more seniors. Because of Covid restrictions last year we were only able to provide service on Saturday and Sunday, 4 hours each day for 10 weekends and reached a little more than half our usual clients.

Sebastopol and West County taxpayers are very grateful that they have this free service and come back year after year for help with their tax returns. We cannot ask for donations or charge for the service. All of us who are providing assistance are volunteering our time. We attend training every January and successfully pass a tax law certification provided by the IRS. The AARP Foundation Tax-Aide program receives no tax funding and we can only operate in locations where there is no facility charge.

Thank you for consideration of this request.

Sincerely,



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

**RECEIVED**

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

**COUNTY OF SONOMA**

DEC 22 2021

 BOARD OF SUPERVISORS  
 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	Shirlee Zane District 3	James Gore District 4	Lynda Hopkins District 5
Entity or organization location (select all that apply)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project/activity/event location (select all that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
District office to receive request (select only one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 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
Sebastopol Center for the Arts	Facility Use Fees 2/1/2022-4/12/2022	\$5,365.00
Veterans Memorial Bldg		

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:

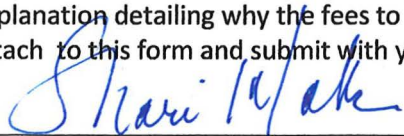
Date of Fee Waiver	Department Assessing Fee	Type of Fee	Amount of Fee
1 / 23 / 2020	Sebastopol SCA	2021 Room Fees for AARP Tax Aide Service	\$4,025.00
11 / 25 / 2019	Sebastopol SCA	2020 Room Fees AARP TaxA	\$4,275.00
10 / 26 / 2018	Sebastopol SCA	2019 Room Fees AARP TaxA	\$4,425.00
10 / 25 / 2017	Sebastopol SCA	2018 Room Fees AARP TaxA	\$4,625.00

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.

  
 \_\_\_\_\_  
 Authorized Signature

Admin Coord., Sonoma County AARP TaxAide  
 \_\_\_\_\_  
 Title

12 / 17 / 2021  
 \_\_\_\_\_  
 Date

# SEBASTOPOL CENTER FOR THE ARTS

## RENTAL INFORMATION FOR USE OF SEBASTOPOL VETERANS MEMORIAL BUILDING

### RENTAL CONTRACT AGREEMENT

#### CUSTOMER INFORMATION:

ATTN (NAME OF  
MAIN CONTACT): SHARI WALKER  
ORGANIZATION  
NAME:  
ADDRESS (BUSINESS OR  
HOME): AARP TAX-AIDE  
E-MAIL: SHARIWALKER@OUTLOOK  
.COM  
PHONE (MOBILE /  
WORK): 415-828-2898  
LIST OTHER  
IMPORTANT  
PEOPLE  
INVOLVED:

#### RESERVATION DETAILS:

EVENT NAME: AARP TAX-AIDE SEBASTOPOL  
STATUS: CONFIRMED  
EVENT TYPE: PUBLIC  
CLASSIFICATION: PUBLIC SERVICE  
ALCOHOL: NO

#### NOTICE:

- Any damages to the facility due to the rental event forfeits cleaning deposit/room deposit to SCA.
- Event setup must be agreed upon with SCA staff 7 days before event date
- Absolutely no smoking (marijuana, tobacco, or illegal drugs in or around the facility). No alcohol unless discussed with SCA staff.
- If anything is put on walls or floor, blue painter's tape to be used.
- 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 made within 14 days of event/after contract signing).
- Additional charges will be incurred if your event runs beyond contracted hours.
- SCA reserves the right to cancel or reschedule the rental if/when the County of Sonoma and SCA opens a relief shelter at this facility due to disaster or emergency (advanced will be attempted but can be less than 24 hours)

# SEBASTOPOL CENTER FOR THE ARTS

## RENTAL INFORMATION FOR USE OF SEBASTOPOL VETERANS MEMORIAL BUILDING

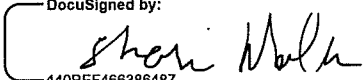
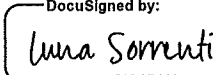
### Bookings / Details

<b>Date:</b> Tuesdays starting from February 1, 2022 - April 12, 2022	
<b>Attendance:</b> 1 - 100	
<b>Rental Hours:</b> 8 AM - 4 PM	
<b>Insurance:</b> Renter adds SCA to their policy	
<b>Notes:</b>	
<ul style="list-style-type: none"> <li>• Renter using SCA equipment: Tables and chairs</li> <li>• Kitchen use: No</li> <li>• Set-up and take-down: Steven Cano, Facility Manager</li> <li>• Who is SebArts staff for event: TBD</li> <li>• Setup: Reference drawing</li> <li>• Renters will be checking wifi router on 01/27 or 01/28 tbd</li> </ul>	
<b>Item</b>	<b>Amount</b>
Room Set-up/Take Down Fee:	\$500.00
Processing Fee:	\$25.00
Tuesday February 1st, 2022 8:00 AM - 4:00 PM, Dining Room Room Charge: (8 hours @ 55.00/hr)	\$440.00
Tuesday, February 8th, 2022 8:00 AM - 4:00 PM, Dining Room Room Charge: (8 hours @ 55.00/hr)	\$440.00
Tuesday, February 15th, 2022 8:00 AM - 4:00 PM, Dining Room Room Charge: (8 hours @ 55.00/hr)	\$440.00
Tuesday, February 22, 2022 8:00 AM - 4:00 PM, Dining Room Room Charge: (8 hours @ 55.00/hr)	\$440.00
Tuesday, March 1, 2022 8:00 AM - 4:00 PM, Dining Room Room Charge: (8 hours @ 55.00/hr)	\$440.00
Tuesday, March 8th, 2022 8:00 AM - 4:00 PM, Dining Room Room Charge: (8 hours @ 55.00/hr)	\$440.00

# SEBASTOPOL CENTER FOR THE ARTS

## RENTAL INFORMATION FOR USE OF SEBASTOPOL VETERANS MEMORIAL BUILDING

Tuesday, March 15, 2022 8:00 AM - 4PM, Dining Room Room Charge: (8 hours @ 55.00/hr)	\$440.00
Tuesday, March 22, 2022 8:00 AM - 4PM, Dining Room Room Charge: (8 hours @ 55.00/hr)	\$440.00
Tuesday, March 29, 2022 8:00 AM - 4PM, Dining Room Room Charge: (8 hours @ 55.00/hr)	\$440.00
Tuesday, April 5, 2022 8:00 AM - 4PM, Dining Room Room Charge: (8 hours @ 55.00/hr)	\$440.00
Tuesday, April 12, 2022 8:00 AM - 4PM, Dining Room Room Charge: (8 hours @ 55.00/hr)	\$440.00
<b>Total Rental Balance Due</b> Payment Installations are due the first week of each rental month: (for example, October rental due Oct 6 <sup>th</sup> )	<b>\$5,365.00</b>
<b>Rental / Cleaning Deposit</b> — separate check Held until the end of the event. Rental Manager or Delegated Staff determines if requirements met to return deposit to renter	<b>\$100.00</b>
<b>Key Deposit</b> — separate check Held until the end of the event. Rental Manager or Delegated Staff determines if requirements met to return deposit to renter	<b>\$100.00</b>

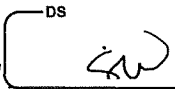
DocuSigned by:  440BEEF466386487	12/14/2021
Renter (RENTER NAME): Sign	Date
DocuSigned by:  C09B0C8F235F42B...	12/14/2021
SebArts Manager (Catherine Devriese) Sign	Date

# SEBASTOPOL CENTER FOR THE ARTS

## RENTAL INFORMATION FOR USE OF SEBASTOPOL VETERANS MEMORIAL BUILDING

### Renter Cancellation:

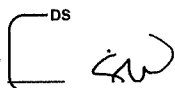
- If event is cancelled 60 days (2 months) or more from the date held/deposit made or deposit not made, full deposit returned to Renter
- If the event is cancelled within 30 days (1 month) of the date held/deposit made, 50% of deposit shall be retained by SCA.
- If the event is cancelled within 14 days (2 weeks) of the date held/deposit made, 50% of the Room Deposit + 20% of room charge be retained by SCA.
- If the event is cancelled within 7 days (1 week) of the event/deposit made, the entire deposit + 20% of room charge retained by SCA.

Renter Initial 

### Cleaning/Damage Deposits:

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

- SCA Equipment damaged or needs repair due to renter's event
- Renter refuses / does not adequately clean rented space as agreed upon with SCA rentals manager
- Alcohol is brought into facility during a "non-alcohol" event
- If SCA event staff is required to stay over 1 hour past rental hours due to cleaning/repair

Renter Initial 

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

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