

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER
BOOKING SUMMARY FOR JULY 2025

DAVIES SYMPHONY HALL

Live Nation Worldwide, Inc Queens of the Stone Age	November 9-10, 2025	\$6,430.00 vs. 10% \$12,740.00 Maximum
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GREEN ROOM

San Francisco Jewish Film Institute Reception	July 17, 2025	\$1,225.00
OEWD – Alignment Committee Quarterly Meetings	July 30, October 29, January 28, April 29	\$4,900.00
Magik Magik	August 2, 20-21, 2025	\$4,635.00
OEWD – WIBSF Quarterly Meetings	September 10, December 10, March 4, June 30	\$4,900.00
YVAM San Francisco	October 11, 2025	\$1,225.00
CA-Spain Chamber of Commerce Awards Ceremony	October 17, 2025	\$1,385.00
NVIDIA	November 24-26, 2025	\$9,210.00
Homebridge	December 9, 2025	\$1,225.00
Naval Academy Parents Club of NorCal Winter Ball 666	December 27, 2025	\$1,385.00
Tenderloin Museum Reception	April 4, 2026	\$1,385.00
ASCE Conference	April 23 – 24, 2026	\$3,570.00
Jillian Flannery Wedding	June 27, 2026	\$3,800.00
Kevin Phan Wedding	September 26, 2026	\$3,800.00

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER
BOOKING SUMMARY FOR JULY 2025

HERBST THEATRE

SF Controller's Office Meeting	September 25, 2025	\$1,525.00
New Century Chamber Orchestra Performance	November 7, 2025	\$1,525.00
SF JAZZ Mariam Bagayoko	November 13, 2025	\$1,525.00
New Century Chamber Orchestra Performance	January 30, 2027	\$1,525.00
Synergy School Spring Concert	March 31 & April 1, 2027	\$3,050.00

WILSEY CENTER

Catwalk for Charitable Causes Performance & Gala	August 9, 2025	\$2,000.00
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San Francisco War Memorial				
Operating Account - 14670				
FY 2024 - 2025 Appropriations Report - June 30, 2025				
ACCOUNT	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
Salaries & Benefits	Permanent Salaries	\$ 7,361,976	\$ 6,181,085	\$ 1,180,891
	Temporary Salaries	\$ 383,427	\$ 703,937	\$ (320,510)
	Premium Pay	\$ 153,945	\$ 127,730	\$ 26,215
	One-Time Salaries Payments		\$ 75,911	\$ (75,911)
	Overtime	\$ 254,732	\$ 289,213	\$ (34,481)
	Holiday	\$ 102,799	\$ 89,608	\$ 13,191
	Mandatory Fringe Benefits	\$ 3,562,352	\$ 3,246,921	\$ 315,431
	Sub Total	\$ 11,819,231	\$ 10,714,406	\$ 1,104,825
Non Personnel Services	Fees_Other	\$ -	\$ 500	\$ (500)
	Training	\$ -	\$ 5,137	\$ (5,137)
	Employee_Expenses	\$ 3,000	\$ -	\$ 3,000
	Membership_Fees	\$ -	\$ 3,850	\$ (3,850)
	Profesional_Special_Services	\$ 27,057	\$ 110,027	\$ (82,970)
	Maintenance_Services_Build_Struct	\$ 760,919	\$ 800,768	\$ (39,849)
	Maintenance_Services_Equipment	\$ 50,858	\$ 15,743	\$ 35,115
	Rent/Lease-Building/Structure	\$ -	\$ 35,600	\$ (35,600)
	Rent_Lease_Equipment	\$ 6,687	\$ 14,299	\$ (7,612)
	Other Current Expenses	\$ 3,467	\$ 37,331	\$ (33,864)
	Taxes_Licenses_Permits	\$ 189,732	\$ 14,727	\$ 175,005
	Utilities_Telephone	\$ -	\$ -	\$ -
	Sub Total	\$ 1,041,721	\$ 1,037,983	\$ 3,738
	Materials & Supplies	\$ 234,821	\$ 234,723	\$ 98
Services of other Departments	Human Resources Modernization	\$ 3,770	\$ 2,828	\$ 943
	Diversity Equity Inclusion	\$ 1,302	\$ 977	\$ 326
	GF-PUC-Light Heat & Power	\$ 2,475,534	\$ 1,605,703	\$ 869,831
	PUC Sewer Service Charges	\$ 102,225	\$ 96,551	\$ 5,674
	Ef-PUC-Water Charges	\$ 78,769	\$ 76,788	\$ 1,981
	DT Technology Infrastructure	\$ 174,496	\$ 174,496	\$ -
	GF-City Attorney-Legal Service	\$ 128,618	\$ 80,285	\$ 48,333
	DT Enterprise Tech Contracts	\$ 26,918	\$ 26,918	\$ -
	DT Telecommunications Services	\$ 32,267	\$ 32,155	\$ 112
	GF-GSA-Facilities Mgmt Svcs	\$ 4,638,219	\$ 3,259,009	\$ 1,379,210
	GF-HR-Equal Employmnt Opportuni	\$ 18,876	\$ 14,157	\$ 4,719
	GF-HR-Mgmt Training	\$ 21,064	\$ 2,950	\$ 18,114
	GF-HR-Workers' Comp Claims	\$ 126,407	\$ 120,860	\$ 5,548
	GF-HR-Employmnt Services	\$ 19,527	\$ 14,645	\$ 4,882
	GF-Chs-Medical Service	\$ 6,937	\$ -	\$ 6,937
	GF-Chs-Toxic Waste&Haz Mat Svc	\$ 8,181	\$ -	\$ 8,181
	Is-Purch-Reproduction	\$ 8,500	\$ 462	\$ 8,038
	GF-Rec & Park-Gardener	\$ 198,668	\$ 158,340	\$ 40,328
	Sub Total	\$ 8,070,279	\$ 5,667,122	\$ 2,403,156
	TOTAL OPERATING	\$ 21,166,051	\$ 17,654,234	\$ 3,511,817
14680	Annual Capital Improvement Project	\$ 730,977	\$ 727,626	\$ 3,351
	GRAND TOTAL	\$ 21,897,028	\$ 18,381,860	\$ 3,515,169
10000	Debt Service	\$ 9,107,330	\$ 8,954,648	\$ 152,682
14720	War Memorial Reserve	\$ 2,054,881	\$1,402,751.42	\$ 652,129
14700	Concessions Equip. Repl. Fund	\$ 160,575	\$ 135,309	\$ 25,266

San Francisco War Memorial
FY 2024-25 Revenue Report - June 30, 2025

Account		JUNE REVENUE	YEAR TO DATE	FY2024-25 Budget	Percent of Budget	LAST YEAR TO DATE
FACILITY RENTAL						
435511	Opera House	\$ 5,740.00	\$ 547,812.56	\$ 619,718.00	88%	\$ 676,287.37
435512	Green Room	19,400.00	\$ 189,991.80	164,254.00	116%	200,495.00
435521	Herbst Theatre	38,570.00	\$ 274,804.26	227,580.00	121%	345,300.00
435531	Davies Symphony Hall	43,285.00	\$ 609,107.29	721,507.00	84%	698,030.00
435542	Wilsey Center	3,465.00	\$ 138,887.75	180,047.00	77%	199,785.06
462891	Zellerbach Rehearsal Hall	2,030.00	\$ 202,960.00	258,171.00	79%	272,485.80
	Sub Total	\$ 112,490.00	\$ 1,963,563.66	\$ 2,171,277.00	90%	\$ 2,392,383.23
OFFICE RENTAL						
435517	San Francisco Ballet (OH)	\$ 2,931.14	\$ 30,337.31	\$ 35,174.00	86%	\$ 33,255.12
435519	San Francisco Opera (OH)	-	\$ 174,963.22	202,856.00	86%	207,890.28
435539	San Francisco Symphony (DSH)	-	\$ 176,239.80	202,554.00	87%	177,091.20
435540	Veterans Bldg. Office Rent (SFO)	-	\$ 440,989.39	435,295.00	101%	482,390.64
462861	Veterans Building Occupancy Fees	11,063.01	\$ 119,918.83	116,144.00	103%	128,905.56
	Sub Total	\$ 13,994.15	\$ 942,448.55	\$ 992,023.00	95%	\$ 1,029,532.80
FOOD/BEVERAGE CONCESSIONS						
435611	Opera House & Herbst Theatre	\$ 37,215.46	\$ 479,821.95	\$ 443,224.00	108%	\$ 536,922.97
435631	Davies Symphony Hall	31,501.22	\$ 263,041.27	270,776.00	97%	289,771.09
	Sub Total	\$ 68,716.68	\$ 742,863.22	\$ 714,000.00	104%	\$ 826,694.06
PROGRAM CONCESSIONS						
435612	Opera House & Herbst Theatre	\$ 49,153.81	\$ 51,452.68	\$ 6,636.00	775%	\$ 44,483.08
435632	Davies Symphony Hall	7,088.51	\$ 14,985.17	5,098.00	294%	4,526.18
	Sub Total	\$ 56,242.32	\$ 66,437.85	\$ 11,734.00	566%	\$ 49,009.26
MISCELLANEOUS REVENUE						
435232	Parking Fees	\$ -	\$ 43,166.35	\$ 55,000.00	78%	\$ 36,156.00
462899	Event Services & Equipment Rentals	27,930.00	\$ 172,764.26	175,567.00	98%	226,138.59
	Sub Total	\$ 27,930.00	\$ 215,930.61	\$ 230,567.00	94%	\$ 262,294.59
	REVENUE	\$ 279,373.15	\$ 3,931,243.89	\$ 4,119,601.00	95%	\$ 4,559,913.94
	Additional 15% Reserve Fund Revenue	\$ -	\$ 643,196.00			\$ (683,987.09)
530110	Payment to War Memorial Commission	(4,450.00)	(53,400.00)			(53,400.00)
TOTAL REVENUE		\$ 274,923.15	\$ 4,521,039.89			\$ 3,822,526.84
OTHER FUNDS						
435614	Concessions Equipment Replacement	\$ -	\$ 33,785.39	\$ -		\$ 40,210.08

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING
Thursday, June 12, 2025

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, June 12, 2025, at 2:00 p.m., in the Trustees' Board Room, War Memorial Opera House, President Wilsey presiding.

ROLL CALL

Present: President Wilsey, Vice President Horn, Trustee Kopp, Trustee Lam, Trustee Newstat, Trustee Rocco, and Trustee Wright

Absent: Trustee Gatti, Trustee Muduroglu, and Trustee Pelosi

Staff Present: Kate Sofis, Managing Director; Rob Levin, Assistant Managing Director; and Francesca Cicero, Board Secretary

Board Secretary Cicero made an opening announcement related to remote public comment. She stated that remote public comment, except as necessary for disability accommodations, has been discontinued. She noted that members of the public are invited to observe the meeting in-person or online, but only members of the public attending the meeting in-person will have an opportunity to provide public comment. She stated that no one online will be permitted to unmute themselves or present at the Board Meeting.

Requests for accommodation for remote public comment should be made at least 48 hours prior to the meeting, by email or voicemail (WarMemorialBoard@sfgov.org or 415-554-6377).

APPROVAL OF MINUTES

On motion of Trustee Newstat, seconded by Trustee Rocco, the following resolution was unanimously adopted:

RESOLUTION NO. 25-15

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the minutes of the Marketing and Community Engagement Committee and Regular meetings of May 8, 2025, are hereby approved.

PRESIDENT'S REPORT

President Wilsey reported on the opening of the San Francisco Opera's summer season, beginning with Puccini's *La Boheme*, on June 3, 2025. She noted the season will also include Mozart's *Idomeneo* and a special Pride concert on Friday, June 27.

MANAGING DIRECTOR'S REPORT

Managing Director Kate Sofis reported that the Department presented the budget at the Board of Supervisors. She noted that the budget recommended by the Mayor preserved the funding requested and will avoid layoffs in the Department. She explained that the Board of Supervisors was supportive of the Department and the intention to continue to offset costs by increasing earned revenue. The Department now will wait to hear back on any final changes to the budget prior to its final approval.

ASSISTANT MANAGING DIRECTOR'S REPORT

Assistant Managing Director Rob Levin highlighted that there were forty new events booked in the venues since the May meeting. He noted that most of the revenue numbers were consistent with targets for the fiscal year. He also reported on the new patron screening system that will be installed over the summer. Trustee Kopp asked about the difference in revenue numbers from the prior year and Director Sofis noted that it will be easier to compare once the final numbers are in at the close of the fiscal year.

BOARD SECRETARY'S REPORT

Board Secretary Cicero thanked the Board for completing their Ethics trainings and reminded them of their Department of Human Resources trainings due by the end of the year. She also reported that the parking lot behind the Veterans Building will be closed in July for repairs.

COMMITTEE REPORT

Marketing & Community Engagement Committee: Chair Wright reported on the Mission and Vision statements that the Committee deliberated on in May and recited the final versions that the Committee recommended to the full Board.

MISSION

The San Francisco War Memorial & Performing Arts Center manages and maintains *a world-class creative complex* which sustains *diverse, multi-cultural artistic and educational offerings* for enjoyment by *regional, national, and international audiences*; supports a *broad workforce* across the performing arts sector; and *powerfully contributes to San Francisco's economy and identity*, in service of the purposes and beneficiaries of the War Memorial Trust.

VISION

The San Francisco War Memorial & Performing Arts Center is a nationally-renowned performing arts cultural complex that draws people from across the region and the world to share in uplifting and unifying artistic experiences.

We honor and build upon our storied past- as a monument to our nation's veterans, the birthplace of the United Nations, and the home of the San Francisco Symphony, the San Francisco Opera, and the San Francisco Ballet - while advancing into a future that celebrates an array of performing arts reflective of our society's diversity. Performers of all backgrounds are featured in our theaters, and people from all walks of life - including artists, staff, and visitors - are broadly represented and welcomed in our spaces. Our campus anchors the vibrant Civic Center Performing Arts District, which draws millions of people annually to experience art, music, education, shopping, and food, seven days a week, day and night.

The War Memorial & Performing Arts Center is the heart of San Francisco, which is one of the most innovative, energetic, and inclusive arts and entertainment cities in the world.

Following discussion, on motion of Trustee Newstat, seconded by Trustee Makras, the following resolution was unanimously adopted:

RESOLUTION NO. 25-16

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the updated Mission and Vision statements of the War Memorial, are hereby approved.

At this time, pursuant to San Francisco's Campaign & Government Conduct Code section 3.209, President Wilsey and Vice President Horn recused themselves from deliberation, voting and disposition of the next regular item as members of the Board of Directors of the San Francisco Performing Arts Center Foundation. Director Sofis

presented the item and Board Secretary Cicero handled procedural matters on the item.

REGULAR ITEMS

Memorandum of Understanding between the War Memorial Department and the San Francisco

Performing Arts Center Foundation: Director Sofis addressed the Board on the proposed Memorandum of Understanding (MOU) formalizing the 40+-year relationship between the Department and its supporting 501c(3) organization and operating partner. Director Sofis explained that the Foundation is used primarily as an operating partner for events in the venues that do not involve one of the resident companies (Symphony, Opera, Ballet). The Foundation books the revenue, holds performance bonds, and has a list of about 100 part-time as-needed staff that can be called to work specific events. She noted that these staff constitute event managers and other part-time theatrical technical staff, which would be practically impossible to staff using full-time civil service employees. She stated that it also allows the Department to engage specialized vendors, specific to the theatrical business, who would not customarily be a City vendor, like a piano tuner or marketing consultant. She explained this MOU was developed to codify the existing practices that have been in place for over forty years and in response to emerging ethics rules.

Trustee Kopp asked whether the Foundation has fundraised or plans to fundraise in the future. Director Sofis noted that the Foundation has the ability to fundraise, although it has not done so to-date in a significant way. She suggested that perhaps a committee could discuss thoughtful ways to fundraise: possibly for a fund to support tours, open houses, and community outreach as a campus, which would include the resident companies. Trustee Kopp noted his support for examining the practice of raising funds independently, especially with the City facing a multimillion-dollar deficit.

Director Sofis noted that nothing has changed in the proposal from the May meeting and reminded the Board that the MOU has been reviewed by both the City Attorney and counsel for the Foundation, and the Foundation Board ratified the agreement at their May Board meeting.

Following discussion, on motion of Trustee Makras, seconded by Trustee Kopp, the following resolution was unanimously adopted:

RESOLUTION NO. 25-17

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, hereby accepts and approves the terms of the Memorandum of Understanding between the Board of Trustees and the San Francisco Performing Arts Center Foundation and directs Kate Sofis as Managing Director to sign the contract on behalf of the Board, as of June 12, 2025.

At this time, President Wilsey and Vice President Horn re-entered the Board room.

Consideration and Possible Approval of Revision to War Memorial Policy Regarding Waivers for Veterans

Organizations: President Wilsey invited Director Sofis to present on the policy for fee waivers of room rental fees for veterans organizations. She noted that the proposed revisions to the current process involve providing assurance that the marketing materials for events requesting fee waivers clearly demonstrate which veterans organization is the main beneficiary of the event.

President Wilsey asked for a motion to approve, which was moved by Vice President Horn and seconded by Trustee Newstat.

During public comment, numerous veterans and veterans' advocates including Mitchell Weller, Hanley Chan, John Gibson, Stefanos Zygomalas, and Devon Kwan, came forth to oppose the policy and requested that they be permitted to provide feedback and input on the policy before passed. CJ Reeves, Chair of the American Legion War Memorial Commission, stated that he supported the policy. A written public comment from Jeff Shiebels was also entered into the record.

Vice President Horn stated that the American Legion War Memorial Commission is the official body to speak on veterans' interests in the building and the Board of Trustees defers to the American Legion War Memorial Commission. Trustee Rocco stated that the Board of Trustees has not denied any fee waiver requests from veterans but noted that he would welcome input from the Posts and the American Legion War Memorial Commission on their perspective. President Wilsey referred the matter of the fee waiver policy and relationship between the Posts and the Commission to the Veterans Committee. Trustee Kopp stated his intent to hold a Veterans Committee meeting directly before the July Regular Meeting of the Board at 1pm on July 10, 2025.

MISCELLANEOUS CORRESPONDENCE

None.

GOOD AND WELFARE

Trustee Newstat sent gratitude to all veterans and active military on the streets in harm's way and wishes for everyone's safety. There being no further good and welfare, President Wilsey closed good and welfare.

PUBLIC COMMENT

Mitchell Weller and Hanley Chan thanked the Board for their decision. There being no additional public comment, President Wilsey closed public comment.

ADJOURNMENT

There being no further business, President Wilsey adjourned the meeting at 3:12 p.m.

Francesca Cicero
Board Secretary



American Legion War Memorial Commission
War Memorial Veterans 'Building
401 Van Ness Avenue, Room 101
San Francisco, CA 94102
415-861-4920



GREEN ROOM & HERBST THEATRE FEE WAIVER REQUEST POLICY AND PROCEDURES- 7/1/25

POLICY – The American Legion War Memorial Commission (ALWMC) has an agreement with the War Memorial Board of Trustees (WMBOT) by which certain organizations, with the approval of the ALWMC, may apply for rental fee waivers for events in the Green Room or Herbst Theater. This policy provides the rules under which such waiver requests may be supported by the ALWMC. The following organizations may be eligible to apply for a Green Room rental fee waiver:

1. Veteran-membership organizations composed primarily of U.S.military veterans
2. Veteran-membership organizations composed primarily of veterans of foreign militaries that were U.S. allies in times of armed conflict.
3. A veteran-membership organization composed primarily of those who served in the Merchant Marines during an era of armed conflict and in an area of potential hostilities during that time.
4. A veteran services organization(“VSO”) that both provides social services such as workforce development, business technical assistance, housing assistance, or provides other community support exclusively or primarily to veterans.
5. A nonprofit organization dedicated to the commemoration of a war or wars, or veterans of a war or wars, in which the U.S. has engaged.

PROCEDURES

1. In addition, an organization must be an established nonprofit under the IRS Code.
2. A qualified organization must first contact the Booking Manager for the relevant venue to determine if the date and time for the proposed event is available.
3. Once a date is secured, the requesting organization should submit a formal written request to the ALWMC Chair and event flyer detailing the event's purpose and nature. If more than one organization will benefit from the event, the eligible organization must be the majority beneficiary of any net profits.
4. If the Chair determines the application does not qualify, the ALWMC Chair will provide written notification to both the requesting organization and the

ALWMC.

The organization can appeal a negative decision to the ALWMC if they can provide evidence supporting their qualification for the fee waiver request .

5. If the ALWMC approves the fee waiver request, the ALWMC chair will send a written endorsement reflecting the ALWMC's approval and all supporting documentation to the Secretary of the WMBOT.
6. The WMBOT will consider the request and the ALWMC's endorsement at their next regular meeting.
7. If the WMBOT approves the request, the applying organization will be required to prominently display the qualified organization benefiting from the proceeds in all promotional and marketing materials, and online. Failure to submit marketing materials to the WMBOT may result in rescinding the fee rental waiver.



War Memorial Policy Regarding Waivers for Veterans Organizations

At the sole discretion of the War Memorial Board of Trustees, per the lease agreement between the War Memorial & Performing Arts Center and the American Legion War Memorial Commission, veterans-serving organizations may request a rental fee waiver to hold an event primarily benefitting veterans in a War Memorial venue.

The following veterans-serving categories are considered consistent with this policy:

a. A veteran-membership organization composed primarily of U.S. military veterans and/or their relatives.
b. A veteran-membership organization composed primarily of veterans of foreign militaries that were U.S. allies in times of armed conflict and/or their relatives.
c. A veteran-membership organization composed primarily of those who served honorably in the Merchant Marines during an era of armed conflict and in an area of potential hostilities during that time and/or their relatives.
d. A veteran services organization ("VSO") such as Swords to Plowshares that both provides social services such as workforce development, business technical assistance, housing assistance, or provides other community support exclusively or primarily to veterans and/or their relatives.
e. A nonprofit organization dedicated to the commemoration of a war or wars, or veterans of a war or wars, in which the U.S. has engaged.

Please note: If more than one organization are beneficiaries of the event, a veterans-serving organization must be the primary beneficiary. If the event is a fundraiser, aPer the American Legion War Commission's "Green Room & Herbst Theatre Fee Waiver Request Policy and Procedures," passed on July 1, 2025, the veterans-serving organization must be the primary beneficiary of any net profits from a fee-waived event and must be an established 501(c)3 organization under the IRS code.

In order to process a request, the requesting organization must complete the following steps:

- A. Contact the Booking Manager of the relevant venue to secure a date and time for the proposed event.
- B. Once the date is secured, the requesting organization must seek endorsement of the waiver request by the American Legion War Memorial Commission (ALWMC), the managing entity for veterans' affairs at the War Memorial, at an ALWMC Commission meeting, through the procedures outlined in the American Legion War Commission's "Green Room & Herbst Theatre Fee Waiver Request Policy and Procedures," passed on July 1, 2025 -. Once endorsement is received by ALWMC, the ALWMC Chair shall provide a written endorsement reflecting the approval of the waiver request.

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- C. If approved, the American Legion War Memorial Commission Chair will send a request to the Secretary of the War Memorial Board of Trustees asking for the waiver to be put on the agenda for an upcoming Board meeting (prior to the requested event), including both:
1. **the Endorsement from the ALWMC (#1);** and
 2. **the ~~completed description of the event supporting documentation, as outlined in the American Legion War Commission's "Green Room & Herbst Theatre Fee Waiver Request Policy and Procedures," passed on July 1, 2025~~** **(#2).** The description supporting documentation must include the following:
 - a. Date of the event;
 - b. Venue and amount of rent requesting to be waived;
 - c. Event organizer and the category of veterans serving organizations (a-e, as described above);
 - ~~d. Event purpose;~~
 - e.d. If more than one organization will benefit from the event, the eligible organization must be the majority beneficiary of any net profits; other organizations besides the Event Organizer are financial beneficiaries of the event, the names of those organizations and the type of veteran-serving category (a-e, described above.);
 - f.e. A copy of the proposed marketing materials (flyers, posters, email invitations, etc) for the event clearly indicating that a veterans-serving organization is the primary beneficiary. event flyer detailing the event's purpose and nature
 - g.f. If the event is a fundraiser, the official name of the recipient 501(c)3 charity and the Federal EIN number, as an established nonprofit under the IRS code.

Once steps C #1 and C #2 are completed and reviewed by War Memorial staff for completeness, the request for a waiver of rental fees by the Board of Trustees at an upcoming board meeting will be calendared.

Passed by the War Memorial Board of Trustees Resolution No. , June 12 July 10, 2025.



War Memorial Policy Regarding Waivers for Veterans Organizations

At the sole discretion of the War Memorial Board of Trustees, per the lease agreement between the War Memorial & Performing Arts Center and the American Legion War Memorial Commission, veterans-serving organizations may request a rental fee waiver to hold an event primarily benefitting veterans in a War Memorial venue.

The following veterans-serving categories are considered consistent with this policy:

a. A veteran-membership organization composed primarily of U.S. military veterans
b. A veteran-membership organization composed primarily of veterans of foreign militaries that were U.S. allies in times of armed conflict
c. A veteran-membership organization composed primarily of those who served honorably in the Merchant Marines during an era of armed conflict and in an area of potential hostilities during that time
d. A veteran services organization ("VSO") that both provides social services such as workforce development, business technical assistance, housing assistance, or provides other community support exclusively or primarily to veterans
e. A nonprofit organization dedicated to the commemoration of a war or wars, or veterans of a war or wars, in which the U.S. has engaged.

Please note: Per the American Legion War Commission's "Green Room & Herbst Theatre Fee Waiver Request Policy and Procedures," passed on July 1, 2025, the veterans-serving organization must be the primary beneficiary of any net profits from a fee-waived event and must be an established 501(c)3 organization under the IRS code.

In order to process a request, the requesting organization must complete the following steps:

- A. Contact the Booking Manager of the relevant venue to secure a date and time for the proposed event.
- B. Once the date is secured, the requesting organization must seek endorsement of the waiver request by the American Legion War Memorial Commission (ALWMC), the managing entity for veterans' affairs at the War Memorial, at an ALWMC Commission meeting, through the procedures outlined in the American Legion War Commission's "Green Room & Herbst Theatre Fee Waiver Request Policy and Procedures," passed on July 1, 2025.
- C. Once endorsement is received by ALWMC, the ALWMC Chair shall provide a written endorsement reflecting the approval of the waiver request.

San Francisco
War Memorial
& Performing
Arts Center

- D. The American Legion War Memorial Commission Chair will then send a request to the Secretary of the War Memorial Board of Trustees asking for the waiver to be put on the agenda for an upcoming Board meeting (prior to the requested event), including both:
1. **the Endorsement from the ALWMC (#1); and**
 2. **the supporting documentation, as outlined in the American Legion War Commission’s “Green Room & Herbst Theatre Fee Waiver Request Policy and Procedures,” passed on July 1, 2025 (#2).** The supporting documentation must include the following:
 - a. Date of the event;
 - b. Venue and amount of rent requesting to be waived;
 - c. Event organizer and the category of veterans serving organizations (a-e, as described above);
 - d. If more than one organization will benefit from the event, the eligible organization must be the majority beneficiary of any net profits;
 - e. A copy of the event flyer detailing the event’s purpose and nature;
 - f. the official name of the recipient 501(c)3 charity and the Federal EIN number, as an established nonprofit under the IRS code.

Once steps D #1 and C #2 are completed and reviewed by War Memorial staff for completeness, the request for a waiver of rental fees by the Board of Trustees at an upcoming board meeting will be calendared.

Passed by the War Memorial Board of Trustees Resolution No. _____, July 10, 2025.