



**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 <del>and/or their relatives.</del>
b. A veteran-membership organization composed primarily of veterans of foreign militaries that were U.S. allies in times of armed conflict <del>and/or their relatives.</del>
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 <del>and/or their relatives.</del>
d. A veteran services organization ("VSO") <del>such as Swords to Plowshares</del> that both provides social services such as workforce development, business technical assistance, housing assistance, or provides other community support exclusively or primarily to veterans <del>and/or their relatives.</del>
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.



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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.

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- 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.