

WAR MEMORIAL BOARD OF TRUSTEES

War Memorial Opera House
301 Van Ness Avenue, Fourth Floor Board Room
San Francisco, California 94102
(Entry at Opera House North "Carriage" Door)

OFFICIAL MEETING NOTICE

WAR MEMORIAL BOARD OF TRUSTEES REGULAR MEETING

Thursday, May 12, 2016 at 2:00 p.m.

AGENDA

Roll Call.

Approval of Minutes:

1. Approval of minutes of the regular meeting of April 14, 2016. Action
(Draft minutes of the regular monthly meeting of April 14, 2016.)
2. Approval of minutes of the Veterans Committee meeting of April 20, 2016. Action
(Draft minutes of the Veterans Committee meeting of April 20, 2016.)

President's Report: Current developments and announcements. Information

1. Resolution honoring San Francisco Opera General Director David Gockley. Action

Managing Director's Report:

1. Rental Requests: Opera House; Davies Symphony Hall; Herbst Theatre; Wilsey Center. Action
(Rental Requests for May 12, 2016; Additional Rental Requests for May 12, 2016.)
2. Director's Report: Managing Director to report on recent activities and make announcements.
 - a. Veterans Building Meeting Room Usage: April 2016. Information/
(Veterans Building Meeting Rooms Actual Usages FY 2015-16.) Discussion
 - b. Veterans Building Seismic Upgrade & Improvements Project: Special Commendation from Information/
American Institute of Architects, San Francisco Chapter. Discussion

Secretary's Report:

1. Approval of April 2016 Housekeeping Expenditures. Action
(Revenue, Appropriations, Housekeeping Expenditures Reports for April 30, 2016.)

Committee Reports:

1. Veterans Committee:

- a. Proposed Policy Governing Allocation of Space in the Veterans Building to Patriotic Organizations. Action
Discussion and possible action to adopt a policy governing allocation of space in the Veterans Building to patriotic organizations. (Note: On April 20, 2016, the Veterans Committee of the War Memorial Board of Trustees referred with recommendation to approve a draft policy governing allocation of space in the Veterans Building to patriotic organizations.)
(Draft Policy Governing Allocation of Space in the Veterans Building to Patriotic Organizations referred with recommendation to approve by the Veterans Committee at its meeting on April 20, 2016.)

2. Presentors Liaison Committee:

- a. Patina Restaurant Group request for Food and Beverage Price Increases. Action
Discussion and possible action to adopt Patina Restaurant Group request for Food and Beverage Price Increases.

Regular Items:

1. Notice of Space Allocation from American Legion War Memorial Commission for Korean War Memorial Foundation to occupy space in the Veterans Building. [Action](#)

Discussion and possible action on Notice of Space Allocation from American Legion War Memorial Commission for Korean War Memorial Foundation to occupy space in the Veterans Building.

(Notice of Space Allocation from American Legion War Memorial Commission for Korean War Memorial Foundation to occupy space in the Veterans Building, including letter dated May 3, 2016, from Korean War Memorial Foundation providing information on the Korean War Memorial Foundation.)

Miscellaneous Correspondence: The following correspondence was received by the War Memorial Board of Trustees from April 7 through May 5, 2016: [Information/ Discussion](#)

1. Letter dated April 17, 2016, from San Francisco Falun Buddha Study Association regarding presentation of SHEN YUN Performing Arts in the War Memorial Opera House.

Good and Welfare: Opportunity for Trustees to make remarks including special thanks and congratulatory remarks. [Information/ Discussion](#)

General Public Comment: Public comment on items within the jurisdiction of the Board of Trustees, but not on the agenda. [Information/ Discussion](#)

Adjournment.

Note: There will be an opportunity for public comment on each agenda item.

San Francisco War Memorial and Performing Arts Center

BOARD OF TRUSTEES

Thomas E. Horn, President
Nancy H. Bechtle
Belva Davis
Gorretti Lo Lui
Mrs. George R. Moscone
MajGen J. Michael Myatt, USMC (Ret.)
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Elizabeth Murray,
Managing Director
Jennifer Norris,
Assistant Managing Director and
Executive Secretary
Telephone: (415) 621-6600
FAX: (415) 621-5091

Interested persons unable to attend this meeting may submit written comments regarding agenda items which will be distributed to Trustees, and made part of the official public record.

Materials accompanying agenda items are available for inspection and copying during regular office hours at the War Memorial office, located at 401 Van Ness Avenue, Suite 110, San Francisco, CA 94102. Any materials distributed to the members of the War Memorial Board of Trustees within 72 hours of the meeting or after the agenda packet has been delivered to the members are available for inspection at the above-mentioned War Memorial office during regular business hours.

The ringing and use of cell phones, pagers, and similar sound-producing electronic devices are prohibited at this meeting. The President may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or similar sound-producing electronic device.

Individuals and entities that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100 – 2.160] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, telephone (415) 252-3100; fax (415) 252-3112; e-mail ethics.commission@sfgov.org and web site <http://www.sfgov.org/ethics>.

ACCESSIBLE MEETING POLICY



To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact the War Memorial office at 621-6600 at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00 p.m. the previous Friday.

Accessible seating for persons with disabilities (including those using wheelchairs) will be available.



In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

MUNI's No. 5, 47 and 49 accessible bus lines serve this location. For information about MUNI accessible services, call 923-6142. The closest accessible BART station is located in the Civic Center at Market and Eighth Streets.



Accessible parking is available at the following locations: two (2) designated blue curb spaces on the southwest corner of McAllister Street at Van Ness Avenue; and the Performing Arts Garage (entrance on Grove Street between Franklin and Gough Streets, immediately behind the San Francisco War Memorial and Performing Arts Center).

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

(Chapter 67 of the San Francisco Administrative Code). Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. **FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE, OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE.**

Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
Office: (415) 554-7724 Fax: (415) 554-7854
E-mail: sotf@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org/sunshine>.

May 2, 2016

NOTICE OF PUBLIC HEARING:
**MEETING TO CONSIDER NEW POLICY GOVERNING ALLOCATION OF
SPACE IN THE VETERANS BUILDING TO PATRIOTIC
ORGANIZATIONS**

THURSDAY, MAY 12, 2016 - 2:00 P.M., OPERA HOUSE, 4TH FLOOR

AT ITS REGULAR MEETING ON MAY 12, 2016, OPERA HOUSE 4TH FLOOR, 2:00 P.M., THE WAR MEMORIAL BOARD OF TRUSTEES WILL CONSIDER A NEW POLICY GOVERNING ALLOCATION OF SPACE IN THE VETERANS BUILDING TO PATRIOTIC ORGANIZATIONS.

THE WAR MEMORIAL BOARD OF TRUSTEES WILL CONSIDER THE FOLLOWING AGENDA ITEM:

Discussion and possible action to adopt policy governing allocation of space in the Veterans Building to patriotic organizations.

COPIES OF THE PROPOSED NEW POLICY ARE ON THE DEPARTMENT'S WEBSITE (www.sfwmpac.org), AND WILL BE AVAILABLE AT THE MAY 12, 2016 MEETING.

FOR QUESTIONS PERTAINING TO THIS ITEM, PLEASE CONTACT JENNIFER NORRIS, EXECUTIVE SECRETARY TO THE WAR MEMORIAL BOARD OF TRUSTEES, AT (415) 554-6308.

Jennifer Norris
Executive Secretary to the War Memorial Board of Trustees

Posted: Monday, May 2, 2016

**[DRAFT] POLICY GOVERNING ALLOCATION OF SPACE
IN THE VETERANS BUILDING TO PATRIOTIC ORGANIZATIONS**

The following policy was adopted by the War Memorial Board of Trustees by Resolution No. XXXX on XXXX, XX, 2016. This policy applies to incoming patriotic organizations seeking to occupy space in the Veterans Building on or after the date of adoption of this policy. It does not apply to organizations occupying the building prior to the adoption of this policy. This policy also does not apply to one-time uses of meeting rooms or special events in the Veterans Building. A separate policy will be developed and adopted by the War Memorial Board of Trustees concerning one-time uses.

I. Eligible Patriotic Organizations:

The American Legion War Memorial Commission (“ALWMC”) may, subject to the terms and conditions of this Policy and the Trust, install the following types of patriotic organizations to occupy rent-free space in the Veterans Building under the San Francisco War Memorial Trust (“the Trust”):

- (a) Veteran-membership organizations composed primarily of (1) U.S. military veterans and/or their relatives, (2) veterans of foreign militaries that were U.S. allies in times of armed conflict and/or their relatives, and (3) 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.
- (b) Veteran services organizations (“VSOs”) such as Swords to Plowshares that both (a) provide social services exclusively or primarily¹ to veterans and/or their relatives, and (b) have their foundation in and are the outcome of a specific war in which the U.S. has engaged.
- (c) Nonprofit organizations dedicated to the commemoration of a war or wars, or veterans of a war or wars, in which the U.S. has engaged.

NOTE: Governmental agencies, such as the U. S. Department of Veterans Affairs and the California Employment Development Department, do not constitute “patriotic organizations” within the meaning of the Trust.

II. Permissible Uses of the Veterans Building:

(a) Both the Trust and the January 29, 2016 superior court order interpreting the Trust limit patriotic organizations’ use of the Veterans Building to use “as club and meeting-rooms and for executive offices and auditorium purposes.” Accordingly, patriotic organizations do not have the right under the Trust to use allocated space in the building to provide direct services on-site. Nevertheless, the WMBT will allow some direct services on-site such as job training, technical training, legal services, housing placement, educational services and referrals to other service providers for such services.

¹ In the case of a VSO that provides social services primarily but not exclusively to veterans and/or their relatives, the VSO’s activities in the building (both administrative functions and provision of social services) must be exclusively for veterans and/or their families.

Medical services shall not be allowed on-site. "Medical services" for purposes of this Policy means physical and mental health services, dental services, and/or substance abuse treatment, and/or in-person or on-site referrals for medical services. Although the provision of medical services on-site is not permissible, patriotic organizations that provide medical services may locate their executive offices in the building and use their allocated space to perform administrative functions.

(b) Occupancy of the Veterans Building must conform to any and all applicable federal, state or municipal laws and regulations, including health, police, fire, and zoning regulations.

(c) Under Paragraph 9(n) of the Trust, occupants may not use the Veterans Building (1) "for the purpose of any business, trade or manufacture," or (2) "for lodging or for a hotel or boarding house."

III. Veterans Building Space Currently Allocated to San Francisco Posts of the American Legion:

As of the date of adoption of this policy, the War Memorial Board of Trustees ("WMBT") had allocated to the San Francisco Posts of the American Legion, through the ALWMC, rooms 019, 101, 102, 202, 206, 207, 208, 210, 212, 213, 221, 224, 313, 317 and 319 in the Veterans Building consisting of a total of 22,693 square feet ("Currently Allocated Space").

Incoming patriotic organizations shall initially be assigned space within the Currently Allocated Space. If the WMBT determines that the Currently Allocated Space is fully utilized, through an annual review of space utilization data collected by War Memorial staff, the WMBT will identify additional space in the building for use by patriotic organizations. Alternatively, if the WMBT determines that the Currently Allocated Space is not fully utilized based on the annual review referenced in the foregoing sentence, the WMBT may reduce or revise the Currently Allocated Space in the future.

IV. Notice to WMBT of Space Allocation to Patriotic Organizations:

For each new patriotic organization seeking to occupy space in the Veterans Building, ALWMC shall provide WMBT with the attached **Notice of Space Allocation (Attachment A)** in accordance with the following timelines:

1. For proposed occupancies in the Currently Allocated Space, Notices of Space Allocation may be submitted to the WMBT at any time.
2. If the WMBT determines that the Currently Allocated Space is fully utilized in accordance with the procedures described in Section III, then the ALWMC may submit, no later than January 1st of each year, Notices of Space Allocation for any and all patriotic organizations it seeks to install in space other than the Currently Allocated Space the following calendar year. When feasible, the WMBT will consider requests for space other than the Currently Allocated Space that is not currently assigned or occupied on less than one year's notice.

ALWMC shall include with the Notice of Space Allocation a letter from the proposed patriotic organization containing all of the following information:

- a. Description of the patriotic organization's purpose, services, and/or activities.
- b. Description of the patriotic organization's proposed use of space in the building.

- c. Number of patriotic organization's employees/volunteers/staff that would occupy the allocated space.
- d. Square footage requested by the patriotic organization.
- e. Confirmation that the patriotic organization is prepared to enter into an occupancy agreement with the City and County of San Francisco ("Occupancy Agreement") which sets forth occupancy terms including, but not limited to: compliance with the covenants and conditions in paragraph 9 of the Trust, prohibition on subletting, indemnification, insurance, building rules and regulations, consequences for violation of rules, and payment of all utilities, services and material of every character used in or about the allocated premises (currently estimated at \$15.42 per square foot per year or \$1.29 per square foot per month), adjusted annually on July 1 as approved by WMBT.
- f. Description of any and all proposed alterations to the allocated space that the organization proposes to implement in its requested space. **NOTE:** Any alterations to the building must be approved in writing by both the ALWMC and WMBT, and approved alterations must be paid for in full by the occupant or ALWMC.

V. WMBT Consideration of Space Allocation:

- 1. War Memorial staff will review ALWMC's Notice of Space Allocation for completeness. Any questions concerning the proposal shall be sent by War Memorial staff to ALWMC within 15 business days of receiving the Notice.
- 2. Within 60 calendar days of receiving a complete Notice of Space Allocation, including all answers to any questions sent by War Memorial staff, the Veterans Committee of the WMBT shall meet to review the proposed space allocation and make recommendation(s) to the WMBT. If the Committee cannot meet within the aforementioned 60 day period, the full WMBT shall meet instead to consider and take action on the proposal. In reviewing the proposal, the Committee (or the WMBT as appropriate) shall consider the following:
 - a) Does the proposed patriotic organization satisfy the eligibility criteria set forth in Section I of this policy?
 - b) Does the proposed use fall within the uses prescribed in Section II of this policy and paragraph 10, (C)(2) of the Trust – *i.e.*, use as club and meeting rooms and for executive offices and auditorium purposes?
 - c) If ALWMC has proposed a particular space to be allocated to the patriotic organization, is that space appropriate based on the patriotic organization's proposed uses or activities, number of staff, and/or proposed alterations, and if not, is there an alternative appropriate space available in the building?
 - d) If the proposal includes alterations, are the alterations appropriate for the space in question? (See Section IV(f) above regarding approval requirements for alterations.)
- 3. At its next regularly scheduled meeting following the Veterans Committee meeting, or if no such Committee meeting occurs, at the WMBT meeting referenced in (2) above, the WMBT shall consider

the proposal and shall approve the space allocation unless it finds that the space allocation does not satisfy one or more of the criteria listed in subsection (2)(a)-(d) above and/or is inconsistent with the terms of the Trust.

VI. Approved Space Allocations:

1. The patriotic organization shall execute an Occupancy Agreement with the City and County of San Francisco for no less than 30 days and up to one-year, with automatic annual renewals upon the patriotic organization's written request in accordance with the procedure described in Section 4 below. Upon request, the WMBT will consider longer-term occupancies. If the ALWMC and WMBT have approved alterations to the allocated space in connection with the occupancy, the organization shall execute a separate agreement governing such alterations.
2. The patriotic organization shall provide to War Memorial staff the required insurance certificate and additional insured endorsement as required by the City's Risk Manager prior to occupancy.
3. The patriotic organization may commence occupancy following execution of the Occupancy Agreement and submission of required insurance documents.
4. Six months prior to the end of the one-year Occupancy Agreement, the patriotic organization will notify ALWMC and WMBT in writing if it wishes to renew the Occupancy Agreement for an additional one-year term, and ALWMC will provide its renewal recommendation to the WMBT. Within 60 days of receiving ALWMC's renewal recommendation, WMBT shall approve the renewal unless it finds the patriotic organization is not in compliance with the terms of the occupancy agreement. Shorter term occupancies are also subject to an approval process consistent with the terms of the occupancy agreement if requested by occupant prior to the end of the lease term.
5. Step #4 shall be repeated on an annual basis.

Attachments: Attachment A: Notice of Space Allocation

[DRAFT] Notice of Space Allocation

(Attachment A)

Notice of Space Allocation from American Legion War Memorial Commission to War Memorial Board of Trustees for new patriotic organization seeking to occupy space in the Veterans Building

Note: Complete online, print and submit to War Memorial, Veterans Building Room 110.

ALWMC AUTHORIZATION:

Submitted By:	ALWMC Position:
Authorized Signature:	Date of Notice (m/d/yy):

PROPOSED PATRIOTIC ORGANIZATION:

Name of Organization:	Organizational Status (i.e., 501(c)(3)):
Description of activities, functions and/or services provided by patriotic organization:	
Authorized Contact Person:	Position in Organization:
Address, City, State & Zip Code:	
Daytime Phone:	E-mail Address:
Type of Organization (check all that apply):	
<input type="checkbox"/>	A veteran-membership organization composed primarily of U.S. military veterans and/or their relatives.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	A veteran services organization ("VSO") such as Swords to Plowshares that both (a) provides social services exclusively or primarily ¹ to veterans and/or their relatives, and (b) has its foundation in and is the outcome of a specific war in which the U.S. has engaged. ¹ In the case of a VSO that provides social services primarily but not exclusively to veterans and/or their relatives, the VSO's activities in the building (both administrative functions and provision of social services) must be exclusively for veterans and/or their families.
<input type="checkbox"/>	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.

SPACE ALLOCATION:

Proposed Room Number(s):	Approximate Square Feet:
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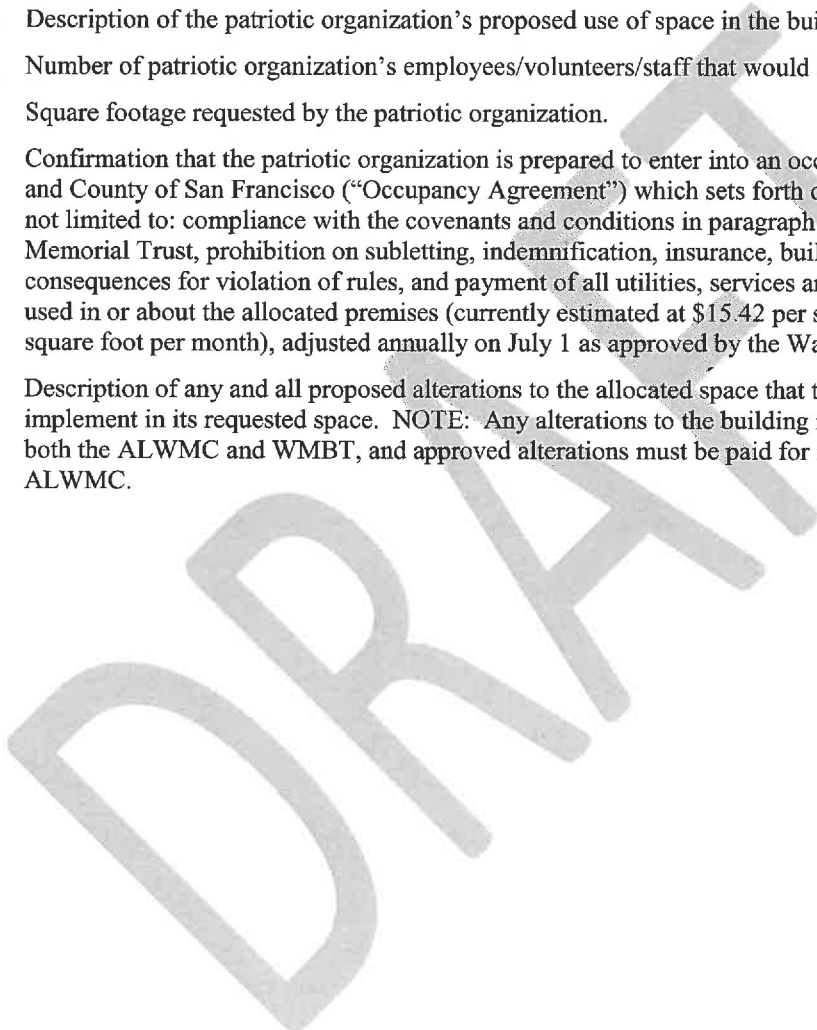
ALWMC shall include with this Notice of Space Allocation a signed letter from the proposed patriotic organization on the organization's letterhead containing all of the information listed on page 2.

TO BE FILLED OUT BY WMBT STAFF ONLY:

Date Notice Received:	Received By:
Date Notice Complete:	Received By:

ALWMC shall include with this Notice of Space Allocation a signed letter from the proposed patriotic organization on the organizations' letterhead containing all of the following information:

- a. Description of the patriotic organization's purpose, services, and/or activities.
- b. Description of the patriotic organization's proposed use of space in the building.
- c. Number of patriotic organization's employees/volunteers/staff that would occupy the allocated space.
- d. Square footage requested by the patriotic organization.
- e. Confirmation that the patriotic organization is prepared to enter into an occupancy agreement with the City and County of San Francisco ("Occupancy Agreement") which sets forth occupancy terms including, but not limited to: compliance with the covenants and conditions in paragraph 9 of the San Francisco War Memorial Trust, prohibition on subletting, indemnification, insurance, building rules and regulations, consequences for violation of rules, and payment of all utilities, services and material of every character used in or about the allocated premises (currently estimated at \$15.42 per square foot per year or \$1.29 per square foot per month), adjusted annually on July 1 as approved by the War Memorial Board of Trustees.
- f. Description of any and all proposed alterations to the allocated space that the organization proposes to implement in its requested space. NOTE: Any alterations to the building must be approved in writing by both the ALWMC and WMBT, and approved alterations must be paid for in full by the occupant or ALWMC.



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- 3. At its next regularly scheduled meeting following the Veterans Committee meeting, or if no such Committee meeting occurs, at the WMBT meeting referenced in (2) above, the WMBT shall consider

the proposal and shall approve the space allocation unless it finds that the space allocation does not satisfy one or more of the criteria listed in subsection (2)(a)-(d) above and/or is inconsistent with the terms of the Trust.

VI. Approved Space Allocations:

1. The patriotic organization shall execute an Occupancy Agreement with the City and County of San Francisco for no less than 30 days and up to one-year, with automatic annual renewals upon the patriotic organization's written request in accordance with the procedure described in Section 4 below. Upon request, the WMBT will consider longer-term occupancies. If the ALWMC and WMBT have approved alterations to the allocated space in connection with the occupancy, the organization shall execute a separate agreement governing such alterations.
2. The patriotic organization shall provide to War Memorial staff the required insurance certificate and additional insured endorsement as required by the City's Risk Manager prior to occupancy.
3. The patriotic organization may commence occupancy following execution of the Occupancy Agreement and submission of required insurance documents.
4. Six months prior to the end of the one-year Occupancy Agreement, the patriotic organization will notify ALWMC and WMBT in writing if it wishes to renew the Occupancy Agreement for an additional one-year term, and ALWMC will provide its renewal recommendation to the WMBT. Within 60 days of receiving ALWMC's renewal recommendation, WMBT shall approve the renewal unless it finds the patriotic organization is not in compliance with the terms of the occupancy agreement. Shorter term occupancies are also subject to an approval process consistent with the terms of the occupancy agreement if requested by occupant prior to the end of the lease term.
5. Step #4 shall be repeated on an annual basis.

Attachments: Attachment A: Notice of Space Allocation

[DRAFT] Notice of Space Allocation

(Attachment A)

Notice of Space Allocation from American Legion War Memorial Commission to War Memorial Board of Trustees for new patriotic organization seeking to occupy space in the Veterans Building

Note: Complete online, print and submit to War Memorial, Veterans Building Room 110.

ALWMC AUTHORIZATION:

Submitted By:	ALWMC Position:
Authorized Signature:	Date of Notice (m/d/yy):

PROPOSED PATRIOTIC ORGANIZATION:

Name of Organization:	Organizational Status (i.e., 501(c)(3)):
Description of activities, functions and/or services provided by patriotic organization:	
Authorized Contact Person:	Position in Organization:
Address, City, State & Zip Code:	
Daytime Phone:	E-mail Address:
Type of Organization (check all that apply):	
<input type="checkbox"/>	A veteran-membership organization composed primarily of U.S. military veterans and/or their relatives.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	A veteran services organization ("VSO") such as Swords to Plowshares that both (a) provides social services exclusively or primarily ¹ to veterans and/or their relatives, and (b) has its foundation in and is the outcome of a specific war in which the U.S. has engaged. ¹ In the case of a VSO that provides social services primarily but not exclusively to veterans and/or their relatives, the VSO's activities in the building (both administrative functions and provision of social services) must be exclusively for veterans and/or their families.
<input type="checkbox"/>	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.

SPACE ALLOCATION:

Proposed Room Number(s):	Approximate Square Feet:
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ALWMC shall include with this Notice of Space Allocation a signed letter from the proposed patriotic organization on the organization's letterhead containing all of the information listed on page 2.

TO BE FILLED OUT BY WMBT STAFF ONLY:

Date Notice Received:	Received By:
Date Notice Complete:	Received By:

ALWMC shall include with this Notice of Space Allocation a signed letter from the proposed patriotic organization on the organizations' letterhead containing all of the following information:

- a. Description of the patriotic organization's purpose, services, and/or activities.
- b. Description of the patriotic organization's proposed use of space in the building.
- c. Number of patriotic organization's employees/volunteers/staff that would occupy the allocated space.
- d. Square footage requested by the patriotic organization.
- e. Confirmation that the patriotic organization is prepared to enter into an occupancy agreement with the City and County of San Francisco ("Occupancy Agreement") which sets forth occupancy terms including, but not limited to: compliance with the covenants and conditions in paragraph 9 of the San Francisco War Memorial Trust, prohibition on subletting, indemnification, insurance, building rules and regulations, consequences for violation of rules, and payment of all utilities, services and material of every character used in or about the allocated premises (currently estimated at \$15.42 per square foot per year or \$1.29 per square foot per month), adjusted annually on July 1 as approved by the War Memorial Board of Trustees.
- f. Description of any and all proposed alterations to the allocated space that the organization proposes to implement in its requested space. NOTE: Any alterations to the building must be approved in writing by both the ALWMC and WMBT, and approved alterations must be paid for in full by the occupant or ALWMC.

