

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**PRESENTORS LIAISON COMMITTEE / SPECIAL MEETING**

**Thursday, November 9, 2017**

The Presentors Liaison Committee of the Board of Trustees of the War Memorial of San Francisco met at 1:00 p.m. on Thursday, November 9, 2017, in the Trustees' Board Room, War Memorial Opera House, Chair Horn presiding.

**ROLL CALL**

Committee Members Present: Chair Horn, Trustee Lui, Trustee Moscone, Trustee Shultz, Trustee Wilsey

Committee Members Absent: Vice President Bechtle

Other Trustees Present: Trustee Levin, Trustee Myatt

Staff Present: Elizabeth Murray, Managing Director  
Jennifer Norris, Assistant Managing Director

**REGULAR ITEMS**

**San Francisco War Memorial and Performing Arts Center Exterior Grounds Usage Policy:**

Chair Horn stated that as reported by our Managing Director Elizabeth Murray last month, there was an unauthorized use of the War Memorial exterior grounds – specifically the War Memorial Court – early in October. At that time, the Office of the City Attorney and the San Francisco Police Department recommended that the War Memorial Board of Trustees adopt a policy on exterior grounds usages, which policy would be posted on the department's website and would guide and support the staff's responses to persons desiring to use the War Memorial exterior grounds. He noted that while we have always had consistent practices concerning exterior grounds usages, the Board has not to date adopted an official policy.

Chair Horn stated that in advance of today's meeting, Committee members received a copy of the draft Exterior Grounds Usage Policy prepared by staff in consultation with the Office of the City Attorney. In sum, the draft policy provides that

- Casual grounds use by visitors or tourists is permitted under the policy.
- Requests to use the exterior grounds for special events must be approved in advance by the Board of Trustees, must be related to Trust beneficiary activities or to scheduled activities in the Opera House, Veterans Building or Davies Symphony Hall, and will be subject to exterior grounds usage fees adopted by the Trustees.
- To maintain the honor and dignity of the Memorial Court, the Board of Trustees does not permit demonstrations, rallies or special events in the Memorial Court, except for uses related to veterans and their families.

Chair Horn opened the floor to questions and discussion by the Committee.

Trustee Levin said that he is delighted to receive this draft policy and he commended Managing Director Elizabeth Murray for putting the policy in writing. Trustee Levin said that the War Memorial Trustees should do everything within their power pertaining to the safety and security of the facilities and it will be in the best interest of the people of the City and County of San Francisco that we forward this policy to the full Board.

Following further discussion, and on motion of Trustee Shultz and seconded by Trustee Moscone, the following recommendation was unanimously adopted.

RECOMMENDED, By the Presentors Liaison Committee of the War Memorial Board of Trustees to approve the draft Exterior Grounds Usage Policy for the San Francisco War Memorial and Performing Arts Center as follows:

**San Francisco War Memorial and Performing Arts Center  
EXTERIOR GROUNDS USAGE POLICY**

The San Francisco War Memorial and Performing Arts Center is a “charitable trust department” under Article V of the San Francisco Charter. Under the War Memorial Trust Agreement of 1921, as amended, (the “Trust”) the City’s War Memorial Board of Trustees have charge over the War Memorial and Performing Arts Center and the adjacent grounds. The Center consists of four City-owned buildings: the War Memorial Veterans Building, the War Memorial Opera House, Louise M. Davies Symphony Hall, and Zellerbach Rehearsal Hall. The Trust also includes the Veterans Memorial monument, adjacent courtyard and tree lined recessed pathways leading to the memorial situated between the Veterans Building and Opera House (the “Memorial Court”). There are three beneficiaries of the Trust: the San Francisco Posts of the American Legion, the San Francisco Museum of Modern Art, and the San Francisco Symphony. War Memorial and Performing Arts Center exterior grounds usage must be related to Trust beneficiary activities or to scheduled activities at one of the Trust buildings, or otherwise be consistent with this policy. The buildings and grounds of the War Memorial and Performing Arts Center are not public fora.

The purpose of this policy is to promote a tranquil and contemplative environment at the Memorial Court which was dedicated by the people of San Francisco to our Nation’s veterans in honor of their service and sacrifice.

- (a) **Applicability.** This policy applies to the land and buildings set aside for the San Francisco War Memorial and Performing Arts Center under the Trust. This policy does not apply to any of the sidewalks adjacent to the Performing Arts Center that are outside of the jurisdiction of the War Memorial Board of Trustees.
- (b) **Building entrances.** Blocking building entrance areas, entrance steps, platforms or access ramps, and walkways, or otherwise obstructing or impeding the free flow of pedestrian traffic in such areas is prohibited.
- (c) **Driveways and parking areas.** Blocking parking areas or driveways or otherwise obstructing or impeding the approved vehicle flow in such areas is prohibited, except as approved by the War Memorial Board of Trustees under this policy.
- (d) **Admission lines.** Blocking or otherwise obstructing or impeding the free flow of patron admission lines is prohibited.
- (e) **Littering.** Littering on Center property including entrance areas, entrance steps, platforms and access ramps and any surrounding areas is prohibited.
- (f) **Demonstrations, special events and casual grounds use.**
  - (1) **Use requirements.**
    - (i) **Casual grounds use.** Casual grounds use by visitors or tourists which is otherwise reasonably consistent with the protection and use of the Center’s grounds is permitted under this policy.
    - (ii) **Special events.** Requests to use the Center’s exterior grounds for special events must be approved in advance by the War Memorial Board of Trustees and must be related to Trust beneficiary activities or to scheduled activities in the War Memorial Opera House, Veterans Building or Louise M. Davies Symphony Hall. Special event usages will be subject to usage fees annually adopted by the Board of Trustees. Special event requests must be submitted in writing to the War Memorial administrative office to be calendared for

consideration by the War Memorial Board of Trustees. The Board shall approve a request if it is reasonably consistent with the protection and use of the Center’s grounds and the other requirements of this section (f).

(iii) **Memorial Court.** To maintain the honor and dignity of the Memorial Court, the War Memorial Board of Trustees does not permit demonstrations, rallies or special events in the Memorial Court, except for uses related to veterans and their families.

**ADJOURNMENT**

There being no further business, Chair Horn adjourned the meeting at 1:15 p.m.

Jennifer E. Norris  
Executive Secretary

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