

**[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.

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**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 primarily<sup>1</sup> 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.

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<sup>1</sup> 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 <sup>1</sup> 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. <sup>1</sup> 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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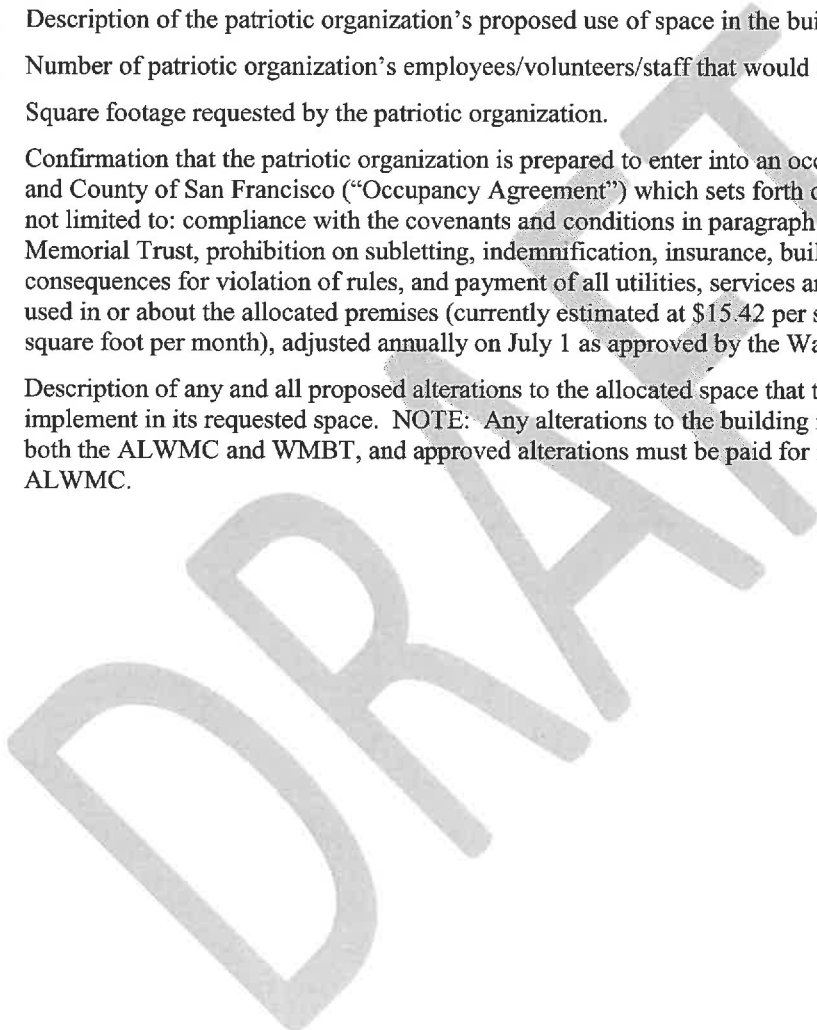
**ALWMC shall include with this Notice of Space Allocation a signed letter from the proposed patriotic organization on the organization's letterhead containing all of the information listed on page 2.**

**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.
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## 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.
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Proposed Room Number(s):	Approximate Square Feet:
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