



July 23, 2025

Susan Sun
Assistant Director, Partnerships
San Francisco Recreation and Parks Department
[by email]

Dear Ms. Sun:

This letter will serve as documentation of the intent of the Union Square Foundation to provide a gift valued at approximately \$300,000 for design, materials and installation of two 20-foot metal pillars on the stage at Union Square Plaza. This gift will require formal approval from the Union Square Foundation Board of Directors. The Board's next meeting is scheduled for August 21, 2025.

The source of the funds use to purchase and install the pillars come from a Grant (FSP Contract #1000028197) "SF Live" Music and Entertainment Campaign – Event Production from the City's Office of Economic and Workforce Development dated April 1, 2023 and amended on May 1, 2024, to the Union Square Foundation for the purpose of purchasing and installing this new sound system for future performances in Union Square.

The pillars will support a new state-of the art sound system for Union Square Plaza. The sound system is intended to streamline and make programming more cost efficient by supporting a wide range of small to midsize performances and events. These improvements will both dramatically enhance the Plaza as a performance space and make it far more accessible and welcoming to artists to better connect with their audiences and event producers.

The Union Square Foundation is pleased to partner with the Rec and Park on activating and enlivening Union Square, the most important public open space in our downtown.

Very truly yours,

A handwritten signature in black ink that reads "Kenneth Rich". The signature is written in a cursive, flowing style.

Ken Rich
Director of Policy and Economic Development