

1 [City Hall Event License Fee Waivers for Non-Profit Organizations.]

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3 **Ordinance amending Section 4.1-2 of the San Francisco Administrative Code to allow**
4 **each member of the Board of Supervisors to designate one tax exempt, non-profit**
5 **organization or government agency per calendar year as recipient of a fee waiver for a**
6 **City Hall Short Term License for a special event in City Hall.**

7 Note: Additions are *single-underline italics Times New Roman*;
8 deletions are *strikethrough italics Times New Roman*.
9 Board amendment additions are double underlined.
Board amendment deletions are ~~strikethrough normal~~.

10 Be it ordained by the People of the City and County of San Francisco:

11 Section 1. The San Francisco Administrative Code is hereby amended by amending
12 Section 4.1-2, to read as follows:

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14 **SEC. 4.1-2. CITY HALL SHORT TERM LICENSE, FILMING, AND TOUR FEES;**
15 **LISTED CATERERS.**

16 (a) Fee Schedule. The Director of Administrative Services, or his or her
17 designated officer, (the "DAS") is hereby authorized to establish and charge fees for the use
18 of City Hall in accordance with the following schedule:

19 (1) Short Term License Fees ("Event Fees"). The DAS shall charge a party
20 (a "Licensee") who enters into a Short Term License Agreement for the use of City Hall for a
21 particular activity lasting up to a maximum of ten hours (an "Event") up to \$30,000, per Event,
22 for use of the City Hall Rotunda (the "Rotunda"), with or without the use of the North and
23 South Light Courts. Where the DAS contracts with a Licensee for the use of either or both of
24 the North and South Light Courts, but not the use of the Rotunda, the DAS may charge the
25 licensee up to \$10,000 per light court per event. The DAS may establish and charge fees for

1 the use of other areas within City Hall, other than the Board of Supervisors Chamber,
2 provided that such fees shall not exceed the maximum rates authorized for use of the
3 Rotunda under this section.

4 In addition, the DAS may also establish and charge other fees, including, but not
5 limited to, fees for security, building personnel, cleaning, cleaning supplies, and kitchen
6 equipment management that the DAS determines are necessary to cover the total costs to the
7 City for each Event (“Associated Fees”). The DAS, in its discretion, shall establish standard
8 reduced fee rates for non-profit organizations.

9 (i) Selected Non-Profit Fee Waiver. Each calendar year, each member of the Board of
10 Supervisors shall have the discretion to designate a maximum of one tax exempt, non-
11 profit organization or government agency as a recipient of a fee waiver (“Selected Non-
12 Profit Fee Waiver”) of all Event Fees associated with a City Hall Short Term License
13 for a special event in City Hall. Such event shall be subject to the terms of a Short Term
14 License Agreement with the City and County of San Francisco and will be subject to
15 facility availability and other building rules and event guidelines issued by the DAS, as
16 amended from time to time. Such event shall be held on a Monday, Tuesday or
17 Wednesday afternoon or evening and shall end no later than 10pm, excluding the time
18 period required for clean-up and removal of food, equipment and decorations. The
19 Selected Non-Profit Fee Waiver shall include a waiver of Associated Fees with the
20 exception of any refundable deposit required by DAS and any fees charged for insurance
21 or damage or injury to persons or property. Tax-exempt, non-profit organizations or
22 government agencies wishing to be considered for a Selected Non-Profit Fee Waiver
23 shall submit an application to the Clerk of the Board, indicating the Supervisor(s) from
24 whom they are seeking consideration for a Selected Non-Profit Fee Waiver
25 (“Application”). The Clerk of the Board shall then forward such Application to the

1 appropriate Supervisor(s) for consideration on a first-come first-served basis. In no
2 event shall a recipient of a Selected Non-Profit Fee Waiver be eligible for more than one
3 such waiver per calendar year.

4 (ii) Minimum Qualifications; Selection Criteria for Non-Profit Fee Waiver. Tax exempt,
5 non-profit organizations and government agencies seeking a Selected Non-Profit Fee
6 Waiver must establish in their Application that they provide services to the residents of
7 San Francisco, that they are organized and operated exclusively for charitable,
8 scientific, literary, or educational purposes, and that payment of the City Hall Event
9 Fees and Associated Fees would result in a significant financial hardship to their
10 organization or agency. A Supervisor may designate only non-profit organizations or
11 government agencies that meet the above-listed minimum qualifications where the
12 Supervisor also determines that providing the organization or agency with a Selected
13 Non-Profit Fee Waiver for an event in City Hall would (1) enhance community
14 understanding and confidence in City government, (2) support disadvantaged segments
15 of the San Francisco community that would not otherwise have the ability or opportunity
16 to host an event in City Hall and (3) serve to expose members of the public to the
17 charitable activities and public services of the non-profit organization or government
18 agency hosting the event.

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20 (2) Fees for Filming and Photographing Activity. The DAS may charge fees
21 for filming and photographing activities (“Filming Activity”) that do not exceed the Event Fees
22 under paragraph (1). The DAS may negotiate lower fees with a party interested in conducting
23 Filming Activity in City Hall (a “Contractor”) based on factors such as the duration, time period
24 and space required for filming or photographing, the number of people involved in the Filming
25 Activity, and the non-profit status of the Contractor.

1 (3) Fees for Tours of City Hall. The DAS may charge fees for docent-led
2 group tours of City Hall, other than regularly scheduled free tours (“special group tours”). The
3 DAS may charge up to \$75 for special group tours of up to thirty people and up to \$125 for
4 special group tours of over thirty people. However, school group tours for students in
5 kindergarten through twelfth grade shall be provided free of charge.

6 (b) Ratification of Prior Fees. All fees previously charged for the use of City
7 Hall since its opening in January 1999 and before the effective date of this Section are hereby
8 ratified.

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10 APPROVED AS TO FORM:
11 DENNIS J. HERRERA, City Attorney

12 By: _____
13 ADINE K. VARAH
14 Deputy City Attorney

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