

# Welcome

## TO SAN FRANCISCO CITY HALL

*Corrine E. Mehigan*  
Building General Manager

In order to assist in our efforts to provide a safe, secure and pleasant environment at San Francisco City Hall and to protect this national historic landmark, we require compliance with the following policies:

### ACCESS – EMPLOYEE

At all times when the building is closed to the public, employees of the City and County must show their valid City Hall Identification in order to gain access into the facility via the Grove Street entrance. Persons may be asked to sign-in and present additional identification as necessary.

### ACCESS – PUBLIC

City Hall is open to the public from 8:00 a.m. to 8:00 p.m., Monday through Friday. Unless otherwise noted, City Hall is closed to the public on Saturdays and Sundays and on all national holidays including: New Year's Day, Dr. Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day (including the Friday following Thanksgiving) and Christmas Day.

The public may enter City Hall during the standard building hours of operation. If City business is occurring beyond the normal hours of operation, for public meetings or other City business activities, members of the public may enter the building but must sign-in and proceed only to the area where that City business or activity occurs.

If a City employee must conduct City business in City Hall with any member(s) of the public during a period when City Hall is closed to the public, that City employee must obtain prior approval for special access from the Building General Manager. Any City employee requiring special access must submit a written special access request to the Building General Manager no less than forty-eight hours in advance of the requested access period.

### ALCOHOL

No person may bring open, unsealed or re-sealed containers of alcohol inside City Hall. Alcohol may not be consumed in public areas of City Hall unless the alcohol is brought in and used in accordance with the terms of a written event or catering agreement with the City. For security reasons, City Hall Security reserves the right to redirect large deliveries to the City Hall loading dock. Elected Officials and Department Heads are responsible for ensuring compliance with this policy in the City Hall areas allocated for their use.

### ANIMALS

Performance animals and pets are not allowed in City Hall. People with disabilities may bring their service animals into all areas where the public is permitted. Animals required for San Francisco Animal Care and Control Commission hearings are permitted if accompanied by written authorization on letterhead from the Director of Animal Care and Control.

### CLOTHING

Some type of clothing covering the upper and lower body is required. Shoes or other footwear is required.

### DRUGS

No illegal drugs are allowed in City Hall at any time. Anyone attempting to bring illegal drugs into City Hall is subject to immediate arrest.

### FILM PRODUCTION ACTIVITIES

Organizations or persons desiring to use City Hall for film production activities must enter into a use agreement, in accordance with Chapter 57 of the Administrative Code, which shall incorporate provisions consistent with this policy for the use of City Hall. The Building General Manager must approve all such use agreements.

### IDENTIFICATION

City Hall Security reserves the right to require persons entering City Hall to provide identification as necessary.

### LOST AND FOUND

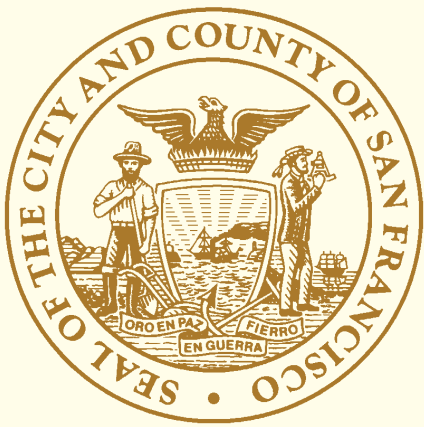
Lost items in City Hall that are found are brought to Room 008. Items held for more than 90 days will be disposed of as decided by the Director of Administrative Services or his or her designee in accordance with California Civil Code Sections 2080 – 2080.6 and Charter Section 4.129. Where City Hall Security determines a lost item could be hazardous, City Hall Security reserves the right to immediately dispose of such item.

### METAL DETECTORS

Persons entering the building must pass through the metal detectors. All items a person may carry, including, but not limited to bags, purses, cell phones, strollers, laptop computers, seats, cushions and canes, will be thoroughly inspected by City Hall Security. City Hall Security reserves the right to redirect any item, including large, heavy, sealed or wrapped items, to the City Hall Loading Dock for additional inspection. If City Hall Security determines that any item a person is seeking to bring into City Hall could be dangerous to persons or property, City Hall Security may deny access with such item.

Only uniformed peace officers, plain-clothed peace officers with approved identification, and persons with pacemakers and valid identification declaring the fact, may be allowed to bypass the metal detectors. Persons may be subject to additional search and/or inspection as determined by City Hall Security.

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# Welcome

## TO SAN FRANCISCO CITY HALL

*Continued from front*

### **NOISE**

We ask that you please refrain from making excessive noise in order not to disrupt City business.

### **PRESS CONFERENCES AND RALLIES**

Press conferences and rallies are held on the front steps of City Hall, in front of either the Goodlett Place (Polk Street) or Van Ness Avenue entrances. Each press conference and rally must be scheduled with the Building General Manager or Media Services Manager. An application form must be submitted to and approved by the Building General Manager. If you wish to have amplified sound you must submit a copy of the press conference/rally application permit to the Permit Bureau located at 850 Bryant Street in order to obtain a sound permit. This application system is designed to ensure that two people do not show up at the same time to hold a press conference or rally. Applicants are given space on a first-come first-served basis. The interior of City Hall is not a public forum and is not designated for use for press conferences or rallies.

### **PROHIBITED ITEMS**

The following items are prohibited at City Hall. If City Hall Security determines that any item a person is seeking to bring into City Hall is on the list of prohibited items or could otherwise be dangerous to persons or property (a "hazardous item"), City Hall Security may deny access with such item. City Hall Security will not hold or store any prohibited or hazardous item.

Prohibited Items:

- Helium and helium-filled balloons
- Pyrotechnics/fireworks
- Mylar or plastic confetti
- Decorations or props that will damage building surfaces. This includes any type of paint, stickers, nail, fastener, glue or other adhesive
- Space heaters
- Smoke or fog generating devices
- Any act, device, object or decoration, which may cause harm or damage to an individual or property as determined by City Hall Security
- Anything that violates the Penal Code
- Knives with blades more than 4 inches
- Spring-loaded knives
- Roller skates, skateboards, bicycles

### **SIGNS, TABLES AND EXHIBITS**

Signs mounted on sticks or poles are not permitted in City Hall. Banners are permitted only during special licensed events or services and subject to the terms of a written agreement with the City. Small paper or cardboard signs no larger than (11" x 17") that can be carried by hand are allowed. Signs, banners, models and similar objects shall not be displayed in hearing rooms in such a manner that would obstruct or interfere with another person's ability to observe, hear or participate in a meeting. Installation of tables or exhibits by private individuals or groups is not permitted in the hallway areas outside of meeting rooms or offices in City Hall.

### **SMOKING**

Consistent with prohibitions in California law, no public employee or member of the public may smoke any tobacco product inside City Hall, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of City Hall. Cal. Gov't Code Section 7597.

### **TRASH AND RECYCLING**

We ask that you please help us keep City Hall clean. Use trash and recycle bins located throughout City Hall.

### **VANDALISM**

City Hall is owned by the City and County of San Francisco and is an important historical landmark. In accordance with California Penal Code Section 594, no person may vandalize, mark, paint, damage, destroy or deface with graffiti or other inscribed material any real or personal property owned by the City, including vehicles, signs, fixtures, walls, floors, furnishings or other property. No person shall use any material, device, object or decoration, which may cause harm or damage to an individual or property owned by the City, including but not limited to property within office spaces as well as public areas, without the express prior permission of the Director of Administrative Services or his or her designee.

### **WEAPONS**

In accordance with California law, City Hall Security shall confiscate all illegal weapons and shall subject the bearer of such weapons to immediate arrest. Firearms are not allowed in City Hall unless carried by California or Federal peace officers with valid identification. City Hall Security requires a copy of any weapon permit and personal identification prior to allowing access to City Hall.

*Please note: The City Hall Building Policies may be subject to further revision by the Director of Administrative Services, in consultation with the City Hall Building General Manager, the Sheriff and the City Attorney.*