



The San Francisco Entertainment Commission



Guidelines for Meaningful Neighborhood Outreach

In order for Neighborhood Outreach to be meaningful, the applicant must communicate information about the venue, the type of license applying for, and the hours that this license will be in use to neighboring community. The applicant should do two to three of the types of outreach listed below for new permits. The applicant should have this outreach completed prior to their presentation to the Entertainment Commission and be prepared to answer questions about it from the Commission. For Limited Live Performance Permits and Change of Ownership amendments to existing permits, one or two of the following outreach are strongly suggested.

The applicant must bring proof of the Neighborhood Outreach to the Commission at their hearing. Meaningful Neighborhood Outreach is very beneficial during the application process and the future success of the venture.

Methods of Acceptable Outreach

1. **Presentation to a Neighborhood, Community or Residential Group.** Specific information must be given to the type of permit that the Applicant is seeking. The Applicant is to share any and all relevant information such as hours of operation, entertainment types, security plans as well as plans for neighborhood integration. This should be an oral or visual presentation that is given before the members of the group at one of their regularly scheduled meetings and members should be able to voice concerns about the license being sought. A notice from the Community, Neighborhood or Residential group should be included in the applicant's application packet for review by the Commission.
2. **Presentation to the Leadership of a Local Not For Profit, 501(c)3, that deals with community support such as housing, at risk youth, health or mental services.** The presentation must include information about the type of permit the Applicant is seeking including type of entertainment, hours of operation and security, as well as neighborhood integration plans. Evidence of completion from the organization should be submitted in the application packet for review at the Commission hearing.
3. **A petition - an appropriate number neighbor signatures according to Applicants business address.** The Applicant may go out and present information to neighbors about the type of permit the Applicant is seeking including type of entertainment, hours of operation and security as well as neighborhood integration plans. This is to inform neighbors of changes to the neighborhood fabric and impress on the Applicant that nightlife has a broader scope of influence in a community than just the immediate surroundings. These signatures should be presented to the Commission for review in their application packet.
4. **Presentation to a Business Association.** If there is no community organization or Not for Profit within a reasonable distance of the Applicants' venue, the Applicant may present to a business or merchant association instead. Specific information must be given as to the type of permit that the Applicant is seeking. The applicant is to share any and all relevant information such as hours of operation, entertainment types, security plans as well as plans for neighborhood integration. This should be an oral or visual presentation at the groups regularly scheduled meeting before the members of the Business Association and accompanied by a notice from the Business organization to the Commission and should be included in the application packet for review by the Commission.

For help finding organization we suggest you contact the district supervisors' office or look at the list of Community Groups listed online at <http://citidex.sfgov.org/>

*Negative reviews by any organization will be considered by the Commission, but are not grounds for denial.