



## PHOENIX DAY 2022 GUIDELINES

### *Block Party Program*

Sunday Streets is a program of the nonprofit Livable City, presented in partnership with SFMTA, SFDPH, and the City and County of San Francisco. Sunday Streets mission is to:

- Create temporary open space and recreational opportunities in neighborhoods most lacking
- Encourage active living and healthy eating
- Foster community building
- Inspire people to think differently about their streets as public spaces

The Phoenix Day Block Party Program Guidelines were created to maintain public safety and the integrity of the program's mission. We thank you in advance for investing in San Francisco by hosting a block party on Phoenix Day and adhering to all of the Phoenix Day Block Party Program Guidelines.

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#### **General Requirements**

- All Phoenix Day Block Parties and activities must be free and open to the public. Unless opted out, all block parties will be listed on directories for Phoenix Day including on SundayStreetsSF.com and print publications.
- All Phoenix Day Block Parties must take place on October 16, 2022 between the hours of 12:00pm - 5:00pm.
- All Phoenix Day Block Parties must meet the requirements for a block party permit as determined by SFMTA and ISCOTT. As required by the ISCOTT hearing process, the location and times of your block party will be part of public records.

#### **Location Requirements**

- Ideal Phoenix Day Block Party locations are flat, straight and already have low car traffic.
- Streets with bus stops or routes, hospitals, fire stations, parking meters or more than one lane of traffic in each direction are not eligible for a Phoenix Day Block Party.
- Most streets with a high number of storefronts (known as commercial corridors) or with a high traffic site (like a library, recreation center, or house of worship) are not eligible for a Phoenix Day Block Party permit, though some exceptions may be permitted.

#### **Host Requirements**

Phoenix Day Block Parties are hosted and run by neighbors on the block. Though each block will be run slightly different based on the residents on that block, each Phoenix Day Block Party is required to fill the following roles in order to participate in the program:

- ***Block Captain (1 per block party)***  
Must be a resident of the block. Will act as primary point of contact to Livable City for the application, registration, and for equipment delivery and storage. Will act as the Phoenix Day Block Party ambassador to residents on the block.
- ***Safety Monitors (minimum 2 per block party)***

Responsible for escorting vehicles in and out as needed for local access and calling 911 or other emergency services if needed.

- **Waste Captain (minimum 1 per block party)**

Responsible for ensuring all trash is sorted and disposed of using the three-bin system (Recycling, Compost, Landfill) and that the street is left clear of trash at the end of the event.

### **Outreach Requirements**

- Gather signatures of support from a minimum of 60% of the households on the block (must be completed and submitted with the eligibility form). For multi-unit apartment buildings, solicit a signature from the management company or HOA on behalf of the building - *you DO NOT need to collect signatures from every unit.*
- Flier all households and cars on the block and send documentation of outreach to Livable City by the deadline posted to [SundayStreetSF.com/blockparty](http://SundayStreetSF.com/blockparty). Documentation of outreach must be submitted to Livable City to maintain a spot in the program.
- Flier houses and cars on the block between 3-5 days prior to the event.
- Place barricades and signage on the street once they arrive, no later than the Friday before Phoenix Day.

### **Safety Requirements**

- Only use barricades provided by the Phoenix Day Block Party program for the street closure and ensure street closure signs are prominently placed on the outside of the barricades by the start of the street closure.
- Ensure a 14' emergency access lane is maintained in the middle of the street in a straight line from one end of the block to the other. No equipment can be placed in the emergency access lane. For best practices, place all equipment in the parking lane.
- Ensure barricades do not block handicap ramps or crosswalks.
- Ensure at least 2 safety monitors are onsite at all times and are aware of any local access needs that were pre-scheduled. Safety monitors should have a cell phone ready for relaying emergencies to the Block Captain or emergency services as needed.

### **Programming Requirements**

#### ***Prohibited Activities***

- Sales or vending of any kind
- Bounce houses or other large inflatables
- BBQ or cooking equipment in the public right of way (i.e. sidewalk or roadway)
- Use of or promotion of tobacco/smoking products or alcohol
- Promotion of beverages or food that does not meet the City and County of San Francisco's HEAL legislation (i.e. sodas and other sugary beverages, foods with added sugar and/or hydrogenated oils)
- Distribution of individual, single-use plastic water bottles
- Sales of any kind (marketplace, food trucks, and stalls, etc)
- Gated, paid programming (pay rides, VIP lounges, etc)
- Motor vehicles or motor vehicle shows

### **Livable City**

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(415) 344-0489 | [SundayStreetsSF.org](http://SundayStreetsSF.org) | [LivableCity.org](http://LivableCity.org)