



PHOENIX DAY 2023 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.

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 15, 2023 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 4 weeks prior to Phoenix Day.
- Flier houses and cars on the block between 3-5 days prior to Phoenix Day.
- 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

- Setting equipment in front fire hydrants, driveways or open businesses or on the sidewalk
- Motor vehicles or motor vehicle shows
- Stages, large structures, or inflatables without written approval from Sunday Streets; restrictions apply
- Generators without written approval from Sunday Streets; restrictions apply
- BBQ or cooking equipment in the public right of way (i.e. sidewalk or roadway)
- Distribution of individual, single-use plastic water bottles
- Promotion or use of products deemed to be in conflict with SFPD's HEAL Legislation, such as alcohol, tobacco, recreational cannabis, vaping, and other smoking products
- Commercial promotion or sampling of sugar sweetened beverages or junk food as deemed by SFPD's HEAL Legislation

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- Sales of any kind (marketplace, food trucks, and stalls, etc)
- Gated, paid programming (pay rides, VIP lounges, etc)
- Promotion of products that conflict with sustainable transportation, such as private automobiles, fossil fuel companies, etc.

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