

December 15, 2008

Name
Company
Address
City, State Zip

Dear [Salutation]:

As you may know, the Masonic Center has been a venue for concerts, graduations, exhibitions, banquets and more for many years. As a part of these events we often accommodate bus and truck loading in the front of the auditorium. We take pride in serving as an important venue on Nob Hill and look forward to doing so for some time. Key to the Center's long-term success is its relationship with its neighbors. The Masonic Center strives to be a respectful neighbor and every so often we think it is helpful to remind our vendors and partners about our good neighbor policies.

Buses parked in front of the building are not permitted to idle at any time. We are exploring alternative solutions such as the installation of electricity at the curb – otherwise known as “shore power” – to allow buses to obtain power for internal systems without having to leave their engines idling or use generators. Additionally, the Masonic Center also asks that bus drivers be mindful of residential driveways and ensure that buses do not block access at any time.

The Masonic has restricted smoking to a designated area on the north terrace near Taylor Street.

The Masonic Center needs the help of all the vendors it works with to ensure neighbors' concerns are addressed and we thank you for your cooperation. Please feel free to contact me at (415) 292-9140 with any questions.

Sincerely,

Allan Casalou
Grand Secretary
Masons of California