



Application for Use of Outdoor City Facilities

Park Picnic Shelters

(APPLICATION MUST BE SUBMITTED IN PERSON)

Submission of application does not guarantee a reservation until approval by the Community Services Director or his/her designee.

Name Applicant [REDACTED] LBUSD/Moore League Admin

Address [REDACTED] Unit #

City Long Beach Zip Code 90810

Phone numbers: Cell [REDACTED] Email [REDACTED]

A valid picture I.D. is required at the time of application to verify age and/or residency.

Proof of Signal Hill Residency (if applicable): ☒ Driver's License ☐ Current Utility Bill ☐ Employed in Signal Hill

I certify that I am a resident of Signal Hill and that I will be onsite at the event for the entire duration of the event. I understand that if I am found to be renting the facility for a non-resident, the non-resident fees will be deducted from my deposit.

→ Initials:

Refundable damage deposit will be mailed to the address you provide 6 to 8 weeks after event

Description of Event: Moore League Cluster Cross Country Meet (Annual Event)

Event day: Tuesday Event date: October 14 *Event time should reflect setup and cleanup.*
Start time: 12:00 pm End time: 6:00 pm

Picnic Shelter rental must be made in increments of 4 hours

Choose a Park ☒:

☒ **Discovery Well Park** (Residents Only) (25 capacity)

☐ Picnic Shelter #1 or #2 (circle one) ☐ Jumper ☐ Amphitheatre *REQUIRES PARKS AND RECREATION COMMISSION APPROVAL

Open Space only

☐ **Signal Hill Park**

☐ Picnic Shelter (circle one) (50 capacity) #1 or #3 ☐ Jumper (choose from approved vendor list)
(25 capacity) #4

☐ Amphitheatre ☐ with electricity *REQUIRES PARKS AND RECREATION COMMISSION APPROVAL

☐ Open Space *REQUIRES PARKS AND RECREATION COMMISSION APPROVAL

☐ **Reservoir Park**

☐ Picnic Shelter (50 capacity) ☐ Jumper (choose from approved vendor list)
☐ Open Space *REQUIRES PARKS AND RECREATION COMMISSION APPROVAL

☐ **Hilltop Park** (Adults only)

☐ Picnic Shelter #1 or #2 (circle one) ☐ Wedding Open Space (max of 75 people)
(25 capacity)

EXPECTED ATTENDANCE: Adults 75 Children 175 Total Attendance 250

Fundraising Event? ☐ Yes ☒ No

Is the public invited? ☒ Yes ☐ No

Will admission/donations be charged/accepted? ☐ Yes ☒ No

APPLICANT VERIFICATION

I, the undersigned, on behalf of the above named organization, do hereby agree to indemnify the City of Signal Hill, according to the attached indemnification form, and to abide and enforce the rules, regulations and policies governing the facility as set forth by the City of Signal Hill.

SIGNATURE OF APPLICANT: _____

[Redacted Signature]

DATE: 6/23/25



CITY OF SIGNAL HILL

2175 Cherry Avenue ♦ Signal Hill, CA 90755-3799

SPECIAL EVENT PERMIT APPLICATION

INTRODUCTION

The City of Signal Hill is committed to assist event organizers in planning safe events that create a minimal impact on the community. In order to assist event organizers in obtaining the necessary permits and services the attached Special Event Permit Application must be completed thoroughly and returned to the City of Signal Hill a **minimum of ninety (90) calendar days** prior to the requested event date. City reserves the right to deny any application not submitted 90-days in advance of the requested event date. The City reserves the right to require earlier submission of an application based on the size and nature of a requested special event.

Signal Hill Municipal Code Section 9.08.010 states:

It is unlawful for any person or persons, corporation, partnership, association, society or any organization as principal, agent, employee, or otherwise, to do, to aid in doing, or cause or permit to be done, any of the acts enumerated in this section within the limits of any public park, building, enclosure or other public property, in the city:

- R. *Special Events. To conduct or cause to be conducted, participate or engage in, hold, manage, permit or allow another to conduct a special event on such public property, or any event on private property which is sufficiently large as to affect adjacent public right-of-way or property, without first having obtained a written permit from the City Manager, or his/her designee. (SHMC 9.08)*

"Special events" is defined as:

- 1. Any organized formation, parade, procession, demonstration or assembly which may include persons, animals, vehicles or any combination thereof, which is to assemble or travel in unison on any street, sidewalk or other public right-of-way owned or controlled by the City which does not comply with applicable traffic regulations, laws or controls; or*
- 2. Any organized or assemblage of seventy-five or more persons or more at any public place, property, or facility which is to gather for a common purpose under the direction or control of a person, or*
- 3. Any other organized activity involving seventy-five or more persons conducted by a person for a common or collective use, purpose or benefit which involves the use of, or has an impact on, public property or facilities and which may require the provision of city public services in response thereto.*
- 4. Examples of such events include, but are not limited to, concerts, parades, circuses, fairs, festivals, street fairs, community events, mass participation sports (such as marathons and*

other running events), athletic or sporting events, and community celebrations and observances conducted on public property or public rights-of-way.

PERMIT PROCESS

The permit process, deposits and fees vary based on the size and scope of the event. The permit process begins when the City of Signal Hill receives the fully completed Special Event Permit Application, Application Fee, and corresponding attachment including site and parking plans.

PRE-EVENT MEETING

Once the City receives a completed application with all required materials and fees, a pre-event meeting with the event organizer and representatives from City departments will be scheduled. The event organizer **MUST** attend this meeting to review the event plans, determine required services to be provided and discuss fees, permits and insurance. Additional pre-event meetings will be held as needed.

THE FOLLOWING SECTIONS WILL PROVIDE THE CITY WITH THE INFORMATION NEEDED TO EVALUATE THE PROPOSED EVENT. PLEASE COMPLETE ALL SECTIONS. AN INCOMPLETE APPLICATION MAY DELAY REVIEW OF THE PROPOSED EVENT.

APPLICANT TYPE (Check One)	
<p>X <u>Commercial Entity</u></p> <p>All entities or organizations without IRS 501(c)(3) valid tax exemption status are considered to be commercial in nature.</p>	
<p><u>Tax Exempt, Nonprofit</u></p> <p>Organizations that are recognized as tax exempt by the Internal Revenue Service at least six (6) months prior to the requested event date, and are in good standing with the IRS, are included in this classification. A copy of the IRS 501(c)(3) tax exemption letter is required.</p>	
ORGANIZATION INFORMATION	
Name of Organization Long Beach Unified School District	
Address 1515 Hugues Way	
City Long Beach, CA	
Zip 90810	
Phone Number 562-997-8276	
Fax Number	
Email Address wsalas@lbschools.net	
Does organization have nonprofit 501(c)(3) status? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Contact Name William (Bill) Salas	Contact Title Program Admin. K-12 Sports & Recreation
Contact Address same as above	
Contact Phone Number Same as above	
Contact Fax	
Contact Email Address Same as above	
EMERGENCY CONTACT INFORMATION	
Emergency Contact Name Tiffany Brown	
Emergency Contact Address Same as above	
Emergency Contact Phone Number Same as above	
Emergency Contact Fax	
Emergency Contact Email Address	
SUMMARY OF EVENT/DESCRIPTION	
This section of the application is intended to provide the City with an overview of the event.	
Event Title/Name Moore Leauge Cluster Cross Country Meet. Three boys and three girls races.	
Event Location/Address Discovery Wells Park, Signal Hill Petroleum property and Bixby Ridge HOA property	
Event Dates Tuesday, October 14, 2024	
Actual Event Hours	
Start Time 12:00 PM AM/PM	

End Time <u>6:00 pm</u> AM/PM
Set-Up Information: Set-Up Day & Date(s) <u>10/14/24</u> Start Time <u>12:00 pm</u> AM/PM
Strike Down Information: Strike Day & Date(s) <u>None</u> From _____ AM/PM to _____ AM/PM Strike Down Completed by date <u>None</u> at _____ AM/PM
Attendance Information <i>Expected Attendance per Day</i> Children (0-17) <u>175</u> Adults (18+) <u>75</u> Is event open to the public? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Admission/Fees (subject to obtaining sales permit) Is there an admission charge? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Admission Charges _____ Is this a FUNDRAISING event? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Benefitting _____
Description of the Event This is our 16 year running at Discovery Wells. This is a one day 3.1 mile race among Moore League Schools in LBUSD. Each gender has three races at the Varsity, JV, and FS level. The course is designed to include access to three different properties: Discovery Wells Park, SHPI, and Bixby Ridge (small piece). Coaches, district security (CSA), and ADs will be supervising the event. All trash will be removed. LBUSD/Moore League will rent portable toilets/handwashing stations so park facilities are not over used.

SITE PLAN	
A detailed, legible, scaled site plan must be attached to this application. Site plan must include the following:	
	Included
Outline of entire event venue including names of streets, direction of travel (if applicable), boundaries and street or lane closures	See submitted documents
Location of fencing, barriers and/or barricades (indicate any removable fencing for emergency access purposes)	
Location of trash, recycle and organics containers	
Storm drains and run off containment (BMP)	
Location of parking area(s) for participants and/or spectators, including number of cars anticipated	
Location of twenty-foot emergency access lanes throughout event venue	
Location of first-aid facilities/ambulances	
Location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers and dumpsters, and other	placed near the oil rig in DWP north of park

temporary structures	
A detailed footprint of all vending areas and types of services offered, including identification of all vendors cooking with flammable gases or barbecue grills	
Location of hand wash, utensil and janitorial sinks for use by food vendors	
Detailed site plan for any planned electrical services you will be installing, including hours of operation of such services	
Placement of vendor vehicles and/or trailers	
Fuel storage facility	
Exit locations for fenced outdoor events and/or exit locations within tents	
Identification of all event components that meet accessibility standards	
Other related components not listed above (VIP accommodations, lost children, emergency evacuation, etc.)	

PUBLICITY	
Do you plan to advertise the event? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
If yes, how? Check all that apply.	
<input type="checkbox"/> Invitation only <input type="checkbox"/> Radio <input type="checkbox"/> Television <input type="checkbox"/> Print <input type="checkbox"/> Social Media	
<input type="checkbox"/> Other- Please describe: LBUSD, School websites, and The562.org.	
Will there be live media during the event? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Please describe:	
PROMOTOR/EVENT PLANNER	
Promoter/Event Planner may be required to obtain a Signal Hill Business License.	
Will a promoter/event planner be hired for this event? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Promoter/Event Planner's Name	
Address	
City	
Zip	
Phone Number	
Fax Number	
Email Address	

VENDING AND PRODUCT DISTRIBUTION

If vendors will be selling goods and/or services at the event, a list of the vendors and items to be sold will be provided **no less than four (4) weeks** prior to the event. All vendors must have a current City of Signal Hill Business License.

A list of all food vendors must be submitted **no less than four (4) weeks** prior to the event. The event organizer must comply with all fire regulations regarding use of gas or other flammable cooking methods.

Check all that apply: ☐ Food/Beverage Sales ☐ Auction of Goods ☐ Sale of Goods
☐ Services ☐ Solicitation of donations at event ☐ Other/Describe _____

Will there be retail sales by concessionaires in conjunction with this event? YES ☐ NO ☒
If yes, how many concessionaires?

What types of products will be sold?

Will products be given away at the event? YES ☐ NO ☒

If yes, describe products:

FOOD/BEVERAGES

If food and/or beverages are included in the event, a County of Los Angeles Health Department Permit is required. Event organizer must ensure that all vendors have all required permits and that permits prominently displayed in the booth.

Will food be served? YES ☐ NO ☒

It will be served to (check all that apply): ☐ invited guests ☐ public

Will food be cooked on site? YES ☐ NO ☒

Will non-alcoholic beverages be served? YES ☐ NO ☒

Please describe:

ALCOHOL

Alcohol is not permitted at community events without express approval by the City Council. If such approval is granted, event organizer is responsible for attending an alcohol service training class approved by the Chief of Police and securing an Alcohol Beverage Control (ABC) Permit prior to the event. ABC Permit must be available for inspection during the event, and the person who attended the service training class must be on site for the entire event.

Will alcoholic beverages be served and/or sold on site?

YES ☐

NO ☒

Describe service area and security measures planned to ensure consumption by persons 21 years or older only.

Office Use Only**LEAD Alcohol Service Training Required**

No _____ Yes _____ Received/Approved _____

ABC License Required

No _____ Yes _____ Received/Approved _____

Staff Initials _____

ACCESSIBILITY PLAN

Event organizers are required to comply with all City, County, State and Federal disability access requirements applicable to the event.

Describe the Accessibility Plan for the event, including, but not limited to, accessible path of travel, disabled parking and/or transportation and disabled restrooms and other facilities. (Attach separate pages if necessary.)

See attached letter of description along we detailed map.

PUBLIC WORKS***Sanitation and Recycling***

Describe plans for sanitation and recycling to ensure the proper collection and disposal of trash throughout the event. Plans should include:

- Locations of trash receptacles around event venue
- Method of providing for recycling and organics
- Location of dumpsters (if available)
- Method for removal of trash after event (if dumpsters are not available)

Describe plans for clean-up and collection/disposing of refuse.

Teams competing will help to clean up the team area as well as the course.

Describe plans for recycling and organics.

Street Sweeping

The city does not provide street sweeping services or additional collection containers for special events. At the conclusion of the event, the event venue and surrounding areas must be cleaned and returned to a condition equal or better than the condition prior to the onset of your event activities. If venue is not clear of all trash, pavement markings and debris prior to event organizer vacating premises, event organizer will be charged for clean-up costs.

Do you agree to adhere to the requirements by the City and understand applicant obligation to leave the event venue and surrounding areas cleaned and returned to a condition equal or better than the condition prior to the onset of your event activities? ☒ YES ☐ NO

Do you agree to pay in full for any and all clean-up costs resulting from your event that are not covered? ☒ YES ☐ NO

Portable Restrooms

The City of Signal Hill will determine if portable restrooms will be needed for the event even if the event is held in a location with existing restroom facilities. The event organizer will be required to provide additional restrooms if necessary.

Office Use Only**Portable Restrooms Required**

No _____ Yes _____ #/type Required _____

Staff Initials _____

Traffic Plan/Safety Equipment

Will the event involve impact to lanes of traffic, sidewalks, parking lanes, or street closure(s)?

☐ YES ☒ NO

If yes, provide a detailed traffic plan prepared by a qualified Traffic Engineer or Traffic Control Specialist identifying extent of closure(s) or lane including methods to reroute traffic. Organizer will be responsible for all fees associated with review of traffic control plan by the City. Organizer will provide all barricades, traffic cones, directional signage, traffic control devices, and other safety equipment as deemed necessary by the City of Signal Hill.

Describe plans for clean-up and collection/disposing of refuse.

Describe plans for recycling and organics.

Building and Safety

Will any of the following be included in the event?

- | | |
|---|---|
| <input type="checkbox"/> Stages | <input type="checkbox"/> Bleachers/Seating |
| <input checked="" type="checkbox"/> Canopies (open sides) | <input type="checkbox"/> Tents (enclosed sides) |
| <input type="checkbox"/> Other Structure | <input type="checkbox"/> Display |

If yes, please describe (include number and size). Each team will have an easy up approximately 10 x 10.

Parking/Transportation Management

Number of Vehicles (staff and guests)

Describe parking plans (parking locations, shuttle service, etc.).

Describe how attendees will arrive at the event (designated drop-off area, arrival times – at once,

various times).

Will a valet parking service be used?

YES ☐

NO ☒

NOTIFICATION OF EVENT

Residents/businesses/schools/places of worship within affected event area must be notified in writing **no less than 30 days prior** to the event by the applicant AND APPROVAL SIGNATURES may BE REQUIRED. During the pre-event meeting, the City will inform applicant of the notification map requirement. Notice will include a brief description of the event, date and time, contact person and phone number to reach that person during the event. Evidence of notification mailing signed by organizer's designated representative must be presented to the City **no later than two weeks prior** to the event.

If the event will impact businesses during hours of operation, the organizer will secure approval signatures from all affected businesses.

Office Use Only

Notification Map provided

No _____ Yes _____ Received/Approved _____

Approval Signatures Required

No _____ Yes _____ Received/Approved _____

Staff Initials _____

POLICE/SECURITY

All event organizers are required to provide a safe and secure environment for spectators and participants. Based on event details, organizers may be required to provide additional security.

Name of Security Company LBUSD- Campus Security Personnel

Contact Name William Salas

Contact Phone 562-715-9428

If required, a Security Plan must be submitted with the application.

Office Use Only

Security plan required?

No _____ Yes _____ Received/Approved _____

Staff Initials _____

EMERGENCY MANAGEMENT AND MEDICAL PLAN

All event organizers are required to provide a safe and secure environment for spectators and participants. Based on event details, organizers may be required to provide an Emergency Management and Medical Plan that include show emergencies that arise during the course of the event will be handled, including, but not limited to, medical emergencies, first aid, lost children, announcements, emergency evacuations, acts of civil disobedience and/or natural disasters.

Office Use Only

Emergency Management and Medical Plan required?

No _____ Yes _____ Received/Approved _____

Staff Initials _____

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FIRE DEPARTMENT

The City will submit the event application to LA County Fire for review. The organizer is responsible for complete compliance with any and all requirements of the Fire Department.

Office Use Only

Has application been reviewed by LA County Fire?

No _____ Yes _____ Approved _____

Staff Initials _____

ENTERTAINMENT/AMPLIFIED SOUND

All event entertainment must comply with local laws applicable to noise levels. If an event is permitted, event organizers agree to abide by City requests regarding noise levels, and will reduce noise volume if necessary.

Will there be amplified sound/music during the event? YES ☐ NO ☒

If yes, will the amplified sound/music be ☐ indoors ☐ outdoors ☐ both?

Hours of amplified sound/music:

Date _____ Start _____ AM/PM Finish _____ AM/PM

Date _____ Start _____ AM/PM Finish _____ AM/PM

Number of Stages _____ Height of Stages _____

Number of Band(s) _____ Type of Music _____

Name(s) of Entertainer(s) _____

Describe other amplified sound _____

Sound Check: Date _____ Start _____ AM/PM Finish _____ AM/PM

SIGNAGE

List the type of signage that will be displayed at the event.

How and where will the signage be mounted? (Attach separate page if necessary)

EVENT CANCELLATION

If the organizer cancels or would like to request to reschedule the date of proposed event or any permitted elements of the event, organizer must notify the Community Services Department in writing no less than 3 business days or 72 business hours in advance of the set-up time for event. Should personnel or other resources be dispatched to support proposed event or an event activity that has been canceled, the Host Organization will be assessed the cost of the services provided.

Do you understand and agree to the event cancellation policy? ☒ YES ☐ NO

INSURANCE, INDEMNIFICATION AND BONDS

Event organizer agrees to purchase and maintain at its sole cost and expense during the life of this Agreement, the following insurance with an insurer or insurers satisfactory to the City:

- a. General Liability Insurance with Bodily Injury and Property Damage limits of not less than \$1,000,000 (one million) combined single limit, per occurrence, and \$2,000,000 (two million) in the annual aggregate.
- b. Contractual liability coverage sufficiently broad so as to include the liability assumed by organizer in the indemnity or hold harmless agreement included in this contract.
- c. A cross-liability clause, or equivalent wording, stating that coverage shall apply separately to each named or additional insured as if separate policies had been issued to each.

All of the above policies of insurance shall be primary insurance and event organizer agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds AGENCY, its officials, employees and agents, using standard ISO endorsement No. CG 2010 with an edition prior to 1992 or similarly worded endorsement. The insurer shall waive all rights of subrogation and contribution it may have against the City, its officers, employees and agents and their respective insurers. All of said policies of insurance shall provide that said insurance may not be amended or canceled without providing thirty (30) days prior written notice by registered mail to the City. No work, services, duties, responsibilities, or obligations shall commence or take effect under this Agreement until organizer has provided the City with Certificate of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificate of Insurance or binders are approved by the City.

Event organizer agrees that the provisions of this section shall not be construed as limiting in any way the extent to which event organizer may be held responsible for the payment of damages to any persons or property resulting from event organizer's activities or the activities of any person or persons for which the event organizer is otherwise responsible.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VI or better, unless such requirements are waived by the City due to unique circumstances.

City reserves the right to increase required limits of coverage when deemed necessary at the sole discretion of the City.

Indemnification

Organizer shall indemnify, defend, and hold harmless the City, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with the special event, unless solely caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents.

Failure to Maintain Insurance

If event organizer fails to obtain and maintain the insurance required hereunder, City shall have the right, but not the obligation, to obtain the same or similar insurance in the name and account of event organizer, in which event organizer shall pay the cost thereof and furnish upon demand all information that may be requested by City to permit City to obtain all such required coverage on behalf of event organizer.

STATEMENT OF AFFIDAVIT

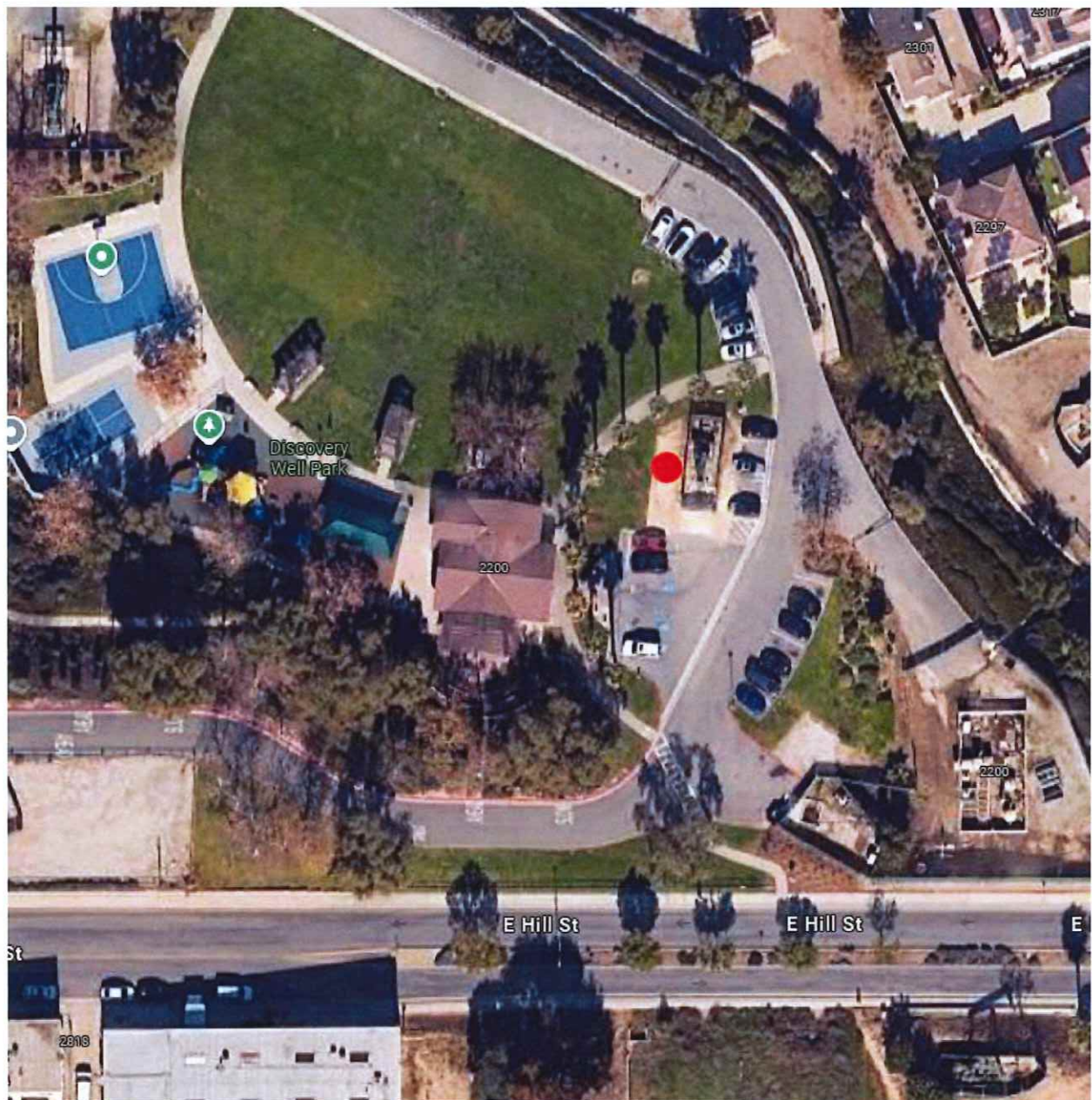
The undersigned certifies that the information contained in this application is true and correct, and that he/she is authorized by the applicant to submit the application.

I CERTIFY THAT I WILL FULLY COMPLY WITH THE COMMUNITY EVENTS ORDINANCE AND WITH THE SPECIFIC CONDITIONS OF THE EVENT PERMIT. I UNDERSTAND THAT SUBMISSION OF THIS APPLICATION DOES NOT DEEM IT APPROVED AND THE CITY RESERVES THE REVIEW AND REQUEST ADDITIONAL EVENT AND/OR APPLICANT INFORMATION.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FORGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND I AM AN AUTHORIZED AGENT FOR THE APPLICANT. I UNDERSTAND THAT FALSIFICATION OR OMISSION OF INFORMATION ON THE APPLICATION WILL RESULT IN REVOCATION OF PERMIT AND LOSS OF ALL FEES.

Submitted by	<u>William (Bill) Salas</u>	Title	<u>Program Admin. K-12 Sports</u>
Signature	<u>William Salas</u> 	Date	<u>6/30/25</u>

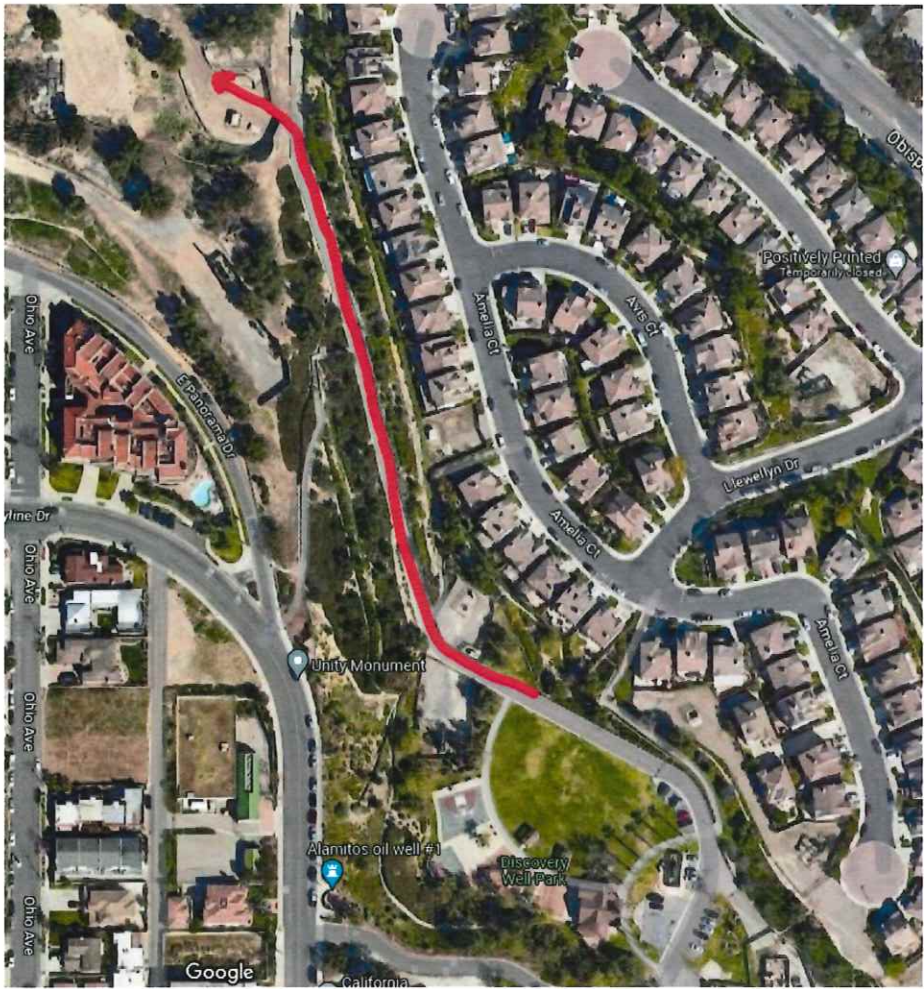
SEE READ DOT FOR PLACEMENT OF RESTROOMS



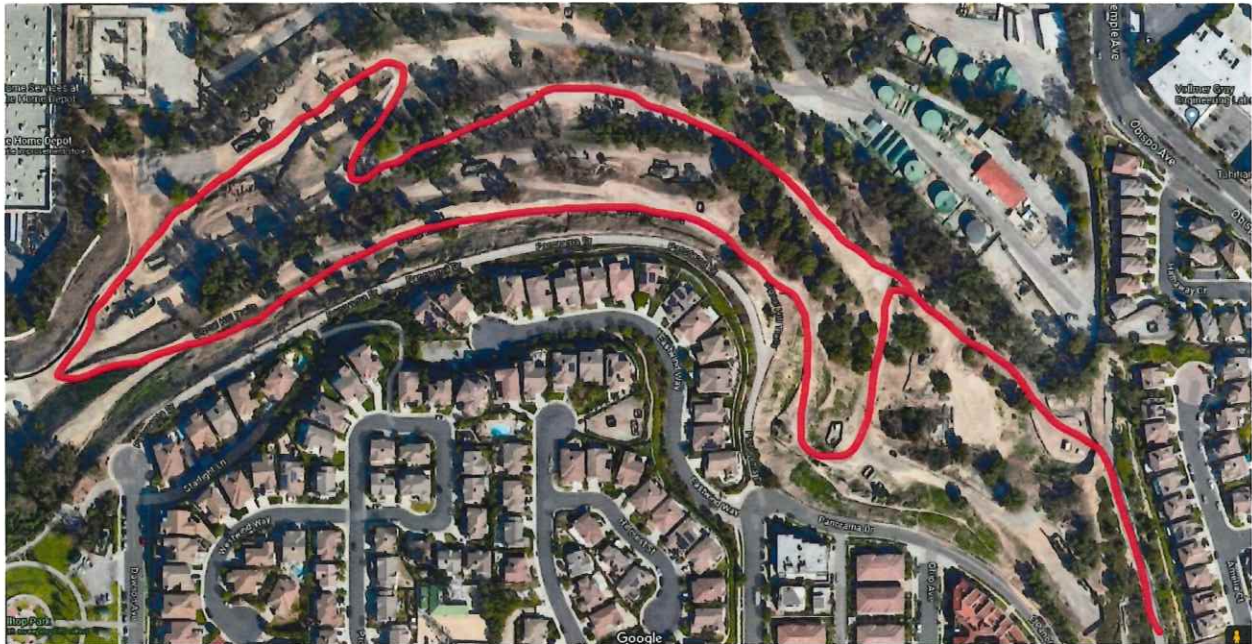


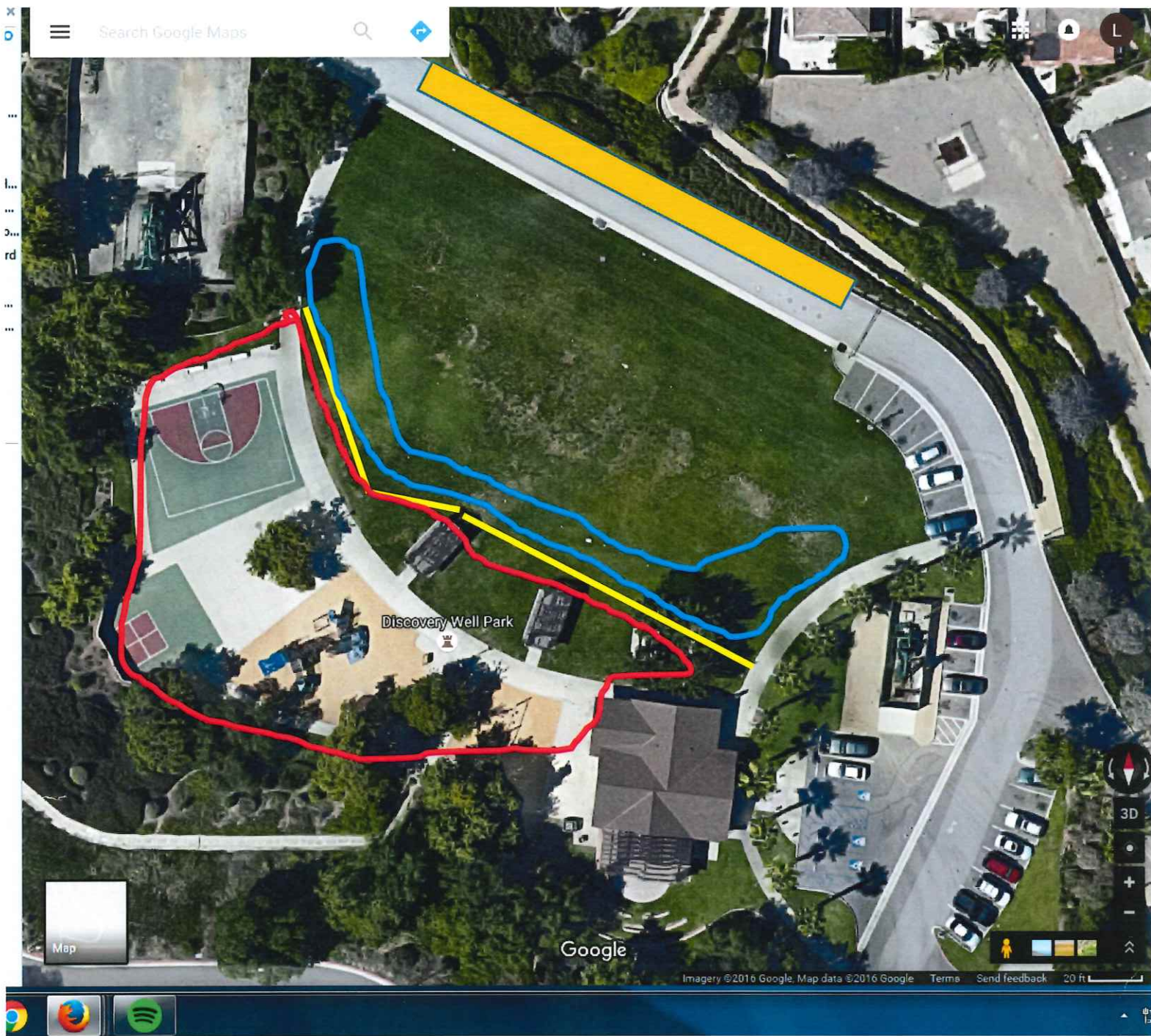
Signal Hill Course Map

Start/Finish Area



Course Loop (3x clockwise)





Discover Well Park Team Tent Area for Moore League #2 - Blue

Warm Up Area – Main Grass Field

Finish Line Area - Orange

Open Area for Signal Hill Residents Only! – Red

Please help keep athletes out of red area!

