



Application for Use of Indoor City Facilities

2026

(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 of Applicant (s) _____

Phone numbers: Cell _____ Home _____ mail _____

Address _____ Unit # _____

City SIGNAL HILL Zip Code 10155

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: CAF

Refundable damage deposit will be mailed to the address provided 6 to 8 weeks after your event

Description of Event: FOSHL MEMBERSHIP MEETINGS (6)

→
1ST SAT
+ BOOK
DRIVE
BOOK SALE
MAR 20

Event time should reflect setup and cleanup. Please allow a minimum of one hour for cleanup.

Event Date: TUES: JAN 13 Event Day: 2ND TUES Rental Start time: 4:45 PM Rental End time: 6:45 pm

MARCH 10, MAY 12, JULY 14, SEPT 8, NOV 10

Space Requested :

Community Centers

Discovery Well Park Community Center (standard room set up 6 round tables and 36 chairs diagram) **Only 36 seating max**

Will food be served? Yes No (no red food/drink)

Will event be professionally catered? Yes No If yes, name of catering company _____

Will the event include musical entertainment? Yes No If yes, what type? Band DJ Radio Bluetooth Speaker

Signal Hill Park Community Center (attach room set up diagram) **Capacity: 100**

Available Rental Times: 8:00am-10:00pm Monday, Tuesday, Wednesday, Thursday / 8:00am-10:00pm Friday, Saturday, & Sunday

Will food be served? Yes No (no red food/drink)

Will event be professionally catered? Yes No If yes, name of catering company _____

Will the event include musical entertainment? Yes No If yes, what type? Band DJ Radio Bluetooth Speaker

***Room & carpet condition has been viewed INITIALS: _____

Library Facilities

Library Community Room (attach room set up diagram) **Capacity: 48-70 (depending on room set-up)**

Available Rental Times: 8:00am-10:00pm Monday, Tuesday, Wednesday, Thursday / 8:00am-11:00pm Friday, Saturday, Sunday

Will food be served? Yes No (no red food/drink)

Will event be professionally catered? Yes No If yes, name of catering company _____

• Small serving kitchen included

Will the event include musical entertainment? Yes No If yes, what type? Band DJ Radio Bluetooth Speaker

Library Zinnia Courtyard **Capacity: 54**

Only available when the library is closed.

Available Rental Times: 5:00pm-10:00pm Wednesday, Friday, Saturday / 8:00am-10:00pm Sunday

Will food be served? Yes No (no red food/drink)

Will event be professionally catered? Yes No If yes, name of catering company _____

Will the event include musical entertainment? Yes No If yes, what type? Band DJ Radio Bluetooth Speaker

Library Community Room & Zinnia Courtyard Capacity: 80

Only available when the library is closed.

Available Rental Times: 5:00pm-10:00pm Wednesday, Friday, Saturday / 8:00am-10:00pm Sunday

Will food be served? Yes No (no red food/drink)

Will event be professionally catered? Yes No If yes, name of catering company _____

Will the event include musical entertainment? Yes No If yes, what type? Band DJ Radio Bluetooth Speaker

Library Learning Center (attach room set up diagram) **Capacity: 35**

Available Rental Times: 12:00pm-8:00pm Monday, Tuesday, & Thursday / 10:00am-5:00pm Wednesday, Friday, & Saturday
Closed on Sundays & Holidays

• Pre-packaged snacks and bottled drinks only

Signal Point Terrace (attach terrace set up diagram) **Capacity: 160**

Available Rental Times: 8:00am-8:00pm Monday – Sunday

Will food be served? Yes No (no red food/drink)

Will event be professionally catered? Yes No If yes, name of catering company _____

• Small serving kitchen included

Use of sound system? Yes No

*** Existing speaker for sound only & microphone use. No live music or DJ permitted on Signal Point Terrace.

LIBRARY FRONT ENTRANCE: 1ST SATS BOOK DRIVE: JAN 3, FEB 7, MAR 7, APR 4, MAY 2, JUN 6, JUL 13, AUG 1, SEP 5, NOV 7, DEC 5
TABLE 3 CHAIR 12-15 12-2 PM 15

EXPECTED ATTENDANCE: Adults 12-15 Children _____ Total Attendance 15

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: _____

DATE: 10 Oct

SPRING BOOK SALE - FRI MARCH 20 12-4 PM 2025
LEARNING CENTER RM THUR MAR 19 SET UP - 5-8 PM
HISTORY ROOM

8 TABLES, 6 CHAIRS

* DIAGRAM ROOM SET UP ATTACHED

2 (3x10) BANNERS UP RAILING

HILL ST, LIBRARY TERRACE 3wks prior FEB 27

FRIENDS OF THE SIGNAL HILL LIBRARY



October 1, 2026

To: [REDACTED]
Par [REDACTED]

The Friends of Signal Hill Library request fee waivers for the use of city facilities for events supporting the Signal Hill Library.

The requested dates are between January 1, 2026 thru June 30, 2026

Bi-monthly FOSHL membership meetings

Location: in the Library Learning Center Room

Times: 4:45 - 6:45 pm on:

Dates: 2nd Tuesdays:

January 13, March 10, May 13,

FOSHL 1st Saturday Book Donation Drop Off

Location: Library Front Patio

Times: 12 noon - 2 pm

Dates: Saturdays - January 3, February 7, March 7, April 4, May 2, June 6,

Equipment: 1 table, 3 chairs, FOSHL gray book cart.

FOSHL Monthly Silent Book Auction in Library Lobby glass display case.

Changes monthly for 12 months.

FOSHL Spring Clearance Book Sale

Date: Friday March 20th, 2026

Times: 12 noon - 4 pm.

Location: Learning Center & History Room for Book Sale inside the Library

Set-up: Thursday, March 19, 5:00 pm - 8:00 pm

Friday, March 20, 10 am - 12 pm

Equipment: 8 tables, 6 chairs, 2 library carts.

Hang 2 canvas Book Sale banners (3x10 feet) on Library Terrace & Hill Street,
3 weeks prior.

We look forward to another successful year and thank you for your support.

Sincerely,
[REDACTED]



Friends of the Signal Hill Library

1800 E. Hill Street Signal Hill, CA 90755

www.foshl.org

SPRING CLEARANCE BOOK SALE

FRI MARCH 20

12-4 PM

SET UP
THU MAR 19
5-8 PM

* DIAGRAM

10 AM - 12 NOON
FRI MAR 20

