

DATE: June 17, 2026

City of Signal Hill Policy

Facility Use Permits
4.9

REVISION NO.: 006

APPROVED: _____

DEPARTMENT:
Parks, Recreation and Library
Services

I. PURPOSE

To establish a procedure for obtaining a rental permit for private use of City facilities and spaces. Exclusive use of facilities and spaces requires an advance reservation and is subject to fees and damage deposits. This policy is in place to ensure that City facilities are utilized for recreational functions, services and activities that meets the needs and interest of the community. The primary purpose of City facilities and spaces is to enhance community programs and align with the City's mission.

II. GENERAL POLICY

General rules apply to all permissible City facilities and spaces. Applications will be accepted up to six months in advance. An application to reserve a facility or outdoor space must be completed and paid in its entirety, 15 calendar days prior to the event unless otherwise stated in this policy.

Permits will only be issued to persons 21 years of age and older. The person signing the permit (applicant) ***must be present for the duration of the reservation time.*** A picture identification (I.D.) will be required at the time of application to verify age and residency. If applicant wants to obtain the resident rate, they must provide a picture I.D. listing their resident address. If the I.D. does not confirm current resident address, a second form official documentation will be required demonstrating proof of residency.

Any communication or correspondence regarding the reservation will be sent to the applicant listed on the permit. All reservations must be approved by the Parks, Recreation and Library Services Department.

Times stated on the application must include time to decorate, set-up, conduct the event, and properly clean the facility. Permit holder should begin to wrap-up event and clean facility 60 minutes prior to the end of the permit time. Everything needs to be cleaned and returned to its original condition before the group leaves before the end of the permit time.

If applicant is not present after 30 minutes from the start time indicated on the application, staff will lock up and leave the facility thus cancelling the event. No refund will be given.

Activities involving youth (under 21) must have no less than a 1:10 adult-to-youth ratio. The City may request a list of chaperones.

Depending on the nature of the event (e.g. field use, special events, etc.), it is within the sole discretion of the Parks, Recreation and Library Services Department to request additional approval from the Parks and Recreation Commission or City Council. The City reserves the right to require security guard services at any and all City facilities and spaces during permitted rentals. The City also requires the applicant to provide insurance, per Signal Hill Municipal Code (SHMC 9.08.030C8). The amount of the insurance would be determined by the City depending on the nature of the rental. Insurance requirements must be submitted 15 calendar days prior to scheduled use.

The applicant agrees to abide by and enforce the rules, regulations, and policies set forth by the City. The applicant agrees to accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. Any violation of the City of Signal Hill Facility Use Permits or Policies can result in immediate cancellation of the permit and forfeiture of all fees and deposits.

The City reserves the right to refuse use of any facility or space if applicant fails to comply with City rules, regulations and policies, or if the planned event is not an appropriate usage of the City space. Any group, organization, or individual can be denied a permit, if in the opinion of the Parks, Recreation and Library Services Department the activity is not in the best interest of the City or the community. A permit may also be denied if the reservation presents detrimental impacts on the existing facilities or City activities.

III. APPLICATION AND ADMINISTRATIVE PROCEDURES

Submission of Application

Complete applications must be submitted to the Parks, Recreation and Library Services Department either in-person or electronically. The Parks, Recreation and Library Services office is located at 1800 Hill Street, Signal Hill, CA 90755 and open during the following business hours: Monday - Thursday, 8:00 a.m. –5:00 p.m. and Friday, 8:00 a.m. – 4:00 p.m., excluding holidays. Complete applications will be reviewed and must be approved by Parks, Recreation and Library Department before payments will be accepted. Payments are accepted in cash, check, or credit card.

The patron signing the application (applicant or permit holder) is considered to be responsible for the event and must be on site for the duration of the event (reservation time). Applicant will be required to show I.D. to City staff the day of the event to gain entry into the building or access to the reserved space. Failure to be on site at all times

may result in loss of all fees and deposits. A copy of the Facility Rental Permit must be carried by the applicant during the event.

Reservation requests for indoor facilities will include one site visit for up to 45 minutes to view the room. All site visits must be pre-arranged with City Staff. Time spent for additional site visits will be charged per hour based on the fees in the *City's Schedule of Service Fees and Charges* and pending availability of a Parks, Recreation and Library Services Department staff member.

Application Due Dates

Applications for Facilities must be received a minimum of 15 calendar days prior to the requested date and will be accepted up to six (6) months in advance, unless stated differently below.

Attendance

Estimated attendance is required to determine the impact upon the facility and the number of staff that may be required to monitor the rental. Additional staff may be deemed necessary by the Parks, Recreation and Library Services Department for groups of 50+ people or at the discretion of the Department depending on the event's needed support or impact, at an hourly fee, per employee as listed in the *City's Schedule of Service Fees and Charges*.

Attendance also determines the ability to use a particular facility. The attendance number stated by the applicant should be the **maximum** amount of people anticipated during the rental at peak attendance. Violations of the attendance and occupancy levels will result in the loss of all fees and deposits; may cause termination of the rental due to overcrowding and safety violations; and could affect future ability to utilize City facilities.

Holiday Rentals

Applications are not accepted, nor are permits issued on the following days: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. There will not be any permits issued December 24 through January 1.

Residency

To qualify for the Resident rate the applicant must live or work in Signal Hill. Residents may not rent a facility for non-residents. A picture I.D. will be required at the time of application. If the applicant's I.D. does not confirm current resident status, a second form official documentation will be required demonstrating proof of residency or employment in Signal Hill (e.g. car registration, bank statement, utility bill, etc.).

Indoor Facilities:

- A set-up diagram must be submitted at least 15 calendar days prior to the event for any of the following facilities:
 - Library Signal Point Terrace

- Library Zinnia Courtyard
- Library Community Room
- Library Learning Center
- Discovery Well Park Community Center (Signal Hill Residents Only)

Outdoor Facilities:

- Outdoor Facilities – (*Parks and Recreation Commission Approval Not Required*):
 - Signal Hill Park Picnic Shelters
 - Reservoir Park Picnic Shelters
 - Hilltop Park Picnic Shelters
 - Hilltop Park Wedding Space
 - Spud Field
 - Discovery Well Park Picnic Shelters (Signal Hill Residents Only)
 - Signal Hill Basketball Courts (Signal Hill Residents Only)
 - Discovery Well Park Amphitheater (Signal Hill Residents Only)
 - Must be reserved with Discovery Wall Park Community Center

- Outdoor Facilities – (*Approval from Parks and Recreation Commission is Required*):
 - Signal Hill Park Amphitheater
 - Applications for Use of Open Space at the following locations must be received a minimum of 60 calendar days before the event date so the request can be reviewed by the Parks and Recreation Commission.
 - Open Spaces:
 - Reservoir Park Open Space
 - Discovery Well Park Open Space
 - Signal Hill Park Open Space (Main Grassy Area)

Fees & Deposits

Facility deposits, fees and charges are set forth by the approval of the Signal Hill City Council in the *City's Schedule of Service Fees and Charges*. City staff do not have the authority to waive or reduce fees.

After a permit is approved, all non-refundable fees and the refundable deposit are required to hold the facility space and the date. Any remaining payments owed are due a minimum of 15 calendar days prior to the scheduled date or the use is cancelled. Payments are accepted in cash, check, or credit card.

The facility must also be cleaned and returned to the condition found at the beginning of usage. If the group fails to do so, the actual cleaning costs will be deducted from the facility damage deposit. If the cost exceeds the deposit paid, the balance of costs will be billed to the applicant. If excessive clean-up is required, additional cleaning fees may apply. Any violation of the City of Signal Hill Facility Use Permits or Policies can result in immediate cancellation of the permit and forfeiture of all fees and deposits.

If applicant abides by all City rules, regulations and policies, the refundable deposit may be returned to the applicant within eight (8) weeks after the date of the rental.

Modification of Fees or Fee Waiver for Facility Use Fees

Request for the modification or waiver of fees is based upon the written policy *Request for Modified Fee or Fee Waiver Request for Use of Facilities (Policy 4.16)*. The Parks and Recreation Commission or City Council shall make the final determination for either a modification or fee waiver in relation to facility use fees.

Permit Changes and Cancellations

Only the applicant may make changes to the permit. Changes must be made in writing.

One date change per permit may be granted, but not guaranteed, depending on availability of the facility, for a fee listed in the *City's Schedule of Service Fees and Charges*. No modifications to the rental may be made on the day of the event including any changes or additions to the facility set up (tables, chairs, etc.).

Cancellation must be made in writing to the Parks, Recreation and Library Services Department at least 15 calendar days prior to the event date in order to receive a refund. Non-refundable fees or any other administrative fees will be retained upon notice to the City of cancellation. If applicant cancels less than 15 calendar days prior to scheduled usage, 50% of all fees and deposits shall be forfeited. If cancellation is made seven (7) calendar days or less prior to event, all fees and deposits will be forfeited. There is no refund for reservation time not utilized by the applicant.

Any reservation may be cancelled by the City for a City sponsored program. In the event of such cancellation, notice shall be given as far in advance of the scheduled usage as possible. In the event the City must cancel the event for City usage, causing the inability to use a reserved facility or space, a full refund will be made. However, if the City does cancel an event for a City sponsored program, it shall not be responsible for anything except refunding all deposits, fees, and charges made to the City and relative to the reserved permit time.

The City reserves the right to cancel use of outdoor facilities (e.g. Park Picnic Shelter), open spaces, the Signal Hill Public Library Signal Point Terrace and Zinnia Courtyard in the event of inclement weather. If the reservation is cancelled by the City due to inclement weather, a refund of all deposits, fees, and charges may be issued to the applicant.

Refunds

The refundable deposit may be returned to the applicant/permit holder per the terms outlined in this policy. The City facility or space must be left in the same condition as it was prior to the reservation. The premises must be properly cleaned up with no breakage, vandalism, graffiti or other damage to the facility. Furniture, equipment, and grounds must be left in good condition.

The refundable damage deposit paid by the applicant for the reservation will be processed and delivered by mail to the permit holder on file within eight (8) weeks

pending approval by the City Council. If there is a dispute after the scheduled rental, the Parks, Recreation and Library Services Director or their designee will review the case and a determination will be made.

IV. FACILITY USAGE AND OPERATIONS

Occupancy Levels

These levels were set by the City of Signal Hill to accommodate parking, reduce impact on the parks, and to ensure enjoyment of the park by others. Violations of the occupancy levels or the monopolizing of adjacent park facilities to exceed occupancy levels (whether rented or not) constitute exclusive use of the area and are in violation of the intent of this policy. Violations of the occupancy levels will result in the loss of all fees and deposits; and could affect future ability to utilize city facilities. Maximum occupancy levels are dependent upon chairs and table set-up.

The City has set the following rental occupancy levels for picnic shelters, park open spaces, buildings and adjacent facilities this number includes children and adults:

- Discovery Well Park Community Center 35
- Signal Hill Public Library Community Room 70
- Signal Hill Public Library Learning Center 35-30
- Signal Hill Public Library Terrace 160
- Zinnia Courtyard 90-50
- Single Picnic Table Shelter 25 people
- Double Picnic Table Shelter 50 people
- Signal Hill Park Open Space 74 people
- Reservoir and Discovery Well Park Open Spaces 50 people
- Hilltop Park Wedding Space 74 people
- Signal Hill Park Amphitheater 74 people

INDOOR FACILITIES:

Indoor Hours of Operation

Discovery Well Park Community Center is available by permit, Sunday through Saturday, between the hours of 8:00 a.m. - 10:00 p.m. The Signal Hill Public Library Signal Point Terrace and the Signal Hill Public Library Community Room is available by permit Sunday through Saturday, between the hours of 8:00 a.m. - 10:00 p.m. Permits are available for the Signal Hill Public Library Zinnia Courtyard Sunday through Saturday outside of the Library's regularly scheduled business hours.

- Signal Hill Public Library Terrace

No children's events or parties are permitted. No music during Library business hours. No DJ's or live music. Use of the existing microphones and sound system included with the Terrace must be turned off by 8:00 p.m. No use of amplified sound unless using the existing sound system. Sound cables will be provided and must be returned to staff at the end of the event. If sound cables are damaged or not returned, the cost will be taken out of the deposit.

- Signal Hill Public Library Community Room

Groups must supply their own laptop computer and connection cables to connect with the room audio visual equipment. Laptops must have HDMI Input to connect with audio visual system. A request for use of the kitchen must be included in the initial application.

- Signal Hill Public Library Learning Center

Bottled drinks with caps and prepackaged food only. Groups must supply their own laptop computer and connection cables to connect with the room audio visual equipment. Laptops must have HDMI Input to connect with audio visual system.

- Signal Hill Public Library Zinnia Courtyard

Available individually or with the Library Community Room, when the outside of Library's regularly scheduled business hours. Furniture cannot be moved out of the Courtyard.

- Discovery Well Park Community Center

General Meeting Room. Room includes small refrigerator and microwave with counter space. Available individually or with the Discovery Well Park Amphitheatre.

OUTDOOR FACILITIES:

Outdoor Hours of Operation

Permit reservation hours of operation 8:00 a.m. – 10:00 p.m. If a reservation needs to utilize time outside of 8:00 a.m. – 10:00 p.m. it will need to be approved by the Parks, Recreation and Library Services Department

- Amphitheater - Discovery Well Park

Discovery Well Park Amphitheatre must be rented in conjunction with the Discovery Well Park Community Center. Amphitheatre is available for small performances or discussions for a three-hour minimum usage. The Parks, Recreation and Library Services Department will determine the number of additional staff that may be required based on the event and size of the group. There is an additional hourly fee for this area.

- Amphitheater - Signal Hill Park

Use of the Amphitheatre will be subject to the approval of the Parks and Recreation Commission. A request for use of electricity, lighting, sound must be included in the initial application.

- Open Space - Discovery Well Park, Reservoir Park, and Signal Hill Park

The open grass area is available and may be reserved with a four-hour maximum. There is a 50-person limit for open spaces at Discovery Well Park and Reservoir Park. The Signal Hill Park open space which has an occupancy limit of 74 people. The fee includes one staff. Amplified sound is prohibited. Use is permitted during park hours and

at City staff's discretion. No organized sports play or practice is allowed without a permit.

- Open Space - Hilltop Park

The open grass area in Hilltop Park can be reserved for small wedding ceremonies only. It may be reserved for a maximum of three hours with a 74-person limit. The fee includes one staff. Amplified sound is prohibited. Use is permitted during park hours and at City staff's discretion, which includes set-up and clean-up. No children's parties are permitted at Hilltop Park.

- Picnic Shelters - Discovery Well Park, Hilltop Park, Reservoir Park, Signal Hill Park

At least one covered picnic shelter is available with a charcoal barbeque at each of these parks. Permits will be issued for up to 25 persons per table, per shelter site. 50 people will be permitted at the shelters with two tables. If the permit is for more than 50, they will be required to reserve and pay for an open grass area.

If no reservation is confirmed for a specific date, the shelter will be made available on a first come, first served basis for under 20 people with the exception of Reservoir Park picnic shelter.

Small shelters by the playground at Signal Hill Park are not for rent and are available on a first-come, first-served basis with a limit of 10 people or less.

The foregoing notwithstanding, the picnic shelter located at Reservoir Park may only be utilized by those holding a valid permit and with a valid reservation. In the absence of a valid permit and reservation, this picnic shelter is closed to the public, may not be utilized in any way, and is not otherwise available for visitors to Reservoir Park.

- Basketball Courts - Signal Hill Park

Reservation of the basketball court is available to Signal Hill residents only. Residents may reserve a maximum of four (4) tournaments, limited to two (2) days per tournament, per year. The hours of operation are Monday through Saturday, 8 a.m. – 9 p.m.; and Sunday, 9 a.m. – 7 p.m. A minimum of four hours will be charged per day for tournaments. Tournaments must be pre-approved by the Parks, Recreation and Library Services Department and will require presentation of team roster reflecting at least 50% residents. Reservations of the courts shall not imply or constitute a monopoly.

- Spud Field - Signal Hill Park

Spud Field is a non-regulation sized field, with lights and bleachers. No organized sports play or practice is allowed without a permit. Due to the proximity of the field to the residential area and playground, use is permitted for youth sports teams only (12 years and younger). Availability is based around City sponsored youth programs. Use of Spud Field is for sports activities only. Picnics or other events are not allowed.

For individual use, reservations are available to residents only, unless waived by the Parks and Recreation Commission. Applicants must provide proof of residency. Group applicants must file under a separate policy (refer to *Field and Court Allocation Policy 4.17*). All requests for tournaments and leagues will require approval by the Parks and Recreation Commission. Reservations for the field shall not imply or constitute a monopoly. Use fees are found under the *Schedule of Service Fees and Charges* published annually by the City of Signal Hill.

There is an additional fee for the use of the lights, rate dependent on the season. Lights will be provided 15 minutes before and 15 minutes after reserved time to allow for safe entry and exit of the ball field. Request for lights must be made at time of application.

No vehicles are allowed on Spud Field. Removal or addition of infield dirt or brick dust is not permitted. There is a minimum two-hour charge for general use. There is a four-hour minimum for tournament play.

Wet Field Policy

Groups shall abide by the Wet Field Policy and preserve the life and condition of the fields by not playing on them in wet conditions. A field is considered too wet if you can see standing water, hear a “squishy” sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf. Play is allowed during a light mist if the ground is hard and relatively dry. If, however, it has been raining for three days, or the wet conditions, as described above exist, groups are not to play.

V. FACILITY RULES AND REGULATIONS

Groups

Groups of 25 or more people are required by Municipal Code to obtain a facility permit. (SHMC 9.08.010N)

Accidental Injury, Liability, & Insurance

The City of Signal Hill is not liable for accidental injury to persons or loss or damage of group or individual property. Applicant is required to sign a liability waiver prior to scheduled usage. The Parks, Recreation and Library Services Department reserves the right to require the applicant to acquire an insurance policy naming the City of Signal Hill as additional insured.

An original document providing proof of Certificate of Liability Insurance listing the City of Signal Hill as additional insured Insurance coverage shall include, but is not limited to: General Liability with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the general aggregate for bodily injury, personal injury, and property damage. The cost of such insurance shall be paid by the applicant purchased privately.

Security Services

The City reserves the right to require security guard services at any activity held in City facilities and spaces. If it is deemed necessary that a reservation will require security,

they must present during the entire time of reservation. It will be the responsibility of the applicant to arrange security services at the applicant's expense. The Signal Hill Police Department reserves the right of final approval of the security services.

Admission Fees, Donations, and Profit-Making Activities

Profit-making activities in City facilities and spaces are prohibited.

City Affiliated Organizations and Official City Partners with a current Memorandum of Understanding (MOU) may, but are not guaranteed, use City facilities for activities requiring an admission fee, donation, or activities that will include any raffles or other fundraising activities.

If monies are to be exchanged in any form on City property during an activity or event, a written request must be submitted to the Parks and Recreation Commission, no less than 60 calendar days in advance of the event date to be considered for approval. In addition, a Special Event Permit may be required for any organizations that do not have an MOU with the City and wish to conduct activities requiring an admission fee, donation, raffles, or fundraising activities.

Special Event Permits

Special event is defined by the Signal Hill M.C. 9.08.010P as:

- (1) Any organized formation, parade, procession, demonstration or assembly which is to assemble or travel in unison on any street, sidewalk, or other public right-of-way owned or controlled by the city.
- (2) Any organized or assemblage of 75 or more persons at any public place property or facility which is to gather for a common purpose under the direction or control of a person or persons.
- (3) Any other organized activity involving 50 or more persons conducted by a person for a common or collective use, purpose or benefit which involves use of, or has an impact on, public property or facilities and which may require the provision of city public services in response thereto.

Special Requests

Reservation requests for the Signal Hill Park Amphitheater, as well as for Reservoir Park, Discovery Well Park and Signal Hill Park open spaces need to be reviewed for approval by the Parks and Recreation Commission. A written request must be received a minimum of 60 calendar days prior to the event date to be considered.

Alcoholic Beverages, Smoking and Regulations

Alcoholic beverages are prohibited in and around all facilities, parks, and parking lots. Smoking is prohibited in all facilities and within 100' of the building. Gambling of any kind is not permitted at any facility. Regulations will be strictly enforced. All groups must abide by all laws pertaining to smoking, drinking alcohol, illegal drugs, and the use of electronic smoking devices. Failure to comply with this regulation will result in the

immediate cancellation of the permitted use and departure from the park facility. All fees and deposits will be forfeited.

Signal Hill M.C. 9.04.090C, California Government Code Section 7596-7597

Live Music, Amplified Sound & Noise Levels

All noise must be kept at a reasonable sound level as stated in the Signal Hill Municipal Code 9.08.10(O). City staff on duty will determine if noise is deemed disturbing the peace, quiet, and comfort of the neighboring properties or other persons. If volume exceeds a reasonable level as dictated by staff, the deposit will be forfeited, and the event will be cancelled immediately. Rentals may be terminated and the group asked to vacate the premises, with no refund of fees or deposits at any time if the noise level is determined to be disruptive by any City staff member including the Signal Hill Police Department.

Live music and amplified sound are NOT permitted within the parks. Live music or amplified sound in parks is allowed only by approval of the Parks and Recreation Commission. Musical concerts and events will not be permitted between the months of June, July, or August at Signal Hill Park.

Live music and amplified sound are permitted within the Signal Hill Public Library Community Room, Zinnia Courtyard, and Discovery Well Park Community Center only. Live music and amplified sound is not permitted during events held at the Signal Hill Public Library nor on the Signal Point Terrace during normal operating hours.

Kitchen

The kitchen at Library Community Room, Zinnia Courtyard and Library Terrace is included in the rental fee. The Library Community Room kitchen is included in the Zinnia Courtyard reservation. **A cleaning fee applies to all indoor facilities that include a kitchen.**

Groups need to bring their own utensils and paper goods. Trash liners will be provided by the City. Cooking is not permitted. No griddles, hotplates, coffee makers or other electronic or battery powered kitchen appliances can be used. Propane cannot be used in any city facilities. Kitchens with an oven and stovetop are available for warming only. Groups are responsible for removing all food and supplies at the completion of the event. The facilities do not come supplied with utensils, and refrigerator space may be limited due to use by City Programs. An ice maker and a portion of the commercial refrigerator are available at the Signal Hill Point Terrace. All surfaces must be wiped clean at the end of each permit. No red colored beverages are allowed in any City indoor facility.

Caterer/Kitchen Rental Responsibilities

1. Warming trays, chafing dishes, and Sternos may all be used inside the facilities.
2. The facility DOES NOT provide any pots, serving dishes, or utensils.
3. Propane IS NOT allowed inside any facility.

4. Kitchen clean-up. It is the Renter's responsibility to bring cleaning supplies for the following:
- a. Wipe up all spills and drips from the countertops and cupboard fronts.
 - b. Wipe up all spills from the range top.
 - c. Remove all food from the refrigerator, freezer and dispose of it properly.
 - d. Dispose of all trash.
 - e. Clean all sinks.
 - f. Sweep floors.
 - g. The permit holder must verify the cleanliness of the kitchen with the facility event staff prior to leaving the event.

BBQ Rules and Regulations

It is unlawful to bring portable barbecues, hibachis, gas grills, etc. in City parks or facilities as per Signal Hill M.C. 9.08.010 "It is unlawful to make or kindle a fire at any place other than a barbecue pit or other designated place without a written permit from the park superintendent." Groups or organizations with advanced written permission from the Director of Community Services may be permitted to bring in a professional portable grill or portable propane barbeque in good condition, to be used in a specific designated area; request must be indicated on application if such use is requested.

Animals

Animals will not be permitted inside City facilities unless they are service animals used by those requiring such assistance. Emotional support or comfort animals are not allowed inside any City facility.

Any dogs on city property and present outdoors are required to be on a leash per Signal Hill Municipal Code 6.04.010(4).

Water Usage

Recreational water usage is not available at any Signal Hill parks.

General Care

The *Facility Rental Inspection Checklist* must be completed with City Staff prior to event's start and at the conclusion of the event for the refundable damage deposit to be processed and returned. The facility must be left in the same condition as it was prior to the reservation and properly cleaned up with no breakage, vandalism, graffiti or other damage to the facility.

The permit holder agrees to accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. The permit holder is responsible for the actions of all participants within the group, including any actions of vandalism, graffiti, etc., affecting any spaces utilized by the group, including restrooms. The permit holder is responsible for the condition of the facility at the conclusion of the event.

The permit holder is responsible to remove all items brought into the facility at the conclusion of their event including decorations. All trash must be deposited into trash bags or receptacles at the conclusion of event. If additional trash is anticipated, the applicant is responsible to provide their own additional waste bags to contain the trash.

City staff reserves the right to full access and inspection of all facility reservation areas at any time and to document the appearance and condition of the facility with photographs.

Complaints from surrounding neighborhood residents as to noise level, litter and debris, and disregard for use of parking regulations could result in immediate cancellation of the permit, a loss of fees and deposits and denial of future facility use.

Graffiti or Vandalism

If there is any graffiti or vandalism to any of the equipment or facilities within the permitted time, the matter will be reported to the Signal Hill Police Department. All fees and deposits will be automatically forfeited, and permit holder will be subject to additional penalties and charges.

Laws

Users of the facilities shall observe, obey and comply with all City, County, State and Federal Laws, Rules, Policies and Regulations. The City reserves the right to refuse use of any facility if applicant fails to comply with any such Rules, Regulations or Laws.

Minors

Individual minors or groups of minors must be properly supervised by adults when using City facilities. Groups composed of minors must be supervised by one adult over the age of 21 for each ten minors throughout the use period of City facilities. The City may request a list of chaperones.

Multiple Day Use Prohibited

Permits are limited to one use per month unless a special allowance is granted by the Parks and Recreation Commission or stated in a current MOU with the City. Reservations shall not imply a monopoly.

Non-Profit Organizations

Non-profit organizations registered in Signal Hill may submit a request for monthly meetings. No permanent rental or assignment of the facility shall be made to any individual or organization.

Political Forums

Elected officials presenting an issue that is of importance to their constituency must submit a written request for approval to the Parks, Recreation and Library Services Department AND the City Manager's Office.

City facilities may not be used for political campaigning or political fundraising.

Decorations

Nails, staples, tacks, or pins are not permitted to be used for any facility rentals including indoor or outdoor spaces. Use of “low stick” tape can be used only on rented picnic shelters, but no other rented spaces. Decorations may not be placed on walls, glass, windows, or doors. Decorations cannot be hung or suspended from ceilings, drapes, or other City surfaces.

Open flames including lit candles, sparkler candles, and cold spark fountains are not permitted anywhere on City property. Rice, confetti, glitter, or birdseed may be not be used within or around any City facility or outdoor space. Setting and removal of decorations must be done during the time frame of the permit.

Deliveries

The permit holder or party member involved with reservation must be present to accept any deliveries within the scheduled reservation time. City staff is not authorized to sign for or accept any deliveries.

Storage

There is no storage provided. All items must leave the building at the conclusion of the event. There are no exceptions. If items are left they will be disposed of at the City’s discretion. The City is not responsible for any items left on the premises.

Tables, Chairs, and Canopies

Canopies are not allowed for facility rentals (this includes any park or outdoor space rentals), unless approved through a Special Event Permit. The City’s tables and chairs must remain inside the facilities. Tables and chairs should not exceed the maximum occupancy level for any City facility or space. If permit holder exceeds the occupancy, the City reserves the right to immediately cancel the permit and permit holder would forfeit all fees and deposits.

A small table no more than four feet long (4’) and lawn chairs or bench may be used by the general public in all parks. If the group has a Facility Rental Permit the applicant is able to bring foldable tables and chairs commensurate with the level of attendance approved in the application.

Jumper/Bounce House Permits - Discovery Well Park (residents only), Reservoir Park, Signal Hill Park

A permit issuing written approval from the Parks, Recreation and Library Services Department must be secured prior to setting up a jumper/bounce house at a City park. (SHMC 9.08.010P).

Jumper and Bounce House vendors may be selected from a company that is on the Parks, Recreation and Library Services Department Approved Vendor List. The public is not permitted to bring their personally owned equipment.

Bounce houses may only be set up by qualified representatives of the rental company. Any damage to City property resulting from the use of a bounce house is the responsibility of the applicant. Any deviation from rules stated in this policy will be grounds for revocation of any current or future use permit issued to the applicant by the City of Signal Hill Parks, Recreation and Library Services Department.

Bounce house users will provide sufficient supervision so that the use is in compliance with the manufacturer's recommendations and reflects a reasonable level of safe operation. Even when not in use, the applicant is responsible for any use, unintended or otherwise, of the inflatable while it is on City property. The applicant is responsible for all damages caused by their use of the bounce house. Damage to City property or turf may result in loss of deposit. City is not responsible for any damages caused to the bounce house. Bounce houses must not be left unattended and must be picked up prior to sunset, they are not allowed in City parks overnight.

Bounce houses must be supervised at all times.

Bounce houses must be gas generated; no electricity will be provided. Gas generators may not be refueled while on City property, including streets, sidewalks, and grass.

The specific location of the bounce house must be identified with the request for approval on the permit. The house must be placed on turf and situated so that its entrance is at least ten feet away from any object that might hurt an occupant. The maximum space allowed for the house is 20' x 20'. For safety reasons, houses must be enclosed and no combo jumpers are allowed. Only one bounce house is permitted in a park per day. A picnic shelter permit is required with a bounce house permit. Jumpers and Bounce Houses must be free standing and weighted. Stakes are prohibited in City parks. Houses may not be tied or tethered to trees, tables, or other park amenities.

Unauthorized vehicles may not be driven in or onto any City Park property. Representatives of the vendors company shall set up equipment, but should not use vehicles on City park space. The use of a cart, hand truck, dolly or similar method of transportation is acceptable.

VI. STAFFING

Staff will monitor the use of City facilities and spaces during reservations. The City reserves the right to assign additional staff for any event to be paid by the applicant. Staff scheduled to monitor the facility are not available to assist with event operations.

Staff supervising the permit will walk through the facility with permit holder at the conclusion of the permit to ensure the facility is left in proper condition.

Park Patrol

The City has Park Patrol staff during weekend hours that monitor parks and rental permits. Park Patrol staff will remind permit holders of policies and will advise if a patron is violating a policy. If permit holder does not follow the rules, regulations and policies, This could result in immediate cancellation of the permit, a loss of fees and deposits and/or denial of future facility use

VII. EXCEPTIONS

There shall be no exceptions to this policy unless authorized by the Parks and Recreation Commission or City Council.

VIII. EXHIBITS

- A. Application for Use of Outdoor City Facilities – Parks and Picnic Shelters
- B. Application for Use of City Indoor Facilities
- C. Facility Rental Inspection Checklist