



Application for Use of Indoor City Facilities

(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 _____

Address _____

City SIGNAL HILL

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 BI-MONTHLY MEETINGS FOR 2025 + 2026

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

Event Date: TUES JAN 14, 2025 Event Day: 2ND TUES Rental Start time: 4:45 pm Rental End time: 6:45 pm
MAR 11 MAY 13, JULY 8, SEPT 9, NOV 4 or 18 (NOV. 11 HOLIDAY)

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.

FOSHL MEETINGS

EXPECTED ATTENDANCE: Adults 15 Children _____ Total Attendance 15

Is the public invited? Yes No

Will admission/donations be charged/accepted? Yes No

+ SPRING BOOK SALE: 180 ATTENDANCE

FRI APRIL 11 10AM - 5 PM FRONT ENTRANCE PATIO

APPLICANT VERIFICATION 2025 (EVENT 12-4 PM) LIBRARY

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: Oct 16, 2024

FRONT LIBRARY ENTRANCE PATIO

FRI APRIL 11 SPRING BOOK SALE

10 TABLES, 6 CHAIRS, HANG 2 BANNERS 3 WKS (MARCH 21) BEFORE

FRIENDS OF THE SIGNAL HILL LIBRARY



November 1, 2024

Re: Fee waiver request for 2025
[REDACTED]

Friends of the Signal Hill Library would like to request a Fee Waiver for the use of city facilities for the following events for the upcoming year of 2025.

EVENT: FOSHL Bi-Monthly Membership Meetings (six)

LOCATION: Library Learning Center room. **TIME:** 4:45 pm – 6:45 pm

DATES: 2nd Tuesdays of the month

Tues Jan 14, March 11, May 13, July 8, Sept 9 &
Nov 18 (move 1 week due to Tues Nov 11 holiday)

EVENT: 1st Saturday Book Donation Curbside Drop Off

DATES: 1st Sat Book Donation Drop Off:

Sat Jan 4, Feb 1, March 1, April 5, May 3, June 7, July 5 (unless closed for July 4 holiday), Aug 2, Sept 6, Oct 4, Nov 1 & Dec 6

LOCATION: Front Patio, Library Entrance. **TIME:** 12 Noon – 2 pm

Equipment: 1 Table & 3 chairs, FOSHL book cart

EVENT: FOSHL Monthly Silent Book Auction

DATES: Changes each month, Jan - Dec (12)

LOCATION: 1 Glass display case in Library Lobby

EVENT: Spring Book Sale (National Library Week), Fall Book Sale

DATES: Friday, April 11, 2025

LOCATION: Library, Front Patio Entrance. **TIME:** 12 Noon – 4 pm

Equipment: 10 ft tables, 6 chairs, hang 2 banners (3x10 ft), library book cart.

Thank you for your support!

Si
[REDACTED]

Friends of Signal Hill Library
[REDACTED]

