

City of Signal Hill Policy

Facility Use Permits
4.9

DATE: , October 20, 2021

REVISION NO.: 005

APPROVED: _____

DEPARTMENT:

Community Services

I. PURPOSE

To establish a procedure for obtaining a facility for private use.

II. GENERAL POLICY

General rules apply to all locations. Applications will be accepted up to six months in advance. An application to reserve a facility must be completed and paid in its entirety, ten business days prior to the event.

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 event**. A picture I.D. will be required at the time of application to verify age and residency. Applicant may be required to show identification the day of the event to City staff. All correspondence and communication will be sent to the applicant. A copy of the Facility Rental Permit must be carried by the applicant to their event. All reservations must be approved by the Community Services Director or his or her designee. Outdoor Reservations are only available during park hours.

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. 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.

Depending on the nature of the event, it is within the sole discretion of the Community 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 activity held on any City property. The City may also require the user to provide a duplicate policy of insurance naming the City as additional insured. Depending on the nature of the rental, the amount of coverage will be determined by the City. Insurance requirements must be submitted ten calendar days prior to scheduled use.

The City reserves the right to refuse use of any facility if applicant fails to comply with City rules and regulations or if the planned event is not an appropriate usage of the facility. Any group, organization, or individual can be denied a permit, if in the opinion of

the Community Services Director that activity is not in the best interest of the City or the community.

Applications must be completed in-person at the Community Services Department, 1800 Hill Street, Signal Hill, CA 90755. Business Hours: Monday - Thursday, 7:30 a.m. – 5:30 p.m. and Friday, 7:30 a.m. – 4:30 p.m., excluding holidays. Payments are accepted in cash, check, credit card, or money order.

Rules and regulations that pertain to Indoor Facilities are specified in the *Facility Use Permits – Indoor, Section 4.9A*. Rules and regulations that pertain to Outdoor Facilities are specified in the *Facility Use Permits – Outdoor, Section 4.9B*.

The applicant agrees to abide by and enforce the rules, regulations, and policies listed in this document. 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 Permits Policies (4.9, 4.9A, 4.9B, or 4.17) can result in immediate cancellation of the permit and forfeiture of all fees and deposits. The refundable deposit may be returned to the applicant after the event is properly cleaned up and no breakage or damage has occurred.

The primary purpose of the community facilities is to enhance community programs. Therefore, priority and categories are as follows:

City Sponsored City sponsored recreation and community services activities.

Civic Organizations Signal Hill service organizations, and non-profit groups with a current MOU.

Resident/Resident Groups* Individuals and business residing within the City boundaries, which includes individuals who work in Signal Hill.

Resident must be primary applicant and payer of all fees to receive resident rate. Resident must be present at the time of reservation, sign the permit contract, must be in attendance at the event, and provide proof of residency or employment in Signal Hill.

*Resident groups are those having 50% of their active membership residing within the City of Signal Hill. Groups may be requested to provide a current roster of members with addresses and phone numbers.

Non-Resident & Non-Profit Individuals residing outside the City boundaries or Non-Profit organizations with their registered address outside of Signal Hill.

Commercial Profit making organizations, religious organizations, politically affiliated groups, and non-Signal Hill businesses.

III. APPLICATION PROCEDURE

Application Due Dates

The patron signing the application (applicant) is considered to be responsible for the event and must be on site for the duration of the event. Applicant will be required to show identification to City staff the day of the event to gain entry into the building. Failure to be on site at all times may result in loss of all fees and deposits. A copy of the Facility Rental Contract/Permit must be carried by the applicant to their event. All reservations must be approved by the Community Services Director or his or her designee.

Indoor Facilities:

- Applications for Indoor Facilities must be received a minimum of fifteen (15) business days prior to the requested date and will be accepted up to six (6) months in advance.
- Indoor Facilities:
 - Signal Hill Community Center
 - Library Terrace
 - Library Zinnia Courtyard
 - Library Community Room
 - Library Learning Center
 - Discovery Well Park Community Center

Outdoor Facilities:

- Applications for Outdoor Facilities, Spud Field, or Fitness Groups must be received a minimum of ten (10) business days prior to the requested date and will be accepted up to six (6) months in advance.
- Applications for Use of the Hilltop Park Wedding Space must be received a minimum of fifteen (15) business days prior to the requested date and will be accepted up to six (6) months in advance.
- Applications for Use of Open Space at Discovery Well Park, Reservoir Park, and Signal Hill Park must be received a minimum of twenty (20) days prior to the next Parks and Recreation Commission meeting to be considered for approval by the Commission.
- Outdoor Facilities:
 - Signal Hill Park Picnic Shelters
 - Signal Hill Park Amphitheater
 - Discovery Well Park Picnic Shelters
 - Discovery Well Park Amphitheater
 - Reservoir Park Picnic Shelters
 - Hilltop Park Picnic Shelters

- Hilltop Park Wedding Space
- Signal Hill Basketball Courts
- Spud Field
- Open Spaces
- Jumpers and Bounce Houses

Deposits

The City Council sets fees and deposits for use of facilities annually. Deposits are required for use of all facilities.

The facility deposit, refundable and non-refundable deposit, must be paid at the time of the application. City staff does not have the authority to waive or reduce fees. All deposits are due at the time the reservation is submitted to hold the date and facility. Remaining fees are due a minimum of ten (10) business days prior to the scheduled date or the use is cancelled. Waiver of fees may be granted by the Community Services Director, the Parks and Recreation Commission and the City Council respectively.

The facility must 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 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.

The applicant agrees to abide by and enforce the rules, regulations, and policies listed in this document. 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 4.9, Facility Use Permits – Indoor 4.9A, Facility Use Permits – Outdoor 4.9B, or Field and Court Allocation 4.17 can result in immediate cancellation of the permit and forfeiture of all fees and deposits. The refundable deposit may be returned to the applicant within six (6) to eight (8) weeks after the event is properly cleaned up and no breakage or damage has occurred.

Cancellation & Refunds

Cancellation must be made in writing to the Community Services Department at least ten business 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 permittee cancels less than ten (10) business days prior to scheduled usage, 50% of all fees and deposits shall be forfeited. If cancellation is made five (5) business days or less prior to event, all fees and deposits will be forfeited. In the event the City must cancel the event for City usage, causing the inability to use the indoor facility, a full refund will be made. There is no refund for reservation time not utilized by the applicant.

Refunds will only be distributed to the applicant as listed on the original *Application For Use of City Facilities (Indoor or Outdoor Facility)* if the premises, furniture, equipment, and grounds are left in good condition. Refunds will be processed and delivered by mail in six to eight weeks pending approval by the City Council.

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, and a full refund shall be made. The City shall not be responsible in the event it causes a cancellation, other than the responsibility for refunding all deposits, fees, and charges made to the City relative to the scheduled usage.

In the event of inclement weather, causing the inability to use the Signal Hill Public Library Signal Point Terrace and Zinnia Courtyard, or a Park Picnic Shelter, a full refund will be issued to the permitted if cancelled by the City.

Fees

The 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 does not have the authority to waive or reduce fees. All deposits are due at the time the reservation is submitted to hold the date and facility. Remaining fees are due a minimum of ten (10) business days prior to the scheduled date or the use is cancelled.

Waiver of Fees

Request for waiver of fees requires the submittal of the *Application for Use of City Facilities* along with a letter of request for waiver of fees to the Parks and Recreation Commission and proof that the general requirements stated in the *Waiver of Fees for City Facilities Policy 4.16* have been met. The Parks and Recreation Commission and/or City Council shall make the final determination for community facilities based upon the written policy. Requests must be submitted a minimum of twenty (20) business days prior to the date of the upcoming Parks and Recreation Commission meeting to be considered for approval by the Commission.

IV. FACILITY RULES AND REGULATIONS

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. When, in the opinion of the Director of Community Services, an activity warrants an insurance policy naming the City of Signal Hill as additional insured, the cost shall be paid by the applicant. Coverage shall include public liability and property damage. Applicant must purchase said insurance privately.

The City of Signal Hill is not liable for accidental injury to persons or loss or damage of group or individual property, and applicant is required to sign a liability waiver prior to scheduled usage. An original document providing proof of Certificate of Liability Insurance listing the City of Signal Hill as additional insured for \$1 million may be required for certain events (e.g. children's jumpers, musical events, etc.)

Admission Fee or Donations

Only non-profit organizations with a current Memorandum of Understanding (MOU) and current 501(c)(3) status, registered in Signal Hill, can use City facilities for activities

requiring an admission fee or donation, or activities that will include any raffles or other fundraising activities. Any other user desiring to charge an admission fee or donation, sell any items, or fund raise must submit a written request twenty (20) business days in advance of the upcoming Parks and Recreation Commission meeting to be considered for approval by the Commission. No monies can be exchanged at the facility without prior written authorization. All fundraising events including raffles or donations must have prior approval from the Parks and Recreation Commission.

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, and illegal drugs. 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

Animals

Animals will not be permitted inside the facility unless they are service dogs used by those requiring such assistance.

Deliveries

Staff is not authorized to sign for or accept any deliveries. All deliveries must be accepted by someone involved with the activity within the reserved time.

General Care

Applicant must complete the *Facility Rental Inspection Checklist* with City staff prior to event and at the conclusion of the event to receive their refundable damage deposit. The facility must be left in the same condition as it was accepted. Applicant is responsible to remove all items brought into the facility at the conclusion of their event. All trash must be deposited into trash receptacles and at conclusion of event taken out of the building and deposited into the City dumpster.

The applicant is responsible for the condition in which they leave the building and for removal of all decorations. Any excessive clean-up required by City will be deducted from the rental deposit.

The applicant is responsible for the actions of all participants within the group, including any actions of vandalism, graffiti, etc., specific to all indoor and outdoor rental spaces utilized by the group, including restrooms.

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.

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

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 handled by the Signal Hill Police Department. All fees and deposits will be automatically forfeited, and permittee will be subject to additional penalties and charges.

Holiday Rentals

Applications are not accepted, nor are permits issued, on City recognized holidays, holiday weekends, or City-wide event dates.

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 and regulations or laws.

Any group, organization, or individual can be denied a permit if, in the opinion of the Community Services Department, that activity is not in the best interest of the City or community.

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. City staff reserves the right to full access and inspection of all facility reservation areas at any time.

Multiple Day Use Prohibited

Rentals 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 (NPO) registered in Signal Hill with a current MOU with the City conducting business meetings, recreational and/or educational instruction may submit a request for monthly meetings. No permanent rental or assignment of the facility shall be made to any individual or organization. NPO must maintain regular average attendance of no less than ten people for continuous use. NPO with a current Memorandum of Understanding (MOU) with the City of Signal Hill must reserve City facilities at least 15 days in advance, pending availability.

Permit

All reservations must be approved by the Director of Community Services or his or her designee. Applicant will be required to show identification the day of the event to City

staff. A copy of the Facility Rental Contract/Permit must be carried by each applicant to their event. The City reserves the right to cancel picnic shelter reservations and refund fees in full.

Political Forums

Local organizations may schedule political forums open to all candidates upon approval of written request to the City Managers Office. City facilities may not be used for political campaigning or political fundraising.

Elected officials presenting an issue that is of importance to their constituency must submit a written request for approval to the City Manager's Office.

Profit Making Activities

Profit-making activities in the parks, facilities and adjacent areas are prohibited.

Residency

To qualify for the Resident rate the permittee must live or work in Signal Hill. Residents may not rent a facility for non-residents. Proof of residency or employment in Signal Hill is required at time of application.

Only Signal Hill residents may reserve the following Outdoor Facilities:

- Discovery Well Park Picnic Shelters and Jumper Space
- Signal Hill Park Basketball Court

Staffing

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

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.

Security Services

The City reserves the right to require security guard services at any activity held in the parks, City buildings and adjacent areas. Security services will be arranged by the permittee at their expense, with final approval of said service by the Signal Hill Police Department. If security guards are required, they must begin at the time of event when guests are scheduled to arrive and terminate after event clean-up.

Storage

There is no storage provided. All items must leave the building at the conclusion of the event. There are no exceptions.

Tables and chairs

The City's tables and chairs must remain inside the facilities.

V. 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 Policies set forth in the Indoor or Outdoor Facilities policies, the City can withhold all deposits.

Report any immediate non-emergencies to the Signal Hill Police Department (562) 989-7200.

VI. EXCEPTIONS

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

VII. EXHIBITS

- A. Application for Use of City Facilities – Parks and Picnic Shelters
- B. Application for Use of City Indoor Facilities
- C. Application for Use of City Outdoor Facilities
- D. Application for Use of City Indoor Facilities – Business & Non-Profit Organizations
- E. Application for Use of City Outdoor Facilities – Business & Non-Profit Organizations
- F. Facility Rental Inspection Checklist