

Application for Use of Indoor City Facilities (APPLICATION MUST BE SUBMITTED IN PERSON)

•	submission of application does	s not guarantee a reservation until a	approval by the Community Services	Director or his/her designee.
Nam	ne of Applicant (s)			
Phor	ne numbers: Cell	Home	Email	
	Address		Unit #	
	_{City} Signal Hill	Zip Code 90755		
	City <u>Giginal i iiii</u>	Zip Code <u>33733</u>		
Proc	of of Signal Hill Residency	, ,,	ense	. ,
	•	•	n-resident fees will be deducted t	tion of the event. I understand that from my deposit.
	Refundable da	amage deposit will be mailed to t	he address provided 6 to 8 weeks	s after your event
Desc	cription of Event: Month	nly Club Meeting		
	•		Please allow a minimum of one h	
_		•	Rental Start time: 6PM	•
Ever	nt Date:	Event Day: That Gasy	Rental Start time: OT TVI	Rental End time: / ' ' ' ' ' '
Spa	ace Requested ⊡ :			
Cor	nmunity Centers			
		mmunity Center (standard room	set up 6 round tables and 36 chairs	diagram) Only 36 seating max
	Will food be served? ☐ Ye	s No (no red food/drink)		
	Will event be professionall	y catered? □ Yes □ No	If yes, name of catering company	/
	Signal Hill Park Commu	ical entertainment? □ Yes □ No nity Center (attach room set up o Dam-10:00pm Monday, Tuesday, W	3 .	•
	Will food be served? ☐ Ye	s □ No (no red food/drink)		
	Will event be professionall	y catered? □ Yes □ No	If yes, name of catering company	
	Will the event include mus	ical entertainment? ☐ Yes ☐ No	If yes, what type? \square Band \square DJ	□ Radio □ Bluetooth Speaker
	***Room & carpet condi	tion has been viewed INITIAL	S:	
<u>Libı</u>	rary Facilities			
			apacity: 48-70 (depending on roo /ednesday, Thursday / 8:00am-11:0	
	Will food be served? \square Ye	s \square No (no red food/drink)		
	Will event be professionall • Small serving kitchen ir	y catered? □ Yes □ No cluded	If yes, name of catering company	
	Will the event include mus	ical entertainment? ☐ Yes ☐ No	If yes, what type? \square Band \square DJ	□ Radio □ Bluetooth Speaker
	Library Zinnia Courtyard Only available when the libra Available Rental Times: 5:00	ary is closed.	Saturday / 8:00am-10:00pm Sunda	y
		s □ No (no red food/drink)		
	Will event be professionall		If yes, name of catering company	
	Will the event include mus	ical entertainment? ☐ Yes ☐ No	If yes, what type? \square Band \square DJ	□ Radio □ Bluetooth Speaker

Attachment A Revised 2-16-23

	<u>Library Community Room & Zinnia Courtyard</u> 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? \square Yes \square No \square If yes, what type? \square Band \square DJ \square Radio \square Bluetooth Speaker				
7	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? \square Yes \square No (no red food/drink)				
	Will event be professionally catered? ☐ Yes ☐ No If yes, name of catering company				
	Use of sound system? ☐ Yes ☐ No				
	*** Existing speaker for sound only & microphone use. No live music or DJ permitted on Signal Point Terrace.				
	PECTED ATTENDANCE: Adults 10 Total Attendance 10 the public invited? Yes No Will admission/donations be charged/accepted? Yes No				
I, the the a	PLICANT VERIFICATION e undersigned, on behalf of the above named organization, do hereby agree to indemnify the City of Signal Hill, according to attached indemnification form, and to abide and enforce the rules, regulations and policies governing the facility as set forth by City of Signal Hill.				
SIGN	NATURE OF APPLICANT: DATE: 11/11/25				



Rotary Signal Hill

Kiran Gidwani President, Signal Hill Rotary Club

Date: 11/11/25

City of Signal Hill Parks and Recreation Commission

2175 Cherry Avenue Signal Hill, CA 90755

Subject: Request for Fee Waiver - Use of Library Conference Room

Dear Parks and Recreation Commission Members,

The Signal Hill Rotary Club is a long-standing community service organization dedicated to improving the quality of life for residents of Signal Hill and the surrounding areas. Our members are actively involved in numerous projects, including supporting local schools, organizing food and clothing drives for families in need, sponsoring youth leadership programs, and participating in community beautification and environmental initiatives.

To continue these efforts effectively, we respectfully request that the Parks and Recreation Commission consider waving the fee for the use of the library conference room once a month for one hour. This space would be used to plan and coordinate our community service projects and outreach activities. Granting this request would allow the Club to dedicate more of its resources directly toward programs that benefit Signal Hill residents.

Thank you for your consideration of this request and for your continued support of organizations that serve our community. We greatly appreciate the opportunity to partner with the City in making Signal Hill a stronger, more connected community.

Sincerely,

Kiran Gidwani

President, Signal Hill Rotary Club