



Park, Recreation, and Library Services Department
1800 E. Hill Street | Signal Hill, CA, 90755
Phone: 562-989-7330 Email: Reservations@cityofsignalhill.org
Office Hours: Monday - Friday 8:00 am - 4:00 pm

Application for Use of Indoor City Facilities

Submission of an application does not guarantee a reservation until it is approved by the Parks, Recreation & Library Services Department. Applications must be received a minimum of fifteen (15) business days prior to requested date and will be accepted up to six (6) months in advance. Please email the application to Reservations@cityofsignalhill.org.

Name of Applicant(s) FRIENDS OF SIGNAL HILL LIBRARY (FOSHL)

Are you reserving on behalf of a business or organization? ☒ Yes ☐ No

Phone numbers: Cel [REDACTED] new [REDACTED] Email [REDACTED]

Address [REDACTED] Unit # N/A

City SIGNAL HILL CA Zip Code 90755

Applicant must be at least 21 years of age and will be responsible for the entire event.

Reservation

Description of Rental: LIBRARY LEARNING CENTER ROOM 5-7pm 6:30

Rental Date: TUES SEPT 8, 2026 Alternate Date: TUES JAN 12, 2027

Rental Set-up time: 4:45-6:45 Rental Clean-up time: 6:45 PM

EXPECTED ATTENDANCE: Adults: 10-12 Children: 0 Total Attendance: 10-12

Total Hours Requested: 2 Type of Rental: Public / Private

Event time should reflect set-up and cleanup. Please allow a minimum of one hour for cleanup.

Please answer all questions below. Failure to address any questions may delay your request.

- Is this an organized group, club, school, or business? ☒ Yes ☐ No

Do you intend to charge admissions/donations? ☐ Yes ☒ No

- Is the rental available to the public? ☒ Yes ☐ No

If yes, please provide a flyer. All marketing/promotional materials not co-sponsored by the City must include the statement, "This program is not sponsored or endorsed by The City of Signal Hill."

- Will there be a caterer to provide food for your rental? ☐ Yes ☒ No

If yes, please provide the name of the caterer: _____

Please note no cooking on site

- Will this rental event have amplified music? ☐ Yes ☒ No

If yes, what type? ☐ Band ☐ DJ ☐ Radio ☐ Bluetooth Speaker (Please note that some facilities may not allow music)

- It is required to show proof of insurance (SHMC 9.08.030 C). Please provide a copy before final payment is made.

Function Type:

☐ Bridal Shower	☒ Meeting/Lecture/Seminar/Workshop	☐ Wedding Reception
☐ Baby Shower	☐ Reunion/Banquet	☐ Celebration of Life
☐ Birthday – age	☐ Graduation Party	☐ Other:
☐ Cultural Celebration	☐ Wedding Ceremony	

Space Requested ☒: Please check box of facility requested.

Discovery Well Park – 2200 Temple Avenue

☐ **Discovery Well Park
Community Center**



Available to rent for meetings and smaller gatherings. Tables, chairs and limited refrigerator space is included. Limited parking is available.
Maximum capacity is 36 people.

Signal Hill Public Library – 1800 E. Hill Street

☐ **Library Community Room**



The Community Room is a versatile space suitable for meetings, lectures, training sessions, and workshops. A projector, screen, and sound system are included. Laptop and connection cables are not provided. Please note that technical support is not included.
Room capacity depends on the set-up (48-70 people).

☐ **Library Zinnia Courtyard**



The outdoor patio is nestled between Signal Hill Park and the Signal Hill Public Library. The courtyard is only available when the library is closed.
Maximum capacity is 50 people.
Only available when the library is closed.

Available Rental Times: 5:00 p.m. – 10:00 p.m. Wednesday, Friday, Saturday & 8:00 am-10:00 pm Sunday

☒ **Library Learning Center**



Available to rent for small meetings and trainings. A projector, screen, and sound system are included. Laptop and connection cables are not provided. Please note that technical support is not included. **Maximum capacity is 20 people. Pre-packaged snacks and bottled drinks only.**

Available Rental Times: Monday, Tuesday, & Thursday: 12:00 p.m. – 8:00 p.m.
Wednesday, Friday, & Saturday: 10:00 a.m. – 5:00 p.m.

****Closed: ** Sundays & Holidays**

☐ **Library Signal Point Terrace**



A beautifully appointed patio overlooking. This is a popular location for wedding receptions, anniversary celebrations, or corporate events. **Maximum capacity is 60 people and must be reserved for a minimum amount of 3 hours.**

Available Rental Times: Monday – Sunday: 8:00 am-8:00 pm (**Adult events only**).

***** The Existing speaker is for sound only. No live music or DJ is permitted on Signal Point Terrace.**

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 by and enforce the rules, regulations, and policies governing the facility as set forth by the City of 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

Once you receive confirmation that the permit has been approved, payment can be made online at our website: <https://secure.rec1.com/CA/signal-hill-ca/catalog> or in Person at our Parks Recreation and Library Services Office in cash, check, or credit card. All fees for reservations made within **15 working days** or less must be paid in full by cash, check, or credit card.

Refundable damage deposits will be mailed to the address provided 6 to 8 weeks after your event. Please ensure your address is accurate to avoid delays in processing your refund.

Applicant Name (Print): [REDACTED]

Applicant Signature: [REDACTED]

Date: 21 July 2026

Event Insurance: Insurance Rates are set by the insurance provider and are subject to change.

Initial: [REDACTED]

X [REDACTED]

Signature

Date

FOR DEPARTMENT USE ONLY

Received by: _____

Date: _____

Department Approval: _____

Date: _____

Friends of the Signal Hill Library
2202 E. Willow St. D-180
Signal Hill, CA 90755



Friends of the Signal Hill Library requests the use of the Library Learning Center room in the Signal Hill Library for the following meeting dates:

Tuesday Sept 8, 2026

Tuesday Nov 10, 2026

Tuesday Jan 12, 2027

Times requested: 5:00pm - 6:30pm or 5:30 pm - 7 pm

FOSHL is a non-profit organization in the registered in the state of California (Fed ID #33-0674073).

We hold our bi-monthly membership meetings on the 2nd Tues every other month to discuss and plan current & future events that support library reading programs.

Some of our annual events include: 1st Sat of each month community Book Drop Off Donation (12-2 pm) at the library, Dr. Seuss Reading Across America in March, Spring Book Sale, tabling at summer Concerts in the Park & Nat'l Night Out in August, Hispanic, Kymer & Filipino Story Time buying multi-language books, Santa's Workshop in December for kids & parents and providing new books and supplies for many other children's programs. (See attached flyers)

FOSHL thanks the City of Signal Hill for your continuing support of the work we do.

Sincerely,

A large black rectangular redaction box covers the signature of the President of Friends of Signal Hill Library. To the left of the box, the letters 'C' and 'C' are visible, likely part of the word 'Council'.

President
Friends of Signal Hill Library



City of Signal Hill

Fee Waiver or Fee Reduction Form

Date Submitted: JULY 21 2026

Name of Organization: FRIENDS OF SIGNAL HILL LIBRARY (FOSHL)

Type of Activity/Event Title: BI-MONTHLY MEMBERSHIP MEETINGS

Requested Date(s) of Activity: 2ND TUES - SEPT 8, NOV 10, 2024, JAN 12, MAR 9 2027

Requested Location(s) of Activity: LIBRARY LEARNING ROOM 5-6:30 PM

Point of Contact First & Last Name: _____

Point of Contact Email: _____ Phone Number: (____) _____

Organization's Address: _____

City: SIGNAL HILL Zip Code: 90755

Is your organization/group based in Signal Hill?

☒ Yes

☐ No

Is your event open to the public free of charge?

☒ Yes

☐ No

Will there be any sort of money exchanged during your event?

☐ Yes

☒ No

I am requesting a fee waiver or reduction based on the following category:

☒ Official City Partner/City Affiliated Organization

☐ Intergovernmental Group/Government Agency

☒ Resident Non-Profit

☐ Non-Resident Non-Profit

☐ School/School Group

☐ Civic Organization/Group

☐ Signal Hill Homeowners Association

☐ Other _____

Peak Number of People Expected: 12-15

Description of Event: EVERY 2ND TUES, FOSHL MEMBERS MEET TO PLAN FUTURE PROGRAMS, DISCUSS SUPPORT DETAILS W/ LIBRARY STAFF, SIGN UP VOLUNTEERS FOR 1ST SAT BOOK DRIVE, EVENT TABLING, ETC.

Please describe how your planned event or your organization benefits the residents of Signal Hill: LOCAL EVERY 1ST SAT, WE HOLD A BOOK DONATION DROP OFF FOR COMMUNITY. BOOKS WE CONTRIBUTE SUPPORT FOR 12 ANNUAL PROGRAMS A YEAR - SALE (BOOKS FOR: STORYTIME, DR. SEUSS, SUMMER CONCERTS, HALLOWEEN, CARNIVAL, SANTA'S WORKSHOP, STUFFED ANIMAL WORKSHOP, GARDENING, PANATHEON)

*Authorized Signature _____ Date July 21, 2026

Printed Name of Signatory _____

***Signatory must be authorized to sign on behalf of the organization or group.**

After all required payments and documents have been received by the Department, the date will be held for the group. The request shall be reviewed by the Commission at one of its upcoming two regularly scheduled Commission meetings. It is advisable that the applicant appear at such meeting to respond to questions from the Commission.

The applicant will be notified in writing of the Commission's decision within seventy-two (72) hours after the decision is rendered.

****FOR OFFICE USE ONLY****

Additional Required Documents:

☐ Facility Use Application

☐ Letter of Intent

☐ Proof of Non-Profit Status

OR

☐ Organization Verification Documents

COI Required:

☐ Yes

☐ No

If Yes, COI Received?

☐ Yes

☐ No

Special Event Permit Required

☐ Yes

☐ No

Parks & Recreation Commission or City Council Agenda Date: _____

Approved _____ Declined _____

Comments _____

Department Head Signature _____ Date _____



BA20260317661



STATE OF CALIFORNIA
Office of the Secretary of State
STATEMENT OF INFORMATION
CA NONPROFIT CORPORATION

California Secretary of State
1500 11th Street
Sacramento, California 95814
(916) 657-5448

For Office Use Only

-FILED-

File No.: BA20260317661

Date Filed: 2/9/2026

B4401-0832 02/09/2026 12:20 PM Received by California Secretary of State

Entity Details			
Corporation Name	FRIENDS OF THE SIGNAL HILL LIBRARY		
Entity No.	1786140		
Formed In	CALIFORNIA		
Street Address of California Principal Office of Corporation			
Street Address of California Office	1800 E HILL ST SIGNAL HILL, CA 90755		
Mailing Address of Corporation			
Mailing Address	2201 E WILLOW D-180 SIGNAL HILL, CA 90755		
Attention	Cecilia		
Officers			
Officer Name	Officer Address	Position(s)	
CECILIA FIDORA	2201 E WILLOW D-180 SIGNAL HILL, CA 90755	Chief Executive Officer	
Robin Rosin	2201 E Willow D-180 Signal Hill, CA 90755	Secretary	
Larry T Blunden	2201 E Willow D-180 Signal Hill, CA 90755	Chief Financial Officer	
Additional Officers			
Officer Name	Officer Address	Position	Stated Position
Mary Justus	[REDACTED]	Vice President	
Agent for Service of Process			
Agent Name	LARRY T BLUNDEN		
Agent Address	[REDACTED] SIGNAL HILL, CA 90755		
Email Notifications			
Opt-in Email Notifications	Yes, I opt-in to receive entity notifications via email.		
Electronic Signature			
☒ By signing, I affirm that the information herein is true and correct and that I am authorized by California law to sign.			
Larry Blunden		02/09/2026	
Signature		Date	

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2025

Open to Public Inspection

A For the 2025 Calendar year, or tax year beginning 2025-01-01 and ending 2025-12-31

B Check if available

Terminated for Business

☒ Gross receipts are normally \$50,000 or lessC Name of Organization: FRIENDS OF THE SIGNAL HILLLIBRARY2201 E Willow St, Signal Hill,
CA, US, 90755

D Employee Identification

Number 33-0674073

E Website:

F Name of Principal Officer: Cecilia Fidora2201 E Willow St D-180,
Signal Hill, CA, US, 90755

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

