



**Application For Use of Outdoor City Facilities
Park Picnic Shelters**

(APPLICATION MUST BE SUBMITTED IN PERSON)

Name Applicant FRIENDS OF SIGNAL HILL LIBRARY - FQH L

Address [REDACTED] Unit # _____

City SIGNAL HILL Zip Code 90755

Phone numbers: Cell _____ Email [REDACTED]@com

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 you provide 6 to 8 weeks after event

Description of Event: NAT'L LIBRARY WEEK - SPRING BOOK SALE

Event day: THURSDAY Event date: APRIL 27 2023 Event time should reflect setup and cleanup.
Start time: 10 AM End time: 6 PM

Picnic Shelter rental must be made in increments of 4 hours (EVENT - 12 NOON - 5 PM)

Choose a Park ☒:

☐ Discovery Well Park (Residents Only) (25 capacity)

☐ Picnic Shelter #1 or #2 (circle one) ☐ Jumper ☐ Amphitheatre *REQUIRES PARKS AND RECREATION COMMISSION APPROVAL

☐ Signal Hill Park

☐ Picnic Shelter (circle one) (50 capacity) #1 or #3 ☐ Jumper (choose from approved vendor list)
(25 capacity) #4

☐ Amphitheatre ☐ with electricity *REQUIRES PARKS AND RECREATION COMMISSION APPROVAL

☐ Open Space *REQUIRES PARKS AND RECREATION COMMISSION APPROVAL

☐ Reservoir Park

☐ Picnic Shelter (50 capacity)

☐ Jumper (choose from approved vendor list)

☐ Open Space

*REQUIRES PARKS AND RECREATION COMMISSION APPROVAL

☐ Hilltop Park (Adults only)

☐ Picnic Shelter #1 or #2 (circle one)
(25 capacity)

☐ Wedding Open Space (max of 75 people)

☒ LIBRARY - FRONT PATIO 10 (6-8 FT) TABLES
4 CHAIRS

EXPECTED ATTENDANCE: Adults 70 Children 20 Total Attendance 90

Fundraising Event? ☒ Yes ☐ No

Is the public invited? ☒ Yes ☐ No

Will admission/donations be charged/accepted? ☐ Yes ☒ No

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

SIGNATURE OF APPLICANT: _____

DATE: 8 Feb
2023

10 TABLES
4 CHAIRS
10AM

TABLE



PILLAR



RARE BOOKS

h h

h

h

CHAIRS

CASHIER

TABLES



DOORS

LIBRARY
LOBBY

DOORS

COM.
SERVICES

DOOR

↓
W



Friends of the Signal Hill Library

2201 E Willow D-180
Signal Hill, CA 90755
FOSHL.org

February 8, 2023

To: Yvette Aguilar,
Community Services Director,
City of Signal Hill

Friends of the Signal Hill Library is pleased to participate in National Library Week activities at the Signal Hill Library by hosting a Spring Book Sale on Thursday April 27 from 12 – 5 pm.

I have attached the City Facility Request form. We will need 10 tables and 4 chairs, set up by City staff by 10 am on the Library front entrance patio.

The table lay-out diagram is included. We also request the hanging of our two banners (3x10 feet), advertising the Book Sale on the Library railing and Hill & Temple Street locations.

We greatly appreciate city staff assistance, especially the Library and Community Services, with our bi-annual Book Sale.

If you have any questions, please contact me at 562. 494.1013

Sincerely,

[Redacted Signature]

President
Friends of Signal Hill :Library