



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) Friends of Signal Hill Library

Phone numbers: Cell [REDACTED] Home 56 [REDACTED] Email [REDACTED]

Address [REDACTED] Unit #

City Signal Hill Zip Code 90755

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: [Signature]

Refundable damage deposit will be mailed to the address provided 6 to 8 weeks after your event

Description of Event: Book Sale FO SHL (C)

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

Event Date March 27, 2026 Event Day: 11 - 4 Rental Start time: Rental End time:

Thursday Evening set up 3/26/26

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.

EXPECTED ATTENDANCE: Adults _____ Children _____ **Total Attendance** _____

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: 12/19/25

Thursday 3/26/26 5-8 Learning Center
Book Sale Tables (7)
Chairs (6)
(Two) Banners - Library Terrace
Library Hill St
Friday Book Center 10-5
SAHE Learning