



## 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) for the Signal Hill Community Foundation Dennis A

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

Address [REDACTED] Unit # [REDACTED]

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: DA

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

Description of Event: SHCF Fall Fundraiser

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

Event Date: 10/30/25 Event Day: Thursday Rental Start time: 12.00 noon Rental End time: 11.00 pm

### 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 [REDACTED]

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 [REDACTED]

Will the event include musical entertainment? ☐ Yes ☐ No

If yes, what type? ☐ Band ☐ DJ ☐ Radio ☐ Bluetooth Speaker

\*\*\*Room & carpet condition has been viewed INITIALS: [REDACTED]

#### 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 [REDACTED]

♦ 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 [REDACTED]

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 150 Children \_\_\_\_\_ **Total Attendance** 150

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: 07/31/25



Signal Hill Community Foundation  
2175 Cherry Avenue  
Signal Hill, California 90755-3799

A registered 501 (c) (3) Tax ID # 91-2057104

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Recreation & Library Services  
Director*

August 1, 2025

Dear Mayor and City Council Members,

Thank you in advance for your time and consideration regarding our proposal for the Signal Hill Community Foundation's A Night of Magic Event on Thursday, October 30, 2025 from 6:30 p.m. – 9:00 p.m.

The Signal Hill Community Foundation's goal is to promote relationships with community members and businesses to raise awareness and engagement to support community programs and events. The Foundation has contacted the Signal Hill Chamber of Commerce and confirmed that this event will also be beneficial to the business community.

To ensure the success of this event, the Foundation is requesting support from the City to supply the following essential services and equipment:

1. Use of the Signal Hill Public Library Signal Point Terrace Courtyard from 12:00 p.m. to 11:00 p.m.
2. Approximately (10) Tables, (100) Chairs, and small stage if deemed necessary.
3. City personnel to set up and break down equipment.
4. Permit live background music, a maximum of (4) musicians, to be played during the event.
5. Allow appetizers and beer/wine to be served.

We thank you for your consideration and support.

Sincerely,

A black rectangular redaction box covering the signature of Dennis Apodaca.

Dennis Apodaca  
Vice President  
Signal Hill Community Foundation