

## **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.

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Nam	ne of Applicant (s)	
Pho	ne numbers: CellHome	Email _
	Address	Unit #
	City Zip Code	
	lid picture I.D. is required at the time of application to veriof of Signal Hill Residency (if applicable):	fy age and/or residency. License □Current Utility Bill □Employed in Signal Hill
	ertify that I am a resident of Signal Hill and that I will be of am found to be renting the facility for a non-resident, the  → Initials: ೨೨	nsite at the event for the entire duration of the event. I understand that non-resident fees will be deducted from my deposit.
	Refundable damage deposit will be mailed t	o the address provided 6 to 8 weeks after your event
Des	cription of Event: Membership Meetings	
		p. Please allow a minimum of one hour for cleanup.
		•
Eve	nt Date: <u>JanJune</u> Event Day: <u>Thursday</u> 6	Rental Start time: $5.30$ Rental End time: $7.30$
Spa	ace Requested <b>⊡:</b>	
-	nmunity Centers	
$\overline{\Box}$		m 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 ☐ N	
	Signal Hill Park Community Center (attach room set u	•
	Will food be served? ☐ Yes ☐ No (no red food/drink)	
	Will event be professionally catered? $\square$ Yes $\square$ No	If yes, name of catering company
	Will the event include musical entertainment? $\hfill\square$ Yes $\hfill\square$ No	o If yes, what type? □ Band □ DJ □ Řadio □ Bluetooth Speaker
	***Room & carpet condition has been viewed INITIA	ALS:
Libr	ary Facilities	
	<u>Library Community Room</u> (attach room set up diagram) Available Rental Times: 8:00am-10:00pm Monday, Tuesday,	Capacity: 48-70 (depending on room set-up) Wednesday, Thursday / 8:00am-11:00pm Friday, Saturday, Sunday
	Will food be served? $\square$ Yes $\square$ No (no red food/drink)	
	Will event be professionally catered? ☐ Yes ☐ No • Small serving kitchen included	If yes, name of catering company
	Will the event include musical entertainment? $\ \square$ Yes $\ \square$ No	o 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  Will food be served? □ Yes □ No (no red food/drink)	y, Saturday / 8:00am-10:00pm Sunday
	Will event be professionally catered? ☐ Yes ☐ No	If yes, name of catering company
		b 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? $\square$ Yes $\square$ No (no red food/drink)		
	Will event be professionally catered? $\square$ Yes $\square$ No	If yes, name of catering company	
	Will the event include musical entertainment? $\hfill\square$ Yes $\hfill\square$ No	If yes, what type? $\square$ Band $\square$ DJ $\square$ Radio $\square$ Bluetooth Speaker	
<b></b>	Library Learning Center (attach room set up diagram) C Available Rental Times: 12:00pm-8:00pm Monday, Tuesday, Closed on Sundays & Holidays • Pre-packaged snacks and bottled drinks only	apacity: 35 & Thursday / 10:00am-5:00pm Wednesday, Friday, & Saturday	
		situ: 160	
	Signal Point Terrace (attach terrace set up diagram) Capa Available Rental Times: 8:00am-8:00pm Monday – Sunday	icity. 100	
	Will food be served? ☐ Yes ☐ No (no red food/drink)		
	Will event be professionally catered? ☐ Yes ☐ No • Small serving kitchen included	If yes, name of catering company	
	Use of sound system? ☐ Yes ☐ No		
	*** Existing speaker for sound only & microphone use. No li	ve music or DJ permitted on Signal Point Terrace.	
	20	0 ,00	
EXPECTED ATTENDANCE: Adults 20 Children 0 Total Attendance 20			
Is the public invited? ■ Yes □ No Will admission/donations be charged/accepted? □ Yes □ No			
		*	
APP	LICANT VERIFICATION	de hereby caree to indomnify the City of Signal Hill according to	
the a	e undersigned, on benair of the above hamed organization, attached indemnification form, and to abide and enforce the City of Signal Hill.	do hereby agree to indemnify the City of Signal Hill, according to rules, regulations and policies governing the facility as set forth by	
SIGI	NATURE OF APPLICANT:	DATE: 10-14-25	
	100,5		



October 10, 2025

Attn:
Direc
City

Re: 2026 Fee Waiver request.

The Signal Hill Historical Society would like to request a fee waiver for the the Learning Center in the Library to hold our monthly membership meetings for the first 6 months of 2026. Meetings are held every other month. All meetings are open to the general public. Thursdays are preferred to remain consistent. Dates can be flexible as needed.

Event: Monthly membership meetings at the Learning Center.

Times: 5:00pm 7:00pm (Thursdays)

January 8th March 12th May 14th

Thank you for your considerations and for your support.

