



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) Signal Hill Historical Society

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

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

Address 2201 E. Willow St. Unit # D180

City Signal Hill Zip Code 90755

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

Reservation

Description of Rental: City of Signal Hill Library Learning Center

Rental Date: 8/6 10/8 11/5 2026 **Alternate Date:** _____

Rental Set-up time: 5:30 **Rental Clean-up time:** 7:30

EXPECTED ATTENDANCE: Adults: 15-25 Children: 0 **Total Attendance:** 15 - 25

Total Hours Requested: 2 each date **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: N/A

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: Business Meeting
☐ 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.**

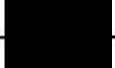
APPLICANT VERIFICATION

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: 

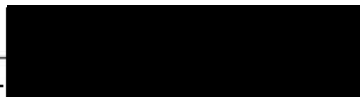
Once you receive confirmation that the permit has been approved, payment can be made online at our website: <https://secure.rec1.com/CA/signal-hill-ca/catalog> or in Person at our Parks Recreation and Library Services Office in cash, check, or credit card. All fees for reservations made within **15 working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

Applicant Signature:  _____ **Date:** 7/2 / 2026

Event Insurance: Insurance Rates are set by the insurance provider and are subject to change. Initial: _____
Not applicable for this rental.

X  _____ 7/2/26
Signature _____ Date

FOR DEPARTMENT USE ONLY

Received by: _____ **Date:** _____

Department Approval: _____ **Date:** _____



City of Signal Hill
Fee Waiver or Fee Reduction Form

Date Submitted: 7/2/26

Name of Organization: Signal Hill Historical Society

Type of Activity/Event Title: Business Meeting

Requested Date(s) of Activity: August 6, October 1, November 5 -- 2026

Requested Location(s) of Activity: _____

Point of Contact First & Last Name: [REDACTED]

Point of Contact Email: [REDACTED] Phone Number: (____) _____

Organization's Address: 2201 E. Willow St., D-180, Signal Hill, CA 90755

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: 15-25

Description of Event: Business Meeting

Please describe how your planned event or your organization benefits the residents of Signal Hill:
Opportunity to meet other Signal Hill residents and become involved with community events involving the history of Signal Hill.

*Authorized Signature [REDACTED] Date 7/2/26

Printed Name of Signatory [REDACTED]

***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: _PRC_7/15/2026

Approved _____ Declined _____

Comments _____

Department Head Signature _____ Date _____

SIGNAL HILL HISTORICAL SOCIETY
2200 E. WILLOW ST., D-180
SIGNAL HILL, CA 90755

July 2, 2026

Martha Baez
City of Signal Hill
Parks, Recreation and Library Services
1800 E. Hill St.
Signal Hill, CA 90755

Re: Signal Hill Historical Society
Intent to Use Library Facilities

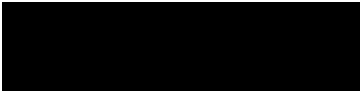
The Signal Hill Historical Society would like to request a fee waiver for use of the Learning Center located in the Signal Hill Library. We wish to hold the following three meetings on the dates and within the times indicated:

Thursday, August 6, 2026	5:30 - 7:30
Thursday, October 1, 2026	5:30 - 7:30
Thursday, November 5, 2026	5:30 - 7:30

We intend to conduct business/planning meetings for the organization - keeping our members and associates informed of future plans and objectives; reviewing the progress we have made in the last year.

Thank you for your consideration and continuing support of our organization.

Signal Hill Historical Society
Board of Directors/Advisors



Judith Johnsen
Treasurer



STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 942857
SACRAMENTO CA 94257-0540

Entity Status Letter

Date:

ESL ID:

Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID:

Entity Name:

1. The entity is in good standing with the Franchise Tax Board.
2. The entity is **not** in good standing with the Franchise Tax Board.
3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701
4. We do not have current information about the entity.
5. The entity was administratively dissolved/cancelled on _____ through the Franchise Tax Board Administrative Dissolution process.

Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

Connect With Us

Web: **ftb.ca.gov**
Phone: 800-852-5711 from 7 a.m. to 5 p.m. weekdays, except state holidays
916-845-6500 from outside the United States

California

Relay Service: 711 or 800-735-2929 (For persons with hearing or speech impairments)