



**Parks, Recreation and Library
Services Department**

1800 E. Hill Street
Signal Hill, CA, 90755

Phone: 562-989-7330
Reservations@cityofsignalhill.org

Office Hours: Monday - Thursday
8:00 a.m. – 4:30 p.m.

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) calendar days prior to requested date and will be accepted up to six (6) months in advance. Please email the application to:
Reservations@cityofsignalhill.org.

APPLICATION

for Use of Indoor City Facilities

Name of Applicant(s) _____

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

Cell Phone _____ Home _____ Email _____

Address _____ Unit # _____

City _____ Zip Code _____

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

Description of Rental: _____

Rental Date: _____ **Alternate Date:** _____

Rental Set-up time: _____ **Rental Clean-up time:** _____

EXPECTED ATTENDANCE:

Adults: _____ **Children:** _____ **Total Attendance:** _____

Total Hours Requested: _____ **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

If yes, please provide the name of the organization: _____

- **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: _____ *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.**

- **FUNCTION TYPE:**

Bridal Shower	Cultural Celebration	Graduation Party	Celebration of Life
Baby Shower	Meeting/Lecture/Seminar/Workshop	Wedding Ceremony	Other:
Birthday – age	Reunion/Banquet	Wedding Reception	

SPACE REQUESTED: PLEASE CHECK BOX OF FACILITY REQUESTED.

Discovery Well Park Community Center – 2200 Temple Avenue



Available to rent for meetings and smaller gatherings. Tables, chairs and limited refrigerator space is included. Limited parking is available.
Maximum capacity is 35 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. **Courtyard is only available when the library is closed. Maximum capacity is 50 people.**

Available Rental Times: Wednesday, Friday, Saturday 5:00 p.m. - 10:00 p.m.
& Sunday 8:00 a.m. - 10:00 p.m.



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 the City. 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 of 3 hours.

Available Rental Times: Monday – Sunday: 8:00 a.m. - 8:00 p.m. **(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: _____

Event Insurance: Insurance Rates are set by the insurance provider and are subject to change.

→ 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 calendar 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

FOR DEPARTMENT USE ONLY

Received by: _____

Date: _____

Department Approval: _____

Date: _____