

# Application for Use of City Facilities

(APPLICATION MUST BE SUBMITTED IN PERSON)



Name of Applicant (s) \_\_\_\_\_

Name of Group/Organization \_\_\_\_\_ Non-Profit# \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Proof of Residency:**  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: \_\_\_\_\_

**Refundable Damage Deposit will be Mailed to address on application**

Phone numbers: Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of event: \_\_\_\_\_ Event day and date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

## Choose a park or community center :

**Discovery Well Park Community Center** (attach room set up diagram) **Only 36 seating max**  
Tables and chairs provided  
**Time should reflect setup and cleanup. Please allow a minimum of one hour for cleanup.**

**Discovery Well Park** (Residents Only)  
 Picnic Shelter #1 or #2 (circle one)  Jumper  Amphitheatre \*REQUIRES PARKS AND RECREATION COMMISSION APPROVAL

**Signal Hill Park**  
 Picnic Shelter #1 #2 #3 #4 (circle one)  Jumper (choose from approved vendor list)  
 Amphitheatre  with electricity \*REQUIRES PARKS AND RECREATION COMMISSION APPROVAL  
 Spud Field  Lights from \_\_\_\_\_ to \_\_\_\_\_ \*ADDITIONAL APPLICATION REQUIRED  
 Basketball Court (Residents Only)  Lights from \_\_\_\_\_ to \_\_\_\_\_

**Reservoir Park**  
 Picnic Shelter  Jumper (choose from approved vendor list)

**Hilltop Park** (Adults only)  
 Picnic Shelter #1 or #2 (circle one)  Wedding Open Space (max of 75 people)  Event Request

**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: \_\_\_\_\_