



Application for Use of Indoor City Facilities

(APPLICATION MUST BE SUBMITTED IN PERSON)

Name of Applicant (s) _____

Phone numbers: Cell _____ Home _____ Email _____

Address _____ Unit # _____

City _____ Zip Code _____

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: _____

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

Description of Event: _____

Event Date: _____ Event Day: _____ Event time should reflect setup and cleanup.
Rental Start time: _____ Rental End time: _____

Space Requested :

Library Community Room (attach room set up diagram) **Capacity: 48-70 (depending on room set-up)** Please allow a minimum of one hour for cleanup. (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 _____

Will the event include musical entertainment? Yes No
- If yes, what type? Band DJ Radio Bluetooth Speaker

♦ Small serving kitchen included

Contact #: _____

Library Zinnia Courtyard **Capacity: 80 (when Library is closed)** Please allow a minimum of one hour for cleanup. 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 Community Room & Zinnia Courtyard (when Library is closed) Please allow a minimum of one hour for cleanup. 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 (Only Available during library hours)** 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 Please allow a minimum of one hour for cleanup.**
(Available Rental Times: 8:00am-8:00pm Monday, Tuesday, Wednesday, Thursday / 8:00am-8:00pm 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 _____

Existing speaker for sound only & microphone use

♦ 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 _____ Children _____ **Total Attendance** _____

Is the public invited? Yes No

Will admission/donations be charged/accepted? Yes No

FEES: \$30 Cleaning Fee, \$40-\$80 Room Set-up & Teardown fee, \$60-\$204 Hourly Rate, \$250 Deposit, \$25 AV or Sound Fee & \$30 Non-Refundable Fee

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: _____

Community Services Department ♦ 1800 E. Hill Street Signal Hill CA 90755 ♦ (562) 989-7330