

## ***City of Signal Hill Policy***

Facility Use Permits – Indoor  
4.9A

**DATE:** October 20, 2021

**REVISION NO:** 006

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

**DEPARTMENT:**  
Community Services

### **Reservation and Usage of Indoor Facilities**

#### **I. PURPOSE**

This policy has been established to ensure that Signal Hill's indoor facilities are utilized for recreational, cultural, educational, social and community service functions that meet the needs and interest of the community, through clear procedures, regulations, and rental fees regarding such uses. Exclusive use requires an advance reservation and is subject to fees and damage deposits.

#### **II. INDOOR FACILITY POLICIES**

##### **Amplified/Live Music & Noise Levels**

D.J.'s and amplified/live music are permitted within the Signal Hill Public Library Community Room, Zinnia Courtyard, Signal Hill Park Community Center, and Discovery Well Park Community Center only. D.J.'s or amplified/live music is not permitted during events held at the Signal Hill Public Library during normal operating hours nor on the Signal Point Terrace. Staff reserves the right to monitor and regulate all noise levels as to not disrupt other rental groups or residents. Rentals may be terminated and the group asked to vacate the premises, with no refund of fees or deposits at any time if the noise level is determined to be disruptive by any City staff member including the Signal Hill Police Department.

All noise must be kept at a reasonable sound level as stated in the Signal Hill Municipal Code Chapter 9.16. City staff on duty will determine if noise is deemed disturbing the peace, quiet, and comfort of the neighboring properties or other persons. If volume exceeds a reasonable level as dictated by staff, the deposit will be forfeited, and the event will be cancelled immediately.

##### **Application**

Patrons wishing to use an indoor facility must complete an *Application for Use of Indoor City Facilities*. Applications must be received a minimum of fifteen (15) business days prior to the requested date and will be accepted up to six (6) months in advance. A refundable damage deposit and a non-refundable fee are required at the time application is submitted. Full payment is due a minimum of ten (10) business days prior to the event date or the permit will be cancelled. All correspondence and communication will be sent to the applicant.

A set-up diagram must be submitted at least ten (10) business days prior to the event.

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### Attendance

Estimated attendance is required to determine the impact upon the facility and the number of staff that may be required to monitor the rental. Additional staff may be deemed necessary by the Community Services Director for groups of 50+ people at an hourly fee, per employee as listed in the City's Schedule of Service Fees and Charges.

Attendance also determines the ability to use a particular facility. The attendance number stated by the applicant should be the **maximum** amount of people anticipated during the rental at peak attendance. Violations of the attendance and occupancy levels will result in the loss of all fees and deposits; may cause termination of the rental due to overcrowding and safety violations; and could affect future ability to utilize City facilities.

### Changes

Only the applicant may make changes to the permit. Changes must be made in writing. One date change per permit may be granted depending on availability. No changes to the rental may be made on the day of the event including any changes to the facility set up. Last-minute table and chair additions/changes are not permitted.

### Decorations

Nails, staples, tacks, pins, or tape are not permitted. Decorations may not be placed on walls, glass, windows, or doors. Decorations cannot be hung or suspended from ceilings, drapes, or other City surfaces with "low stick" tape. All decorative materials must be flame retardant. Lit candles are not permitted. No rice, confetti, glitter, or birdseed may be used within or around the facility. Setting and removal of decorations must be done during the time frame of the permit.

### Deliveries

Staff is not authorized to sign for or accept any deliveries. All deliveries must be accepted by someone involved with the activity within the reserved time.

### Fees

Reservation requests for indoor facilities will include one thirty (30) minute site visit to view the room. Time spent for additional site visits will be charged per hour based on the fees in the *City's Schedule of Service Fees and Charges* and pending availability of a Community Services Department staff member. Additional site visits must be pre-arranged with City Staff.

### Hours of Operation

Signal Hill Park Community Center is available by permit Monday through Thursday, between the hours of 8:00 a.m. – 10:00 p.m.; Friday, Saturday and Sunday, 8:00 a.m. – 11:00 p.m. Discovery Well Park Community Center is available by permit, Sunday through Saturday, between the hours of 8:00 a.m. - 10:00 p.m.. Signal Hill Public Library Signal Point Terrace is available by permit 8:00 a.m. – 10:00 p.m. Signal Hill Public Library Community Room is available by permit Monday – Thursday, 8:00 a.m. –

10:00 p.m.; Friday, Saturday and Sunday, 8:00 a.m. – 11:00 p.m. Zinnia Courtyard permits are only available after the Library's regularly scheduled business hours.

Times stated on the application must include time to decorate, set-up, conduct the event, and properly clean the facility. Clean up must begin and guests must leave the facility one hour before contract time ends. Applications are not accepted, nor are permits issued, on City recognized holidays, holiday weekends, or City-wide event dates.

The permittee must adhere to the time specified on the permit. Exceeding the time specified will result in the loss of the deposit.

#### Kitchen

The kitchen at Signal Hill Park Community Center, Library Community Room, Zinnia Courtyard and Library Terrace is included in the rental fee. The Library Community Room kitchen is included in the Zinnia Courtyard reservation. **A cleaning fee applies to all indoor facilities that include a kitchen.**

Groups need to bring their own utensils and paper goods. Trash liners will be provided by the City. Cooking is not permitted. Kitchens with an oven and stovetop are available for warming only. The griddle in the Signal Hill Park Community Center Kitchen may not be used. Groups are responsible for removing all food and supplies at the completion of the event. The facilities do not come supplied with utensils, and refrigerator space may be limited due to use by City Programs. An ice maker and a portion of the commercial refrigerator are available at the Signal Hill Park Community Center and the Signal Hill Point Terrace. All surfaces must be wiped clean at the end of each permit. No red colored beverages are allowed in any City indoor facility.

#### **Caterer/Kitchen Rental Responsibilities**

1. Warming trays, chafing dishes, and Sterno may all be used inside the facilities.
2. The facility DOES NOT provide any pots, serving dishes, or utensils.
3. Propane IS NOT allowed inside any facility. Any use of barbecues or propane in an outside area needs prior approval from the Director and the Los Angeles County Fire Department (LACoFD) Fire Marshall and may only be done in approved locations.
4. Kitchen clean-up. It is the Renter's responsibility to bring cleaning supplies for the following:
  - a. Wipe up all spills and drips from the countertops and cupboard fronts.
  - b. Wipe up all spills from the range top, inside the.
  - c. Remove all food from the refrigerator, freezer and dispose of it properly.
  - d. Dispose of all trash.
  - e. Clean all sinks.
  - f. Sweep floors.
  - g. The Renter must verify the cleanliness of the kitchen with the facility event staff prior to leaving the event.

### Occupancy Levels

The City has set the following rental occupancy levels for the buildings and adjacent facilities:

Signal Hill Park Community Center 100  
Discovery Well Park Community Center 35  
Signal Hill Public Library Community Room 70  
Signal Hill Public Library Learning Center 35  
Signal Hill Public Library Terrace 160  
Zinnia Courtyard 90

These levels were set by the Parks and Recreation Commission to accommodate parking, reduce impact on the parks, and to ensure enjoyment of the park by others. Violations of the occupancy levels or the monopolizing of adjacent park facilities to exceed occupancy levels (whether rented or not) constitute exclusive use of the area and are in violation of the intent of this policy. Violations of the occupancy levels will result in the loss of all fees and deposits; and could affect future ability to utilize city facilities. Maximum occupancy levels are dependent upon chairs and table set-up.

### **III. FACILITIES AVAILABLE**

#### Signal Hill Public Library Terrace

No Children events or parties are permitted. No music during Library business hours. No DJ's or live music. Use of the existing microphones and sound system included with the Terrace must be turned off by 9:00 p.m. Sound cables will be provided and must be returned to staff at the end of the event.

#### Signal Hill Public Library Community Room

General Meeting Room. Groups must supply their own laptop computer and connection cables to connect with the room audio visual equipment. Laptops must have HDMI Input to connect with audio visual system. Technical support is not provided.

#### Signal Hill Public Library Pipeline Learning Center

Bottled drinks with caps and prepackaged snacks only. Groups must supply their own laptop computer and connection cables to connect with the room audio visual equipment. Laptops must have HDMI Input to connect with audio visual system. Technical support is not provided.

#### Signal Hill Public Library Zinnia Courtyard

Available individually or with the Library Community Room, when the Library is closed. Requests for rearranging existing furniture on the Zinnia Courtyard will be charged for the staff time spent to move the furniture (approximately 4 hours of staff time). Furniture cannot be moved out of the Courtyard.

#### Signal Hill Park Community Center

Use of the existing microphones, sound system, projection screen is included. Groups must bring their own projector, laptop, and all necessary connection cables. Technical support is not provided.

Discovery Well Park Community Center

General Meeting Room. Room includes small refrigerator and microwave with counter space.

**IV. EXCEPTIONS**

There shall be no exceptions to this policy unless authorized by the Parks and Recreation Commission.