

LBUSD Community Use Frequently Asked Questions

- **When should permit requests be submitted?** The maximum time a request may be submitted in advance of the event is 6 months. Requests must be submitted 30 days in advance of the start date. Please submit a separate application for each school site requested.
- **How long can an organization use the facilities?** The maximum length of a permit is 6 months. Requests may have July through December dates on one request and January through June dates may be submitted on a separate request.
- **When are the permit payments due?** Payments are due one week before the start date of the event.
- **What type of payments can the District accept for permits?** You may pay online via credit card, debit card, or bank account (ACH) and you are encouraged to do so. If you strongly desire to pay offline, with a money order, cashier's check or cash, please contact the Community Use Office, in writing, after you have submitted your request and received approval.
- **Who can request use of facilities?** Only groups or organizations can submit requests. Private rental/use is not allowed. The request must be submitted by a board member of the organization with an active title. PTA presidents must submit requests for PTA events.
- **How can an organization find out if a school site/facility is available?** The organization's requestor must contact the schools directly to check and confirm availability of the required facility for the dates and times they will be requesting.
- **Is any equipment available with the facility?** The rental of the facility does not include any equipment.
- **What is the liability insurance requirement?** All permit holders are required to have (\$1,000,000.00-minimum) general liability insurance listing Long Beach Unified School District as the "**Additionally Insured/Certificate Holder.**" LBUSD, Attn: Community Use of School Facilities, 2201 E. Market St., Long Beach, CA 90805. This can be added to your existing insurance policy, talk to your provider. The insurance certificate, additional insured endorsement and application must have the sponsoring organization name match exactly.
- **Is there a minimum amount of hours to use facilities?** The District has a 4 hour minimum for auditoriums and a 3 hour minimum for all other facilities on Saturdays, Sundays, holidays and when school is not in session. The District permits after school hours 4:00pm to 10:00pm Monday through Friday and Saturdays and Sundays between 7:00am and 10:00pm. It is up to each site to approve dates and hours prior to final District approval.