



## LONG BEACH UNIFIED SCHOOL DISTRICT

Office of Community Use of School Facilities-Purchasing & Contracts Branch  
2201 E. Market Street, Long Beach, CA 90805  
Phone: (562) 663-3028 Email: [CommunityUse@LBSchools.net](mailto:CommunityUse@LBSchools.net)

### PTA President's Instructions for Community Use of Schools

The District uses an online program called SchoolSpace for submitting Community Use requests. PTA Presidents will be able to request spaces, upload documents, and make changes to existing permits all with the ease of their computer. Please look over the District's FAQs before submitting your application.

To get started, simply register at <https://longbeach.schoolspace.us>: (Best internet browsers to use are Firefox or Google Chrome)

1. Select "Register" in the upper right corner
2. Complete the required fields (you will only have to register once)
3. Select "Find a Space" in the upper right corner
4. From the pull-down options, select the space you would like and then the school site
5. After being directed, select the space
6. Select "Request Facility Use" and complete the necessary fields to request your space
  - a. If your event is a carnival, please upload the Request for Carnival Electrical Services. You can find this form at [www.lbschools.net](http://www.lbschools.net). See below.
7. Finally select "Submit Application" and we'll take it from there!
8. Click on "Start Page Tour" on the lower right corner for a quick tutorial

You can also find information and a link at [www.lbschools.net](http://www.lbschools.net) on our Community Use page. To access the page from the main page, click on the A-Z Index at the top, click on the letter "C", click on "Community Use of School Facilities". You will find:

- Link to our new software
- Insurance Certificate Information for Use of School Facilities
- Links to LBUSD's school calendars
- Link to LBUSD map
- Standard Fee schedule
- Request for Carnival Electrical Services
- FAQs

If you have further questions, don't hesitate to contact us at [communityuse@LBSchools.net](mailto:communityuse@LBSchools.net).