Business Department – Financial Services
Purchasing & Contracts Branch/Community Use of School Facilities
2201 E. Market Street
Long Beach, California 90805
Phone: (562) 663-3028
Email: CommunityUse@LBSchools.net

Re: Insurance Certificate Information for Community Use of Schools

- You will need to upload your **insurance certificate and the additional insured endorsement** into the insurance tab for each approved permit in SchoolSpace.

- All permit holders are required to have 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. ($1,000,000 minimum). The certificate and endorsement schedule page must have the group or sponsoring organization on the permit listed as the same on the insurance.

- Insurance is now available to be purchased through your active permit.

VENGUARD™

With just three easy steps, you can get the coverage required to satisfy the terms of your rental agreement.

1. Select the event(s) you want to insure.
2. Provide some additional information about each event.
3. Review the coverage and price, and accept the terms.

Thank you,

Community Use Office