



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 must have the group or sponsoring organization on the permit listed as the same on the insurance.
- If you elect to use the online insurance program offered by Poms & Associates here are the online directions:

### **Online ASCIP TULIP Program Instructions Long Beach Unified School District**

1. Go to [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip)
2. Enter ASCIP Code: 0360-058
3. Answer a few basic questions to request an online quote
4. If you wish to purchase the coverage, provide credit card information and coverage will be bound immediately. A certificate of insurance will be emailed to the email address provided.
5. If you have any questions, please contact EBI at (800) 507-8414

Thank you,

Community Use Office