

Community Use Frequently Asked Questions

- **When can applications be submitted?** They must be submitted 30 days in advance of the start date on the application.
- **How long can an organization use the facilities?** Applications may be submitted for up to 6 months at a time and no longer than 6 months in advance. Applications may have July through December dates on one application and January through June on another application. The District fiscal year ends June 30th.
- **When are the permit payments due?** Invoice payments are due one week before the start date. If organizations permits are longer than one month the District will create monthly invoices that are due at the beginning of each month.
- **What type of payments can the District accept for permits?** The District requires the payment to be with a money order, cashier's check, or cash only.
- **Who can fill out the applications?** The applications must be filled out by a board member of the organization and must put their title on the application. PTA presidents must fill out the applications for PTA events.
- **How can an organization find out if a school site is available?** The organizations must contact the schools directly to see if the school facility will be available for the dates and times requested on the application.
- **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 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. (\$1,000,000.00-minimum). The certificate and endorsement must have the group or sponsoring organization on the permit listed as the same on the insurance.
- **Is there a minimum amount of hours to rent 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 Fridays and Saturday and Sundays between 7:00am and 10:00pm. It is up to each site to approve dates and hours prior to processing applications.