



Business Department – Financial Services
Purchasing & Contracts Branch/Community Use of School Facilities
2201 E. Market Street
Long Beach, California 90805
Phone: (562) 663-3028 Fax: (562) 634-5013

Date: July 2015 – June 2016

Re: Insurance Certificate Information for Use of School Facilities

- Our office will need your **insurance certificate and the additional insured endorsement** one week before your event takes place.
- 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.
- 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
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,

Mary Chase
Community Use Office
communityuse@lbschools.net