



**LONG BEACH UNIFIED SCHOOL DISTRICT**  
Community Use of School Facilities/Purchasing Branch  
2201 E. Market Street  
Long Beach, California 90805  
Phone: (562) 663-3028 Fax: (562) 634-5013

Date: July 2008 -- June 2009

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Re: Insurance Certificate Information for Use of School Facilities

- Our office will need your insurance certificate 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). 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.cbi-ms.com/tulip](http://www.cbi-ms.com/tulip)
2. Select "Alliance of Schools for Cooperative Insurance Program", then select the district where you are holding the event.
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 FBI at (800) 507-8414

Thank you,

Mary Chase  
Facilities Use Office