



## LONG BEACH UNIFIED SCHOOL DISTRICT

Office of Community Use of School Facilities-Purchasing & Contracts Branch

2201 E. Market Street, Long Beach, CA 90805

Phone: (562) 663-3028 Email: [CommunityUse@LBSchools.net](mailto:CommunityUse@LBSchools.net)

### Community Use of School Facilities

The District uses an online program called SchoolSpace for submitting Community Use requests. You'll be able to request spaces, make payments, submit insurance, and make changes to existing permits all with the ease of your computer. Please look over the District's FAQ's before submitting your application.

To get started, simply register with Fire Fox or Google Chrome web browsers at <https://longbeach.schoolspace.us>:

1. Select "Register" in the upper right corner
2. Complete the required fields (you will only have to register once)
3. Select "Find a Space" in the upper right corner
4. From the pull-down options, select the space you would like and then the school site
5. After being directed, select the space
6. Select "Request Facility Use" and complete the necessary fields to request your space.
  - a. Please select a "Start New Request" for each school site
  - b. Please select a "Start New Request" for each new session or six month period
7. Finally select "Submit Application" and we'll take it from there!
8. Click on "Start Page Tour" on the lower right corner for a quick tutorial

You can, also, find information and a link at [www.lbschools.net](http://www.lbschools.net) on our Community Use page. To access our page, on the main page, click on the A-Z Index at the top, click on the letter C, then click on Community Use of School Facilities. You will find:

- Link to our new software
- Insurance Certificate Information for Use of School Facilities
- Links to LBUSD's school calendars
- Link to LBUSD map
- Standard Fee schedule
- FAQ's

If you have further questions, don't hesitate to contact us at [CommunityUse@LBSchools.net](mailto:CommunityUse@LBSchools.net).