

## LBDHHS Mobile Vaccination Unit Request Frequently Asked Questions

- **When should a mobile request be submitted?** The maximum time a request may be submitted in advance of the proposed event is 3 months. Requests must be submitted **30 days of the requested date**. Please submit a separate request online via the Veoci portal. <https://veoci.com/v/p/form/u4p4pbgfku45>
- **Why does a request need to be submitted?** Due to the protocol for permitting, location site approval, a walk-through of the proposed space and staffing resources, we now require a minimum of 30 working days to plan for a successful vaccination event.
- **Why do I need to upload a permit 14 days prior to the event?** Permits are required if you are planning an event at a City of Long Beach Park, or a LBUSD school facility. The permit process can take up to 30 days and is dependent upon availability of the requested space. It is the responsibility of the CBO to obtain general liability insurance, submit, and follow up to the correct permit department.
- **How do I request a permit if I want to use a school?** The Long Beach Unified School 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 through the online system. [Long Beach Unified School District - Office of Community Use of School Facilities \(schoolspace.us\)](http://Long Beach Unified School District - Office of Community Use of School Facilities (schoolspace.us))
- **Who can request use of a mobile vaccination unit?** Only groups or organizations can submit requests for a mobile vaccination team complete with setup, outreach, medical, and administrative staffing. Small events under 20 will need further consideration and approval by the operations department.
- **How long can an organization use the mobile unit?** The maximum length of time to request a unit depends on the day, typically on weekends resources are limited. On Saturdays or Sundays, a minimum of 3 hours with a maximum of 5 hours is requested. Weekdays can vary depending on time of request and staffing resources. It is up to each site to approve dates and hours prior to final LBSHHS approval.
- **How can an organization find out if a mobile unit is available?** The organization's requestor must submit the request via the Veoci website link <https://veoci.com/v/p/form/u4p4pbgfku45>

Follow the steps below to confirm availability for the dates and times requesting.

1. Enter facility name and request "Community-Based Organization (CBOs)
2. Complete the required fields (address, contact name, title, etc.)
3. Upload PDF of permit or email verification of processing confirmation
4. Select Location from the menu
  - a) City of Long Beach Park: <https://www.longbeach.gov/park/park-and-facilities/directory/reservation-forms/>  
For more information, please call the Parks Registration/Reservations Office at (562) 570-3111.

- b) Long Beach Unified School District [Long Beach Unified School District - Office of Community Use of School Facilities \(schoolspace.us\)](https://www.schoolspace.us)
- c) Place of worship
- d) Private Facility (i.e., Daycare, business)

5. Select a **walk-through** date -Must be within 14 days of submission request

6. Select preferred event day- Minimum 30 days from submission request

- a) Select 2<sup>nd</sup> choice of event day if first unavailable

7. You will be contacted via email or phone to coordinate walk through and details of the event.

For any additional concerns or questions, please email [COVID19Vaccine@longbeach.gov](mailto:COVID19Vaccine@longbeach.gov)