



Dennis Buchanan  
Fire Chief

3205 Lakewood Blvd., Long Beach, CA 90808  
(562) 570-2500

## LBFD HQ TRAINING ROOM Rental Application

Date of Event	<u>4/15/26; 5/20/26; 6/17/26; 7/15/26; 8/19/26; 9/16/26</u>	Timeframe:	<u>1800 – 2200 hrs</u>	Monday – Friday	<u>7:30am – 4:30 pm</u>
Meeting Topic	<u>T.I.P. Monthly Meeting</u>	Number of Attendees:	<u>30</u>		
Will the event include food or beverage?	<input type="checkbox"/> Food <input type="checkbox"/> Beverage <b>(Must obtain approval)</b> <input checked="" type="checkbox"/> None				
Name of Organization:	<u>T.I.P. (Trauma Intervention Program).</u>	<input checked="" type="checkbox"/> 501 (c)(3)	<input type="checkbox"/> Private for Profit	(may not charge for event)	
Contact Person/Representative:	<u>Brandon Deis</u>	Title:		<u>Lieutenant</u>	
Phone Number:	<u>562-570-5817</u>	Cell Number:	<u>562-577-4889</u>	Email:	<u>Brandon.deis@longbeach.gov</u>
Name of Supervisor:	_____	Title:	_____	Contact Number:	_____

### ACKNOWLEDGEMENT

I received and will comply with the LBFD HQ Training Room Guidelines and Regulations. I understand that failure to observe the rules and regulations, improper conduct, or for other reasons deemed necessary by the Fire Chief of the Long Beach Fire Department, or designee, may result in denial of future LBFD HQ Training Room rental requests.


Contact Person/Representative Signature:  Date: 3/18/26

Print Name of Contact Person/Representative: Brandon Deis, Police Lieutenant

Please return this completed application to:

Alison Andersen, Executive Assistant  
(562) 570-2505  
[Alison.Andersen@longbeach.gov](mailto:Alison.Andersen@longbeach.gov)

### FOR DEPARTMENT USE ONLY

Received by \_\_\_\_\_  


Date  
3/23/2026

Approved by \_\_\_\_\_

Date

### NOTES:

## LBFD HQ Training Room Guidelines and Regulations

- 1) Applications will be **denied** if:
  - If a Private for Profit requester is charging people to attend (making money from free use of the LBFD HQ Training Room)
  - If any vendors on-site do not have a City of Long Beach Business License
  - If any animals are on-site
  - If alcohol is present
- 2) Approval of LBFD HQ Training Room shall be given by Executive Assistant, Secretaries, and when appropriate, LBFD Command Staff.
- 3) Access to the LBFD HQ Training Room shall be given by Executive Assistant, Secretaries, and Community Services Staff.
- 4) Must obtain approval for beverages and/or food to be served in the LBFD HQ Training Room (beverages and food setup is in hallway outside of HQ Training Room).
- 5) The LBFD HQ Training Room is **locked** after hours and on weekends.
- 6) Requesters must bring own supplies (i.e. whiteboard markers, pens, pencils, paper, etc).
- 7) Requesters may not use the photo copiers, computers, or phones outside the Training Room.
- 8) Requesters must be aware they are not to ask the Receptionist for assistance other than unlocking the doors and assisting with the audio-visual equipment.
- 9) Availability of LBFD HQ Training Room is during the normal business hours, 7:30 AM – 4:30 PM, Monday-Friday.
- 10) Set-up/clean-up of the LBFD HQ Training Room will be the responsibility of the Contact Person/Representative attending the event/meeting. Contact Person/Representative must remove their own decorations, clean tables, clear facility of trash, paper goods, soda cans/bottle, etc.
- 11) LBFD HQ Training Room tables may not be moved.
- 12) Amenities may not be adequate. Groups are responsible for providing their own additional tables and chairs as needed.
- 13) All completed applications (whether approved or denied) shall remain on file.
- 14) Mac laptop users will need to adapt to a VGA connection when using A/V equipment in the LBFD HQ Training Room.
- 15) Seated capacity is 32. Full standing room capacity is 97.

  
5918

\_\_\_\_\_  
Sign here to indicate that you agree to the Guidelines/Regulations

3/18/25

\_\_\_\_\_  
Date