



BUILDING BLOCKS FOR KIDS
RICHMOND

Building Blocks for Kids Collaborative
310 - 312 9th Street
Richmond, CA 94801

Rental Interest Form

Thank you for your interest in renting space from Building Blocks for Kids!

All rentals are subject to availability. Facility rentals are open to partners and members of the general community. Please fill out this form and **submit via email at info@bbk-richmond.org**. You may also **call us at (510) 232-5812 x 402 for information**. Once we review your form, we will contact you confirming availability.

Name of Primary Contact: _____

Name of Organization (if applicable): _____

Address: _____

Contact Number: _____ **Email:** _____

For images and more information about each space, check out our rental brochure [here](#).

Rates:

Please note, a **20% deposit is required for all rentals**. The deposit will be returned after inspection and *only* if space is in the same condition as before the rental.

Ask about our **15% discount for non-profits and west county residents**.
Having a parent meeting? Ask about our child watch!

Location	One day rates	Monthly rates
Multipurpose Room (w/ kitchen* and work room) *Kitchen does not have cooking facilities	\$55/ Hour 2-hour minimum	\$600/Month Up to 3 hrs/wk (\$60 savings)

Work Stations (w/ access to communal lounge space) - on the second floor - Not ADA Accessible	\$25/Hour 1-hour minimum	\$700/Month Up to 8 hrs/wk 24 hrs/month (\$100 saving)
Conference Room On the second floor - Not ADA Accessible	\$35/Hour 1-hour minimum	\$200/Month Up to 2 hrs/wk 8 hrs/month (\$80 saving)

I am interested in renting: (please check all that apply)

- Multipurpose Room (Plus, kitchen, and interview room) **hourly**
- Multipurpose Room (Plus, kitchen, and interview room) **monthly**
- Conference Room **hourly**
- Conference Room **monthly**
- Work Stations **hourly**
- Work Stations **monthly**

Dates and Times of Interest:

Please enter each event on a separate row; you need only enter monthly reservations once but please include start and end date. Also, please make sure to consider set-up and clean-up time;

Room	Dates	Start time and end time	Expected guest count

I am interested in renting the following equipment: (please check all that apply, for more information check our information [here](#)).

- Laptop;** all BBK laptops are PC with a Microsoft Package, USB and HDMI ports
- Projector;** with HDMI, VGA, and audio ports
- Projection screen;** mobile 80" ,16:9
- Live Interpretation equipment;** wireless and with 2 Transmitters and 30 Receivers; does not include an interpreter
- Laser Pointer;** wireless and with clicker
- Whiteboard;**
- Coffee Maker;**
- Hot water kettle;**
- Speaker;** mobile, ipod and aux ports, bluetooth compatible
- Aux cord;** 3ft long

Purpose: Please briefly describe the purpose of your event or activity

Terms:

1. Applications are due with payment within five (5) working days prior to the scheduled rental date;
2. The primary contact person must be at least 21 years of age;
3. Rentals for groups of minors must be supervised by adults at least 25 years of age;
4. All decorations, signs, and banners must **NOT** be affixed using staples, nails, or screws;
5. All decorations, signs, banners, posters, advertising must be completely removed (including tape);
6. User is expected to leave the room(s) according to *Community Guidelines*
7. User is expected to pay for any damage caused to the facility as a result of the activity. Any security deposit will be partially or completely forfeited if the facility is not left clean and orderly or if any items are damaged or broken.

FOR OFFICIAL USE ONLY

Method of Payment

Cash _____

Check # _____

Credit Card # _____ Exp. Date

Name on Card _____

Staff Initials _____ Date _____