



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](mailto: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:

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
<b>Multipurpose Room</b> (w/ kitchen* & work room) *Kitchen does not have cooking facilities	<b>\$45/hour</b> <b>\$154/day</b>	Willing to negotiate
<b>Work Stations</b> (w/ access to communal lounge space) - on the second floor - <b>Not ADA Accessible</b>	<b>\$15/hour</b>	Willing to negotiate
<b>Conference Room</b> On the second floor - <b>Not ADA Accessible</b>	<b>\$28/hour</b>	Willing to negotiate

**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**

<b>Method of Payment</b> Cash _____ Check # _____ Credit Card # _____ Exp. Date _____ _____
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Name on Card _____
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Staff Initials _____ Date _____
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Renter's Printed Name: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

BBK Admin Printed Name: \_\_\_\_\_

BBK Admin Signature: \_\_\_\_\_

Date: \_\_\_\_\_