



Application for Office Space Leasing

Bridge Builders Friendship Foundation (BBFF)

1101 UCP Parkway, Northport, AL 35476

BBFF exists to provide nonprofits with an affordable, mission-focused, and collaborative environment to grow their impact. Completing this application helps us determine if your organization is the right fit for our community of changemakers.

Section 1 – Organization Information

- Legal Name of Organization:

- DBA / Public Name (if different):

- Nonprofit Status (check one):

501(c)(3) | 501(c)(4) | Other (please specify): -----

- EIN / Tax ID #: -----

- Date Founded: -----

- Mailing Address: -----

- Phone: ----- Email: -----

- Website/social media (if applicable): -----

Section 2 – Mission & Community Impact

1. State your organization's **mission statement**:
2. Describe the **programs/services** your nonprofit currently provides in Alabama:
3. Who is your **primary community served**? (e.g., youth, families, veterans, individuals with disabilities, etc.)
4. How does your organization's work **align with BBFF's values** of service, collaboration, and community building?

Section 3 – Organizational Fit

1. Number of staff/volunteers expected to use the space regularly: -----
2. What type of office space usage do you anticipate? (check all that apply)
 - Daily office work
 - Meetings with clients/community
 - Workshops/trainings
 - Events/Presentations

3. Do you anticipate high printing needs?
 Yes | No | Estimated monthly pages: _____
4. Are you comfortable working in a **shared nonprofit environment** where privacy and respect for others is expected?
 Yes | No
5. Will you agree to remove all food from refrigerators at the end of each business day?
 Yes | No

Section 4 – Compliance & Commitment

By signing this application, the organization affirms:

- It is a registered nonprofit entity in good standing under Alabama law.
- It will uphold BBFF’s community standards of **collaboration, respect, and service-oriented mission work**.
- It understands that **lease terms are a minimum of six months**, with all utilities, internet, and amenities included in the monthly rental fee.
- It agrees to follow all BBFF building policies, including courtesy in shared spaces and reasonable use of provided resources.

Authorized Representative Information

- Name: _____
- Title/Role: _____
- Phone: _____
- Email: _____

Signature: _____ Date: _____

Next Steps

Once your application is submitted, the BBFF team will review it for alignment with our mission and community standards. Qualified applicants will be contacted for an interview and tour.