

Dear Prospective Organization,

Bedford Courts, LLC is excited to be the developer selected to revitalize the long-vacant and historic Bedford Union Armory located at 1579 Bedford Avenue in Crown Heights, Brooklyn. We intend to create a neighborhood friendly recreational facility, that will include affordable office space and a 5,000 square foot flexible community space.

We would like to learn more about residents and local organizations interested in leasing office space, renting flexible community space and using the recreational complex. Our plan is to open the Bedford Union Armory for business in 2019.

Below are descriptions of the facility space options:

Head House (Front of Building): The Head House is the three floor building located on Bedford Avenue. This area will contain a number of small offices, covering approximately 17,000 square feet. The space offers small to mid-sized organizations an opportunity to grow in an affordable business environment.

Recreation Center (Drill Shed): The recreation center (also known as the Drill Shed) is located behind the Head House and offers approximately 60,000 square feet of sporting space for children and adults. The space will be used as a multi-use sports complex containing areas for activities including basketball, fitness training, cardio & strength training, soccer, tennis and swimming.

Flexible Community Space: The community flex space is a 5,000 square foot room that offers a variety of uses. The room is interchangeable, and could be set up as a theatre with non-fixed seating, a venue for art exhibits or a room for community conferences, workshops and job fairs.

With the announcement of our project, we have received numerous inquiries from interested organizations on the availability of space. In order to manage this process fairly, we have created the attached questionnaire to learn more about your organization.

If your organization is interested in the above space options, then please review and complete the attached questionnaire. Once the questionnaire is submitted to us, we will contact you to schedule time to meet and discuss your interest in the space.

Please submit the questionnaire by email to ewoodlin@bfcnyc.com or by mail to BFC Partners c/o Eric Woodlin 150 Myrtle Avenue, Suite 2 Brooklyn, NY 11201.

Respectfully,



Eric Woodlin
Bedford Courts

Bedford Courts

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Bedford Union Armory Assessment Questionnaire

Return Questionnaire to:

BASIC INFORMATION

DATE _____

LEGAL NAME OF AGENCY/BUSINESS _____

NAME OF CONTACT _____

PHONE NUMBER _____

EMAIL ADDRESS _____

ADDRESS _____

WEBSITE _____

SECTION A: Non-Profit Organizations

If you are a commercial business, go to Section B.

1.) Federal ID Number: _____

2.) Do you have a 501(c)3? Yes No

a. Annual budget: _____

3.) Does your non-profit have

a. General liability Insurance? Yes No

b. Officers liability insurance? Yes No

4.) What is your non-profit's mission and what types of programs does your non-profit offer?

5.) Who do you serve?

Children Adults Teens

Other, explain: _____

6.) What days of the week do you currently offer programs?

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

What hours are you open? _____

Bedford Union Armory Assessment Questionnaire

7.) What neighborhood(s) do you currently serve?

8.) Are you interested in: Recreation space Office space Auditorium

a. If interested in the recreation space or auditorium, what activities are you interested in?

Sports Educational Visual Arts/Performing

Other, please explain: _____

For each use, please indicate the number of hours per week needed.

	Number Hours Per Week	Year Round	Please Explain Purpose of Use
Sports			
Educational			
Visual/ Performing Arts			
Other			

b. If you are interested in office space, it must be year around.

How many square feet do you need and how many people do you envision in the space?

Square footage: _____ Number of staff in space: _____

9.) Does your non-profit have office space, program space or both? Yes No

a. If yes, what is the address: _____

b. When does your lease expire? _____

10.) Please list your sources of income?

Bedford Union Armory Assessment Questionnaire

a. If you receive government grants, please list name of agency, total contract amount, and contract date.

Government/Private	Funding Agency Name	Total Contract Amount	Contract Date

(If additional space is needed, please write on a separate paper.)

b. Other sources of income: Corporate Private Dues

5.) Do you have general liability insurance? Yes No

SECTION B: Commercial Businesses

1.) Type of business: _____

2.) Number of square feet required: _____

3.) Number of employees to use space: _____

4.) Activities for space:

5.) Do you have general liability insurance? Yes No

ALL APPLICANTS

If you are asked to come in for an interview, we will require additional documentation such as, but not limited to:

- 2 year audited financials
- 501(c)(3) certificate
- Liability policies with coverage limits
- Full List of Board of Directors
- Other documentation, as needed