

EDC BENEFITS, MOVE-IN REMINDERS & FEES

EDC TENANT BENEFITS

1. Reception area for visitors, staffed by the EDC 8 a.m. to 5 p.m. Monday through Friday.
2. Access to the building is available after-hours and weekends with magnetic access card. Tenants may use the dock area and dock doors.
3. Administrative Support
 - A. EDC staff support available Monday – Friday 8:00 AM – 5:00 PM
 - B. The fax machine, located at the front desk is available during EDC support hours and in the mail room 24-hours-a-day. There is no charge for an incoming/outgoing fax.
 - C. A postage machine is available in the copy/mailroom. EDC staff will provide training for operating the computerized mail meter.
 - D. Copier access is 24-hours-a-day. There are no charges for black and white copies up to 1,000 per month; black and white copies after the first 1,000 are charged at \$.07 per copy; color copies are \$.20 per copy. Laminated copies are \$2 each.
 - E. Packages will be signed for during normal business hours by EDC staff. Shipping is also available, some charges may apply.
4. Counseling/Training
 - A. Counseling is free and provided by appointment only with Justin Schulz, Director of the Small Business Development Center by calling 636.229.5276 or email jschulz@edcsc.com.
 - B. Businesses that need support with obtaining federal, state and local government contract should contact Carolyn Jones of the Missouri Procurement Technical Assistance Center (MOPTAC) by calling 636.229.5289 or email jonescarolyn@missouri.edu.
 - C. SCORE (Service Corps of Retired Executives) is also offered in the EDC facility.
5. Conference Room Usage
 - A. Use of EDC conference rooms is available for business meetings, training sessions or interviewing, at no charge, on an “as-available” basis.
 - B. Conference rooms range from a private office, an executive boardroom, to a large conference area with multimedia capabilities.
 - C. A conference room agreement form is required prior to room usage.
 - D. Beverages and room set-up are complementary.
 - E. Recycling in the conference rooms is mandatory.
 - F. EDC meetings have priority over other scheduled events.
 - G. All meeting rooms are booked on a first-come, first-served basis.

6. EDC Break Room
 - A. The break room, equipped with coffee maker, ice machine, microwaves, refrigerator and vending machines, is available 24-hours-a-day for tenants and guests.
 - B. Clean up of the break room is the responsibility of its users. A picnic table is located alongside the east parking lot, available to incubator companies/employees.
7. EDC required recycling. Trash removal is on Monday and Thursday & Recycling pick-up is Tuesday evenings. Place waste/recycle can outside your office by 5PM. Large boxes should be broken down and placed next to the trash can.
8. Free access to high-speed internet.
9. The EDC is a smoke-free environment. Designated smoking areas are provided outside of the building.
10. Notary public service provided at no charge.
11. Janitorial service for common areas provided. If maintenance problems should occur, please contact the front desk.

MOVE-IN REMINDERS:

1. **Sign Lease**
 - 1st Month's rent check # _____ \$ _____
 - Security deposit check # _____ \$ _____
 - Technology set-up fee \$150
2. **Certificate of Insurance must include the following:**
 - A. Business must obtain minimum limits of \$1,000,000 Business Liability insurance.
 - B. Business must include in the business liability THE SMALL BUSINESS SYNERGY CORPORATION at 5988 Mid Rivers Mall Dr. St. Charles, MO 63304 "Additional Insured" for its interest as lessor of the premises.
 - C. Business will provide the Lessor a Certificate of Insurance prior to admittance to the incubator and annually thereafter, certifying evidence of the business liability insurance and the worker's compensation insurance.
3. **Technology Interview with St. Charles I.T.**

Computer/network/telephone-this is part of the technology set-up fee
4. **Phone Line Set-Up**

EDC - \$50 per month (phone, ext., voice mail, phone #)
Plus, one-time set-up fees

Or you can contract with any other local phone company for service

5. **Parking**

Parking at the EDC offices is free.

6. **Required Permits**

- A. St. Peters Building Department 636.477.6600 ext. 1670 for an occupancy permit
- B. St. Peters Business Licensing 636.477.6600 ext. 1232 for a business license
- C. Cottleville Fire Department 636.447.6655 ext. 0 for a fire inspection
- D. Provide the EDC with copies of occupancy permit and business license.
- E. Licensing for starting a business in MO link: <http://sos.mo.gov/business/startBusiness>

**When adding to the existing leased space within the incubator, please contact Cottleville Fire Department at 447.6655. Call 636-477-6600 ext. 670 and speak to "engineering & development" regarding occupancy issues. If moving from one space to another, businesses need to apply for a new business license and occupancy permit; call 636-477-6600 ext. 232. Licenses renewed yearly*

Important Notice: The EDC offices are located within the legal limits of the City of St. Peters. When selling goods/merchandise, St. Peters tax rate applies.

MOVE-IN FEES

1. At the time the lease is signed, the first month's rent and a security deposit of one full month's rent plus a \$50 mail key charge is collected (refundable upon return of mail key). **Proof of insurance of the contents of leased space is due at this time.** Upon receipt of two separate checks for rent and security deposit, signed lease, and proof of insurance, keys and magnetic access card(s) will be provided.
2. Incoming incubator businesses should provide management with a list of names of individuals to receive access cards. Two cards are provided at \$10.00 per card, with the provision to return to the EDC upon graduation from the incubator. Additional cards may be requested at a fee of \$10 per card.
3. Some larger offices and all production bays are metered for electricity. Meters are read and billed monthly.
4. EDC provides optional outgoing shipping services. Regular shipping charge(s) will apply, plus \$1.50 per package to include envelopes, packages and cartons.
5. Obtaining a telephone(s), and ordering service from AT&T is the responsibility of each incubator business, including AT&T charges. Following installation of dial tone by AT&T, a vendor scheduled by EDC, will complete the phone connection. Payment for this service, including materials, is the responsibility of each incubator business.
6. Incubator companies may take advantage of the optional service of EDC's telephone system, phone service and voice mail. See incubator manager for details and fees.
7. Leasehold improvements requested by incubator business(es) must be submitted to the EDC for approval. Upon discussion and approval, leasehold improvement costs will be the responsibility of the incubator company requesting the change(s).

8. Light bulbs for manufacturing/production bays are provided by the EDC and billed on the monthly invoice at \$9.00 per bulb.
9. Incubator businesses requesting locks changed on office and/or production bay(s) will be assessed a \$50 fee, plus the cost to make the change.
10. Businesses with alarms outside their production areas are responsible for false alarms. Fees for false alarms are assessed by the City of St. Peters as follows: \$50 first time; \$100 each additional alarm. **False alarm charges will be billed back to the incubator business—No Exceptions.** Use of alarm is optional.
11. Internet access is available through a shared 50mb fiber circuit service.
12. Management is responsible for “normal wear and tear” conditions of offices and production bays when a business exits the incubator. These include painting, minor wall patching and carpet cleaning. Damages over and above normal wear are the responsibility of the business exiting the suite. EDC will inspect each office and bay prior to and upon the departure of each business and release security deposits (or a portion) upon final inspection.
13. Upon moving out of the incubator, businesses will be provided an opportunity to conduct an exit interview with the EDC Incubator Manager. Upon leaving, businesses should turn in all door, dock and mail keys and magnetic access cards. Upon return of the mail key, the \$50 deposit will be returned with all or a portion of the security deposit. Lost or unreturned magnetic swipe cards will be charged against the security deposit at \$10 per card.