



**THE  
BUSINESS  
INCUBATOR** **CENTER**  
THE GRAND VALLEY'S CENTER FOR ENTREPRENEURSHIP

# Client Handbook

A Guide to the Business Incubator Program

[www.gjincubator.org](http://www.gjincubator.org)

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E x p l o r e , E n r i c h , a n d E x p a n d .

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## Overview

**Welcome to the Business Incubator Program.** You have joined a business support program that accelerates the successful development of start-up and fledgling companies by providing entrepreneurs with an array of targeted resources and services. The Business Incubator's main goal is to provide assistance to increase growth potential, resulting in a self sustaining, profitable company.

The Business Incubator Center's mission is to support the launch, growth, stabilization and long-term success of business enterprises in Mesa County. As a participant in the Business Incubator Program, one of four programs at the center, you will have access to management guidance, technical assistance and consulting tailored to young growing companies. Clients also have access to appropriate rental space and flexible leases, shared basic business services and equipment, technology support services and assistance in obtaining the financing necessary for company growth.

A basic outline of the services and support available to you is summarized in this handbook. Keep in mind that some of the most valuable rewards to participation in the Incubator Program come from the community of entrepreneurs who now surround you every day. Please take advantage of your peers and of the staff here at the BIC. We can all contribute to the success of your company.

**Location:** The Business Incubator Center (BIC) is located at the south end of the former Department of Energy complex on Orchard Mesa. In addition to the main Administration Building, BIC includes four buildings (Manufacturing, Services, Technology and Training) containing approximately 40,000 square feet of leasable space with adjacent parking areas. Buildings are fully equipped with a sprinkler and fire alarm system tied directly to the fire department (a factor that favorably impacts client insurance costs).

Incubator Program participants may use the following information for mail, stationery, telephone listing, etc.:

Your Company Name  
2591 B ¾ Road  
Grand Junction, CO 81503  
(970) 243-5242  
fax (970) 241-0771

The Incubator is located in a designated Enterprise Zone. Thus, Incubator Client Companies (ICCs) can qualify and benefit from state tax incentives including, among others:

- A \$500.00 per new job tax credit, and
- A state tax credit of 3% on qualifying investments.

For more information see our website at [www.gjincubator.org](http://www.gjincubator.org) or contact the Enterprise Zone Program Assistant.

## Program Entrance Policy

The Business Incubator Center provides services to a wide range of entrepreneurs, but to apply for the Business Incubator Program, one of four programs at the center, an applicant business must meet one of the following criteria:

- A business start, in operation for less than 2 years.
- A company that has undergone substantial change in ownership within one year of application date.
- A home-based business that is ready to transition to a professional environment.

- A company which will utilize their space at the Incubator solely for the Research and Development of a new and innovative product or service.

In order to apply for the program, a company must complete a program application and detailed business synopsis. Companies will be evaluated by their fit with the resources and services provided by the Business Incubator Program.

## Program Requirements

**Admittance:** Businesses engaged in a wide variety of functions including light manufacturing, distribution, technology, culinary, or service activities can apply for admittance to the Incubator Program. The Incubator facility is not conducive to retail activities, although it is acceptable for Incubator businesses to engage in a reasonable amount of retail sales. Admission to the program is based on the following criteria: the need for and interest in the Incubator Program; capacity of principals to be successful; uniqueness of product or service; availability of the service in the community; potential for job creation and/or retention; portion of the expected revenue that is derived from outside the County; and connection to targeted industry clusters within the Incubator or community. Interested businesses are required to complete and submit an Application for Admittance, which is reviewed by program management and is subject to approval by the BIC Board of Directors. When applicable, every attempt is made to assist any rejected applicant in taking corrective actions necessary to resubmit an application.

**Requirements:** Applicants must agree to participate in the Incubator Program, which includes a commitment to:

- Complete a Business Plan within the first 2 years of occupancy. Assistance in completing the Business Plan is available through the aforementioned Management Assistance program.
- Meet, at a minimum, semi-annually with BIC staff and provide them with up-to-date financial statements for the purpose of evaluating ICC's financial performance and reporting aggregate numbers.
- Attend, at minimum, one business related class or workshop per year.
- Attend, at a minimum, seven networking events per year such as the monthly Client Lunch.

**Cost:** Prices for Incubator spaces are graduated on a 5-year schedule. First year ICCs pay 75 percent of Fair Market Value (FMV). Each year, ICCs pay an additional 5 percent of FMV, ultimately paying 95 percent during their fifth (final) year. Minimum rent payments on all spaces are \$150 per month. All ICCs pay an additional program fee of \$30 per month. Utilities (power, gas, water, sewer, trash) are included except in the Manufacturing Building. In the Manufacturing Building, ICCs pay an additional fee equal to their pro-rated portion (based on square footage) of ½ of electrical charges. (See Appendix A for current year pricing).

**Lease Agreement:** The typical Incubator Client Company (ICC) and its principal owner(s) enter into a one-year formalized lease agreement. Short-term month-to-month rentals (up to six months) may be considered, assuming appropriate space availability, in situations involving pre-startup or pre-expansion, feasibility studies, business/marketing/financial plan development, facility readiness, etc. Lease agreements provide reasonable flexibility in allowing the Client Company to expand or retract within the Incubator, or to move to another facility at an appropriate time. A Client Company may lease any available combination of office and/or production space within the Incubator that is in keeping with efficient overall space utilization practices. Space will be tailored to individual business needs and clearly partitioned without interfering with building heating and ventilation systems. ICCs must agree to consult regularly with staff members, who provide ongoing assistance to establish a plan for technical

assistance and training. The total length of tenancy by a particular business is dependent on various factors, including the growth and maturity of the Client Company itself. Average Incubator tenancy is 3-5 years, with a maximum of 5 years.

**Security Deposit:** ICCs are responsible for providing a Security Deposit equal to the first month's rent of the most recent Lease or Lease Addendum. The terms and stipulations of this deposit are explained in the Lease Agreement.

## **Client Graduation Policy**

Incubator Client Companies may be graduated from the Business Incubator Center Program if program management determines the company has met one or more of the following conditions:

- The Client Company has completed 5 years in the Business Incubator Center Program.
- The Company reaches annual sales of \$10,000,000, is financially stable, and has steady positive cash flow.
- Space requirements of the business exceed Incubator Campus capacity
  - The company is in need of additional space and the Business Incubator Center is unable to provide it.
  - The company occupies 20% or more of the Business Incubator Center rentable space.
- Ownership in the company changes significantly since acceptance into the program.
- The Client Company provides appropriate notice as prescribed in the Lease Agreement.

## **Management Assistance**

### **Consulting:**

The Executive Director, program managers, support staff and other consultants provide ongoing assistance to Incubator Client Companies (ICCs) for technical help and training. Consultations range from quick answers on accounting issues to help in launching a new product or service. BIC is uniquely poised to offer a broad range of business assistance based on complimentary programs offered on site.

*Colorado Small Business Development Center (SBDC)*, partially funded by the U.S. Small Business Administration, provides business consulting and technical assistance as well as workshops, to Mesa County's small business community. The SBDC can provide information on licensing, legal issues, finance, marketing, intellectual property, and much more. Contact the Front Desk to make an appointment or reserve space in a class.

*The Business Loan Fund* is a lending program operated by the Business Incubator Center. The Loan Fund makes commercial loans to qualified Mesa County businesses that are not able to get their financing needs met by traditional lenders. The "Incubator Bootstrap Fund" is a loan program only available to Incubator Client Companies (ICCs). It is designed to provide low interest, short-term loans to help finance the expenses associated with completing certain contracts or purchase orders. The Loan Fund Manager is available to consult with ICCs on financial issues. Contact the Loan Fund Manager or Assistant for an appointment.

In addition to our in-house services, BIC is tied into local, regional and national networks, enhancing our ability to provide assistance. Contact the Incubator Program Manager for a referral.

- Mesa State College interns are employed on a regular basis to help ICCs with various projects.
- Advisors or advisory committees can be developed for each business to provide access to outside experts. The Business Owner and BIC's lead consultants determine the areas where the ICC could benefit from outside input.
- Experienced and specialized Small Business Counselors are recommended and are available for many projects. The SBC's maintain office hours on site.

**Marketing Assistance:** The Marketing Manager can assist ICCs with marketing issues including press releases and development of brochures and websites.

**Activities and Resources:** ICCs benefit from contact with other small business entrepreneurs within the facility, a factor that has emerged as significant, as reported by past and current client firms. In addition to daily contact opportunities, BIC provides monthly networking events that are free to ICCs.

- *ICC Luncheons* are held once each month for one hour. BIC provides a light lunch and opportunities to receive and provide updates, discuss mutual issues, and hear informative speakers.

*Training Classes* - Offered through the SBDC, classes cover such topics as marketing, taxes, bookkeeping & financial statements, and the in depth Leading Edge program. These are available at a reduced rate to ICCs and their employees.

*Intensive Projects* - From time to time, companies have intensive projects with which they need assistance. This may involve the use of interns or other specialists brought in for that purpose.

*Trade Shows and Showcases* – Through the Incubator program, ICCs have the opportunity to participate in trade shows and business showcases, often free of charge.

*Open Houses and Socials* - Many are offered throughout the year, including an annual holiday open house. ICCs are encouraged to participate. These are excellent networking and marketing opportunities.

*Chamber of Commerce Membership* - ICCs are encouraged to join the Chamber of Commerce as finances allow. ICCs can join at one-half the base membership rate for up to five years and while actively participating in the Incubator Program. Members are listed in the Chamber directory and web page, and are entitled to all the benefits of membership including discounts and inclusion in Chamber events. The Chamber holds a ribbon cutting for all new business locations and new product/services. This provides excellent publicity! You can call the Chamber at 242-3214 to arrange for the ribbon cutting.

*Colorado Business Incubation Association (CBIA)* - Free usage of CBIA members' facilities throughout the state for meetings, networking, etc. and access to technical assistance specialties of CBIA Incubators' staff. Arrangements can be made through BIC Executive Director.

*National Business Incubation Association (NBIA)* – ICCs can take advantage of the following NBIA member privileges: discounted payroll services, insurance products specially designed and priced for small businesses, low cost bankcard processing, discounted rates on market information, and many other services.

## Administrative Services

*Telephone Answering* – ICCs who use the BIC telephone system may forward their phones to the Front Desk for answering. Contact the Communications Assistant.

*Receptionist* – ICCs may receive administrative services for up to 2 hours per month, dependent on the capabilities of the Communications Assistant. Services may include light secretarial, typing, word processing, and collections. Additional hours may be negotiated for a fee. Contact the Communications Assistant.

*Notary Public* – Contact the Accounting Department.

*Mail* – All mail to ICCs arrives from the US Postal Service in bulk. The Communications Assistant will sort the mail and distribute to individual mailboxes in the Administration Building. Outgoing stamped mail is picked up each day. For extensive mail needs, you may choose to contract with Mail Managers by calling 241-1612.

Once a company has left the Incubator, their mail will be forwarded on to them for two (2) months from their departure date free of charge. Anything after this period will be returned to sender, (with the exception of bulk mail, which will be discarded) unless arrangements are made for this service to continue. If you wish for services to continue past two (2) months you will be charged a \$10.00 per month fee. Please be sure to notify all persons and agencies of your new mailing address.

Shipping – UPS & FedEx deliver daily to the Front Desk in the Administration Building. This makes it easy for companies that do not have full-time office staff to receive packages. You may request direct delivery to your premises by contacting the carrier. You may arrange for pickup of outgoing packages by contacting the carrier. All outgoing packages must be brought to the Front Desk, the designated pickup site.

Carrier info: UPS – [www.ups.com](http://www.ups.com) or 245-0974; FedEx [www.fedex.com](http://www.fedex.com) or 1-800-463-3339

## Shared-Use Equipment

The following equipment is available to ICCs at no cost, unless otherwise indicated:

A central telephone system with voice mail and equipment to handle designated phone number(s) for an Incubator Client Company is available. The system includes voice mail, intercom and other features. One telephone is loaned to the Client Company at no charge, while additional telephones are available to rent if needed. Qwest installation, regular monthly service charges, repair charges and any additional lines are the Client's responsibility. All companies are responsible for setting up their phone service! BIC has a specific process to follow due to the configuration of phone lines into the complex.

- 1) Contact OBJ Group  
Margaret Schleimer at 970.241.4500 [mschleimer@objgroup.com](mailto:mschleimer@objgroup.com)  
Or Debbie Schoonmaker at 970.241.4500 [dschoonmaker@objgroup.com](mailto:dschoonmaker@objgroup.com)
- 2) OBJ Group will contact Qwest with your order (there is no charge to you from OBJ)
- 3) OBJ will contact you when they receive order confirmation from Qwest with the expected installation date.
- 4) OBJ will coordinate Comwest with Qwest. If you are contacted by Qwest with information on the Dmark or line number, immediately give it to the Front Desk or it may cause a delay in installation.

- 5) Please be available when your phones are installed or provide specific instructions for location to the Front Desk.
- 6) OBJ will contact you after installation to make sure everything is installed to your satisfaction.

Please note that if you are on our central phone system, voicemail is included and you do not need to order it from Qwest. If you are having difficulties getting your phone system set up you may contact the Communications Assistant at the Front Desk for help.

Copy machines are available in the Administration, Manufacturing, Technology and Services buildings. Client Companies are charged \$.05 per single-sided copy and \$.10 for double-sided copies. Management reserves the right to impose maximum usage limits. Contact the Accounting Department for a copy code to ensure access to all machines.

FAX machines are available in the Administration (970-241-0771), Manufacturing (970-243-3227), and Services (970-255-7047) buildings. Charges are assessed for long distance faxes only.

Computers with spreadsheet, word processing and accounting software are available for Client Company use on a reservation basis. An additional hourly charge may apply on Client Company usage exceeding 10 hours per month.

A typewriter is available for use in the Resource Room.

A postage scale is located in the central office.

Laptop computer, projector and screen are available on a reservation basis.

Remote controlled TV with VCR available for use within the conference and training rooms.

Vacuum cleaners are available for ICC use in the Administration, Manufacturing, and Services buildings.

A pallet jack and dolly are available for use in the Manufacturing Building.

A forklift is available by appointment. Contact the front desk to schedule a time.

## **Internet Access**

Businesses have three options for high-speed internet access:

- 1) Qwest DSL – This must be coordinated through OBJ (see process under phone system above)
- 2) Broadband Access – Contact a member of the Incubator Program Management Team
  - a. Prime T1 access for those with significant bandwidth needs.
  - b. Shared T1 access for businesses with standard e-mail and internet access needs.

For more details and costs, see Appendix B: 2009 Internet Access Policy.

## Access to Premises

**Keys:** BIC is responsible for keying all spaces and will provide an ICC with up to three keys for the Premises. The ICC shall pay \$3 for each additional key. No ICC shall alter any lock or install a new or additional lock or any bolt on any door of its premises. An ICC will receive pass codes for the main and distribution gates and exterior doors. All keys must be returned to BIC upon the termination of the Lease Agreement, and gate codes will be deactivated. Should the ICC fail to return all keys, the ICC will pay the cost of rekeying the space. BIC shall provide keys to common areas for the ICC's use as appropriate.

**Security:** BIC assumes no responsibility for the security of the property or the personal property of the ICC, its employees, or invitees. The main security gate is programmed to be open for public access at 5:45 am and close at 6:00 pm Monday through Friday. Gate codes are provided to ICCs to enable their ingress and egress at any time. Codes are changed by the Maintenance Department upon termination of each Lease, or upon request from an ICC. Each ICC shall see that the doors of its Premises (including exterior doors of occupied building) are closed and securely locked upon exit each day.

**Common Areas:** In addition to the Premises, the ICC shall have a non-exclusive right to access to such common areas as BIC determines to be necessary to the use of the Premises, including break rooms, restrooms, Paint Booth, loading dock, copier and fax locations, and mailboxes. ICC may, at no charge, reserve access to Conference Rooms and Training Room as available. The sidewalks, passages, exits, entrances and stairways of the Premises shall not be obstructed by any of the ICCs or used by them for any purpose other than for ingress to and egress from their respective Premises.

**Inspection & Repairs:** BIC staff or its agents may enter the Premises at any reasonable time in order to inspect them. If BIC deems any repair necessary for which the ICC is responsible, BIC may demand that the ICC perform the repair. If ICC refuses or neglects to make the repair in a reasonable time, BIC may make the repair and charge the ICC in accordance with Section 6 of the Lease Agreement. BIC may enter the premises at reasonable times to install or repair pipes, wires or other appliances or to make any repair BIC deems essential to the use and occupancy of the other parts of the Building. BIC shall give reasonable advance notice to an ICC of its intention to make non-emergency repairs.

**Tours:** As BIC is an organization supporting business development within the community, tours of the Property are frequently provided to government officials, students, prospective ICCs, and others. As tours can be a marketing tool for the ICC itself, ICCs shall accept and provide support for tours as business allows. Every effort shall be made by BIC staff to provide notice to an ICC before the occurrence of such tours.

**Parking:** Parking is available for serviceable business-related passenger vehicles with current Colorado registrations that are moved at least once during each 7-day period. BIC may, from time to time, assign parking spaces to an ICC and may require specific areas to be designated for ICC's customers, invitees or employees.

**Exterior Spaces:** Exterior storage fees will apply to any materials stored outside, including but not limited to loose items, storage sheds, equipment, and trailers. ICCs must receive written permission from the BIC to use exterior storage facilities, and will pay a monthly storage fee as described in the current year's Incubator Pricing Policy (see Appendix A). In order to maintain a professional entrepreneurial environment, fines will be assessed for any items stored without permission. Vehicles

or loose items stored longer than 14 days will be assessed a fine of 10 times the above rates, based on square footage occupied.

## Care of Premises

**Smoking** is not permitted inside any building on the Property. Smokers must dispose of all waste in the appropriate receptacle.

**Maintenance:** ICCs shall be responsible for routine maintenance, upkeep and cleaning of the Premises. BIC shall provide janitorial services for common areas; however ICCs are responsible for cleaning of refrigerators. ICC or ICC's employees must observe strict care and caution that all water faucets, water apparatuses and utilities are shut off before exiting the premises, so as to prevent waste or damage, and for any default or carelessness. The toilet rooms, toilets, wash bowls and other apparatuses shall not be used for any purpose other than that for which they were constructed, no foreign substance of any kind whatsoever shall be thrown therein, and the expense of any breakage, stoppage or damage resulting from violation of this rule shall be borne by the ICC who, or whose employees, agents or invitees, shall have caused it. An ICC shall, at its expense, install and maintain under all caster chairs a chair pad or acceptable "carpet casters" to protect the carpeting in appropriate spaces.

**Repairs & Alterations:** The ICC shall not perform any act or carry on any practices that may injure the Premises or be a nuisance or a menace to other ICCs on the Property. An ICC shall, at its own expense, keep the Premises in good repair, and will, at the expiration of the Lease Agreement, leave the Premises in like condition as when taken, reasonable use and wear thereof and damage by the elements excepted. **The ICC shall not make any alterations, additions or improvements to the Premises without the Incubator Program Manager's written consent.** A written plan showing proposed alterations must be submitted and approved by the Executive Director prior to alterations commencing. This submission should address who will perform the work, what is the purpose of the alteration, how jobs or profits will be affected and how the alterations will be paid for. Licensed contractors shall perform any electrical work. It is the policy of the Incubator not to provide 100% funding participation in the alterations requested by an ICC. Contribution to cost, if any, by the BIC will be negotiated with each ICC based on the relative benefit and/or burden of the alterations. For improvements over \$500, BIC may negotiate to amortize leaseholds for the ICC. All alterations, additions and improvements made by either party upon the Premises during the Term hereof, except movable office furniture and trade fixtures put in at ICC's expense, shall become the property of BIC at the termination of the Lease Agreement. ICC covenants to pay as they become due all just claims for labor and materials used in making any such additions, alterations, or improvements and to indemnify and save BIC harmless of and from all costs, expenses, and damages, including reasonable attorneys' fees and costs of suit, arising out of or connected with any statutory or other liens against the Premises, the Building or the Property for or on account of such labor and materials. ICC covenants both for itself and its servants, agents, and employees, to observe and keep all necessary rules and regulations of the Building which affect said Premises and will at its own cost and expense make any and all necessary alterations or changes in the Premises which may be necessary because of any act of the ICC, its servants, agents, and employees, in violation of any law, ordinance, rule or regulation of any city, state or government body. Upon the failure of the ICC to make or proceed to make, any such changes or alterations within thirty (30) days after being required to by any other rule, regulation or ordinance above referred to within ten (10) days of the receipt of said order or notice, then BIC may enter the Premises at its option and do and perform said alterations or make such changes at the cost

and expense of the ICC, which said expense shall be deemed as rent and added to the next monthly installment of rent then accruing and be collectable as such.

**Pets:** ICCs who bring pets to the Premises must clean up all messes anywhere on the Property. **A \$50 fine per mess will be charged to clients who do not pick-up after their dog(s).** No pet shall be allowed on the Property without the presence of its owner. Should pets in any way significantly impede the business of other ICCs, such pets will no longer be allowed on the Property.

**Trash & Recycling:** Trash and recycling services are included in monthly rent. ICCs shall place trash generated from normal business use in appropriate receptacles on the Property. Dumpsters are located on the southeast side of the Manufacturing Building, on the north side of the Services building, and between the Technology and Training buildings. Containers for recycling office paper are located in the copier rooms in the Manufacturing, Services and Administration buildings. Recycling containers for cardboard, newspapers, magazines, glass and aluminum cans are on the east side of the Manufacturing building. Items from other locations or in violation of local codes (including computers and other electronics) *cannot* be accepted. ICCs with extraordinary trash needs can arrange additional pickups through the BIC Maintenance Manager and will be responsible for monetary charges pertaining to such service.

**Lighting:** BIC shall be responsible for maintenance of lighting systems in common and exterior spaces as well as maintenance of ballasts in all spaces on the Property. Light bulbs and changing thereof shall be the responsibility of the ICC. An ICC may request assistance from the Maintenance staff and will be billed for services except in extraordinary circumstances as determined by the Incubator Program Manager.

**Signage:** BIC shall provide uniform signage for an ICC outside the Premises as well as on the occupied building's exterior. No other signage is permitted without express written consent of the Incubator Program Manager, although permission shall not be unreasonable withheld.

**Vending:** Vending machines are provided and maintained by BIC or BIC's agent. ICC, its employees or guests may not install other vending equipment on the Premises nor tamper with existing equipment. Extraordinary damages shall be the responsibility of the ICC.

**Quiet Enjoyment:** All ICCs have the right to peaceably and quietly have, hold, and enjoy the Premises for the duration of the Lease Agreement. No ICC is permitted to disturb the quiet enjoyment of another outside the normal course of business. Loud music and animals are examples of such.

## Discontinuation or Exit

Clients may be asked to leave the program and the premises for any one of the following reasons:

- ICC business closes.
- Client repeatedly fails to adhere to the covenants prescribed in the Lease Agreement.
- Client falls more than three months behind on lease payments.

## Rules and Regulations

BIC and ICC hereby agree that the preceding covenants are for the benefit of each ICC and the operation of the entire Incubator Program. BIC is authorized to create these covenants and may change them at BIC's option. BIC reserves the right to make such other and reasonable rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Premises, and for the preservation of good order therein.

BIC may waive any one or more of these Rules and Regulations for the benefit of any particular ICC or ICCs, but no such waiver by BIC shall be construed as a waiver of such Rules and Regulations in favor of any other ICC or ICCs, nor prevent BIC from thereafter enforcing any such Rules and Regulations against any or all of the ICCs of the Premises.

These Rules and Regulations are in addition to and shall not be construed to in any way modify, alter or amend, in whole or in part, the terms, covenants, agreements and conditions of any lease of the Premises.

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## Appendix A

### 2009 Incubator Pricing Policy

The purpose of the Business Incubator Center's Incubator Program is to assist new, expanding, or fledgling small businesses by providing affordable space, shared administrative/office services and equipment, along with management assistance services, thus helping businesses succeed, creating new jobs and bringing new dollars into the area economy. With more than 20 years of experience in this practice, the Incubator has proven that a graduated rent scale on a 5-year schedule based on tenants' anniversary dates is best suited to meet this objective. First year tenants pay 75 percent of Fair Market Value (FMV). Each year, tenants pay an additional 5 percent of FMV, (example 80 percent second year, 85 percent third year, etc.) Anchor tenants (those not fitting within the traditional mission of the Incubator Program) shall pay 100 percent of Fair Market Value or a higher negotiated rate. All tenants pay an additional Incubator Program fee of \$30 per month.

**LEASE RATE CALCULATION:** Leases are created based on Gross Square Footage, or usable square footage as dictated by the site maps plus 15% for common area usage (i.e. hallways, bathrooms and conference facilities). Minimum payments on all spaces are \$150 per month.

**UTILITIES:** Power, gas, water, sewer, trash are included in the monthly lease fee except in the Manufacturing Building. In the Manufacturing Building, tenants pay an additional fee equal to their pro-rated portion (based on square footage) of ½ of electrical charges. Additional services, such as phone and internet, are not included in the lease agreement.

#### **2007 FAIR MARKET VALUE** (price is per gross square foot)

##### **COMMERCIAL SPACE:**

Manufacturing with overhead door	\$8.50 (plus electrical charge-back)
Manufacturing without overhead door	\$8.00 (plus electrical charge-back)
Training	\$9.00
Technology upstairs	\$9.50
Technology downstairs with overhead	\$8.50
Technology downstairs without overhead	\$8.00
Services offices	\$9.50

**EXTERIOR:** Tenants must receive written permission from BIC staff for any vehicles, trailers, storage units, loose items, etc. that are located on Business Incubator Center grounds longer than 7 days. No fee will be charged for serviceable business-related passenger vehicles with current Colorado registrations that are moved at least once during each 7-day period. Tenants may store approved loose items in a designated location at no cost with the written consent of the Incubator Program Manager. Approval may be granted for business-related items that may not fit into a standard storage unit (example: utility poles).

Storage units owned by BIC	\$0.37 per square foot
Storage units owned by tenant	\$0.27 per square foot
Trailers (catering commissaries, etc.)	\$1.40 per linear foot/\$35 minimum

In order to maintain a professional entrepreneurial environment, fines will be assessed for any items stored without permission. Vehicles or loose items stored longer than 14 days will be assessed a fine of 10 times the above rates, based on square footage occupied.

**APPLICATION FEE** (applicable to any workshop offered by the BIC): \$45 per company, includes credit report(s) and processing fees.

## Appendix B

### 2009 Internet Access Policy

Reliable high-speed internet access is critical for growing small businesses. The Business Incubator Center is located in a 1940's era government compound and therefore must work hard to help our clients navigate the complexities of the site and find a reliable, cost-effective solution. Over the past 2 years, the Center has invested heavily in an IT "backbone" that enables our clients to receive high-quality broadband internet access at an affordable price.

Clients of the Business Incubator Center have three options for internet access. Qwest DSL service is available through OBJ Group, the local Qwest service provider. In addition, the Incubator Center manages and provides two levels of high-speed internet access through our T1 lines.

- a) Prime T1 access for those with significant bandwidth needs.
- b) Shared T1 access for businesses with standard e-mail and internet access needs.

A T1 line refers to a specific type of telephone line that can carry more data than traditional telephone lines. The T1 line creates a "pipe" capable of blowing through larger datastreams. While standard copper telephone lines can transfer data and voice at a rate of about 30,000 bits per second (30 kbps) using a dial-up modem, a T1 line can transmit 1.544 megabits per second. The cost of a T1 line can be expensive, up to \$575/month, but the Incubator Center is able to cut this cost by sharing the line with multiple clients.

Prime T1 is limited to 5 clients and offers access to the full capabilities of the T1 level of service. This line is restricted to just a few clients so that large data files can be transferred quickly. The Prime T1 is available at \$75/month. Installation is performed by Networks Unlimited, and the Incubator Center is willing to cover the cost of the first hour of installation. To order this service, please contact the front desk and we will arrange for installation. Costs of the service will be added to your monthly bill.

Shared T1 is open to all our clients and offers shared access to the T1 line. The level of service on this line will be comparable to DSL. This line is open to several clients and therefore the performance will vary depending on who is using the capacity at that time. The Shared T1 is available at \$45/month. Installation is performed by Networks Unlimited, and the client is responsible for the cost of installation. To order this service, please contact the front desk and we will arrange for installation. Monthly billings and installation costs will be added to your monthly bill.



# *The Center for Entrepreneurship in the Grand Valley*



[www.gjincubator.org](http://www.gjincubator.org)

2591 B 3/4 Road • Grand Junction, CO 81503  
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