

The mailing address for the Foundation is:

Fort Valley State University Foundation, Inc.
Att: Foundation Director
1005 State University Drive
Fort Valley, GA 31030

All tenants will be issued a receipt once payment is received. All payments received at the Public Service Center are maintained in the Center's payment log.

Late Fees:

Payments that are not received by the 6th of each month will incur a late fee of 10%.

Return Check Fee:

The University charges a fee of \$35 on all returned checks. In the event a tenant's check is returned, the tenant will no longer be able to present checks for future rental payments.

Cleaning Services:

Fort Valley State University's Plant Operations provides general cleaning services for the tenants of the Entrepreneur Center. Plant Operations staff will pick up trash and provide light housekeeping to offices that are open when they come on their scheduled days. The City of Fort Valley provides a trash receptacle in the alley behind the building that tenants are welcomed to use to dispose of trash from their office area.

On an annual basis the University will contract with a carpet cleaning company to provide shampooing of carpets.

Pest Control:

The Evans building is exterminated on a monthly basis. The Exterminator will visit all offices to spray, but if the tenant is not in the office they will not be able to gain access to your space. The University contracts with a company to spray on the 4th Tuesday of each month.

Repairs and Maintenance:

Tenants have the right to request repairs and maintenance to their mechanical, structural and electrical systems contained within their office space or incubator common areas. All requests must be made to the

Public Service Center's Director office. The Center utilizes staffing from the University's Plant Operations department and private contractors to service the building. The tenant is not authorized to hire contractors, except for telephone and cable service, to have work done to the building and/or their office area.

Tenants requesting interior painting in their office area will be afforded the opportunity prior to move-in and/or at time of renewal of their lease. Paint colors will be regulated by the University. Tenants will not be authorized to paint or make structural changes to their office area(s).

Suggestions:

Tenants are welcome to share their concerns at any time with the RBOI Coordinator of the Director of the Public Service Center. Tenants are welcome to stop by the office or call the office at (478) 825-6127 to speak with the Rural Business Outreach Institute Coordinator.

Mail & Deliveries:

If tenants so desire, they can utilize the University's mailing address to receive mail and deliveries for their business. The mail is picked up from the University's mail room daily, and is available for pick-up from the Center's front office no later than 1 pm. If packages are delivered and tenants are out of the office packages will be kept on the main floor of the Public Service Center in the reception area. Tenants will be notified by Public Service Center office staff that a package was delivered in their absence.

Utilities:

Fort Valley State University provides sewer, gas, electricity and water as part of the monthly leased rate. Tenants are responsible for paying for their own telephone, cable and internet services.

Contact Information:

Public Service Center
100 South Camellia Blvd., Fort Valley, Georgia.
Phone: (478) 825-6081
Email: ruralbusiness@fvsu.edu
Web: www.fvsu.edu/publicservicecenter.asp

Fort Valley State University

Rural Business Outreach Institute

ENTREPRENEUR CENTER

GUIDELINES



Mission:

Maximizing profits... minimizing overhead.

Purpose:

The Entrepreneur Center at Fort Valley State University is our business incubator housed in the University's historic Evans building located in downtown Fort Valley, Georgia. The Center provides space to new and emerging, non-manufacturing businesses at affordable lease rates. The goal is to provide an initial start-up location for businesses in their infancy and product development stage. As the business begins to reach maturity, typically within 3 to 5 years, the Center encourages tenants to "leave the nest" to secure a new location to support the growth and expansion of their business. For businesses that remain after the 5th year, their rental rate will be increased to the current market rate for the area.

The Center is located in the City of Fort Valley's commercial district, and has excellent access from Main Street and Camellia Boulevard. The Center's physical location on the corner of Camellia Blvd. and

Main St. provides a smooth flow for pedestrians and vehicles to enter and exit the area. The Center also provides a handicap accessible environment and elevator access.

Tenants of the Entrepreneur Center also have access to shared conference rooms, classroom space and a computer technology laboratory housed on the first and second floors of the Evans building. Tenants also have access to the Public Service Center's copy machine and facsimile as needed.

Hours of Operation:

The Entrepreneur Center is open Monday through Friday from 8 a.m. to 5 p.m. to coincide with the Fort Valley State University's Public Service Center's business hours. Tenants have access to the building 24 hours a day and seven days a week.

In an effort to maintain the safety and security of the staff and tenants, we request that the following procedures be honored:

During the business week, the main entrance should not be left unlocked earlier than 8:00 a.m. If you access your space prior to this time, please lock the door upon entering the facility.

When you exit the office after 5:00 p.m. during the business week please lock the door upon exiting.

On the weekend, the main entrance door should remain locked at all times.

Leases:

All businesses that desire tenancy in the Entrepreneur Center will be required to execute a lease with the Fort Valley State University Foundation, Inc. The Foundation offers 6 and 12 month leases. A lease will be considered executed when the signatures of both the tenant and the Executive Director of the Foundation have been secured on the document. Leases can be obtained and completed at the University's Public Service Center during normal business hours.

Leases may be renewed annually from the date of execution.

Renewal and Termination of Leases:

All leases will terminate at the conclusion of the stated rental period. Exercise of the renewal option is solely within the discretion of the Foundation.

The Foundation has the right to terminate the lease prior to expiration due to tenant's non-compliance with the Entrepreneur Center's policies and guidelines.

Failure to provide 60 days written notice of termination will result in the payment of damages in an amount equal to the remaining lease payments due under the lease terms and forfeiture for the security deposit.

Subleasing:

Under no circumstances can tenants sublease office spaces.

General Liability Insurance:

All tenants of the Entrepreneur Center will be required to maintain general liability insurance to insure that visitors to the tenant's office space are protected in case of injury. Neither the Foundation nor Fort Valley State University shall be liable for injuries sustained, by tenants or their respective invitees/licensees, in or around the tenant's office space. Tenants that allow their insurance to lapse may experience immediate eviction from the Entrepreneur Center.

Property Insurance:

The Fort Valley State University's Foundation maintains property insurance on the building to protect against fire and damage to the building. The Foundation does not carry insurance to cover the contents of the tenant's office space. It is strongly encouraged that tenants secure additional insurance to cover the contents of their office area (s).

Guidelines for Center Visitors:

Tenants shall not allow their respective visitors to loiter in the office areas of other tenants. The Center does provide limited seating area in the corridor of the incubator, but visitors and tenants are prohibited from occupying areas outside of their lease agreement. Children are not permitted to be left unattended in any part of the Evans building.

Quarterly Tenant Meetings:

All tenants, or designated staff person, must attend the quarterly scheduled tenant meetings which

will be held the 3rd Wednesday of January, April, July and October at 10:00 a.m. in the incubator conference room. If tenants are unable to make the regularly scheduled meeting, we request that a courtesy call be made to the RBOI Coordinator, prior to the meeting. Tenants that miss the quarterly meeting will be required to meet with the RBOI coordinator within four (4) business days.

Issuance of keys and lockouts:

Keys are provided to the persons specified in the tenant's lease. If a key is lost, there is a \$50 replacement fee for each key. The duplication of keys is strictly prohibited and may result in eviction. The lessor maintains a master key in the event that tenant is locked out of their office space. Outside of the Public Service Center's normal business hours, University staff will not be available to offer admittance to the tenant's office space in the case of lock out.

Security Deposit:

All tenants will be required to pay a security deposit in the amount of \$200 which can be refunded upon the space being vacated, and the space being returned to its original condition, excluding normal wear and tear. Normal wear and tear is defined as physical deterioration which occurs in the normal course of the use for which a property is intended, without negligence, carelessness, accident or abuse of the premises by the tenant, their invitees or guests.

Rental Fees & Payments:

All tenants that had occupancy in the Rural Business Outreach Institute's Entrepreneur Center prior to January 1, 2008 will receive a \$50 increase in their monthly rent. Effective January 1, 2009, all rents will be based upon the square footage of your office space(s) at the rate of \$2/sq. ft. Rental renewal rates effective January 1, 2010 will receive a percentage increase not to exceed 5% per annum.

Rent payments are due by the 6th of each month. Payments can be made in the following forms: Cash, Check, Money Order and Official Check. Payments may be accepted at the University's Public Service Center, or sent to the University's Foundation.
