

Roanoke Regional Entrepreneur Center Guidelines

Mission Statement: The mission of the Roanoke Regional Entrepreneur Center is to assist the creation and growth of nascent, startup and first stage growth businesses.

Full time tenants:

Each full-time tenant will be evaluated and approved by a committee that allows tenants that meet the goals of the Entrepreneur Center and provides synergy between the other tenants. This process includes the completion of an application and approval by the Center's approval committee.



Types of businesses being sought include:

- Professional business services such as accountants, attorneys, engineers, architects, etc.
- Consultants in business or professional development related fields
- Marketing and/or advertising to include ad agencies, graphic design, web site design
- Business services such as computers, networking, etc.
- Other products or services that are marketed directly to businesses.
- Technology
- Biotech

Does not include businesses such as:

- Retail
- Multilevel marketing unless on an executive level
- Personal services
- Wholesalers
- Construction and contractors



Each full-time tenant:

- Will complete an application process and submit to the approval committee
- Will agree to provide assistance to other small businesses by offering each month at least one free hour of consulting or counseling services to clients of the Roanoke Regional Small Business Development Center.
- Agree to a one year lease that can be terminated by either party at the end of the lease. Tenants will be evaluated each year by a review committee to determine if tenant is suitable to the current goals or needs of the center.
- Agrees to become a member of the Roanoke Regional Chamber of Commerce and remain a member for as long as a tenant.
- Agrees to abide by the rules and regulations set forth by the Center's administration.

Included in lease:

- Assigned office.
- Use of conference room that must be scheduled in advance and is limited to two hours a week unless room is not in use.
- Use of copier, but agrees to pay a per copy charge set by the center's administration.
- Use of wireless Internet service. If additional bandwidth is needed, tenant may contract directly with provider for additional service at tenant's expense. If tenant's business is a high bandwidth user which might restrict other tenant's internet access, tenant may be required by the Center to install a dedicated line to tenant's office.
- Free use of Chamber boardroom on first floor, limited to one use per month, with the understanding the Chamber and Roanoke SBDC has priority use.
- Access to facilities 24 hours a day, seven days a week.
- Use of Fax – tenant will have to pay any long distance charges.
- Downtown street address for shipping and mail.
- Tenant must provide own parking. Neither tenants nor their visitors are allowed to park in the parking spaces at the chamber. These are reserved for official chamber visitors only.
- Tenant may provide own office equipment or use equipment available.
- Tenant may install telephone at the tenant's expense.
- Tenant may change paint of office (with approval), but must return office to original color at the end of the lease.
- Tenant will have direct access to the staff of the Roanoke Regional Small Business Development Center.
- Tenant may use the common area in the middle of the center if they first receive approval from other tenants and do not interfere with other tenants business.
- Cost dependant on specific office being rented.





Part-time tenants –

Unless the maximum number of part-time tenants has been reached, part-time tenants will not be evaluated on any specific criteria. If maximum number has been reached, the selection committee may implement similar criteria as established for full-time tenants.

Included in lease:

- Access to an office or cubicle one day a week which must be scheduled in advance.
- Access to the Entrepreneur Center's conference room four hours a month and must be scheduled in advance.
- Use of copier, but agrees to pay a per copy charge that will be set by the center's administration.
- Use of wireless Internet service.
- Have access to the facility only during normal Chamber hours and days.
- Must provide own parking.
- Office furniture will be provided to include desk, chair and computer.
- Telephone will not be provided.
- Month to month lease cancelable by either party.
- Added to sign board in building – added to door signs if agree to at least six months
- Downtown street address and mailbox.
- Will have direct access to the staff of the Roanoke Regional Small Business Development Center
- Monthly cost is \$75

