



# North Iowa Regional Commerce Center

## SERVICED OFFICE RENTAL AGREEMENT

OFFICE NUMBER: \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE \_\_\_\_\_ ALTERNATE PHONE \_\_\_\_\_

### RENTAL RATES

#### Chamber Members

Hour: \$5  
Day: \$20  
Week: \$75  
Month: \$250

#### Non-Members

Hour: \$25  
Day: \$100  
Week: \$300  
Month: \$500

CHAMBER MEMBER?                      YES                      NO

RENTAL TERM REQUESTED \_\_\_\_\_

DATE(S) \_\_\_\_\_

Serviced offices are located on the second floor of the North Iowa Regional Commerce Center. Three are available for long-term lease, and three (plus any NOT in long-term use) are available for hourly, daily, weekly, and monthly use.

### Office Amenities

- Locking door that is individually-keyed.
- Built-in desk and files.
- Desk chair and client chair(s)
- Wireless internet

### Special restrictions:

1. A key fob will be issued for weekly and monthly renters to allow after-hours building access.
2. An office key will be issued for weekly and monthly renters.
3. Hourly and daily use is limited to normal business hours (8AM-4:30PM Monday-Friday).
4. The North Iowa Regional Commerce Center must NOT be used as a mailing address.
5. Use of office equipment (copy machines, printers, fax machines) is permissible for a fee.
6. Renter is responsible for providing insurance for the contents of the office NOT owned by the Mason City Chamber of Commerce.

