



North Iowa Regional Commerce Center

SERVICED OFFICE RENTAL AGREEMENT

OFFICE NUMBER: _____

CONTACT NAME: _____

ORGANIZATION: _____

E-MAIL: _____

PHONE: _____ ALTERNATE PHONE: _____

RENTAL RATES

<u>Chamber Members</u>		<u>Non-Members</u>	
Hour:	\$5	Hour:	\$25
Day:	\$25	Day:	\$100
Week:	\$100	Week:	\$350
Month:	\$350	Month:	\$600

CHAMBER MEMBER? YES NO

RENTAL TERM REQUESTED _____

DATE(S) _____

Serviced offices are located on the second floor of the North Iowa Regional Commerce Center and 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. Hourly and daily use is limited to normal business hours (8AM-4:30PM Monday-Friday).
3. The North Iowa Regional Commerce Center must **NOT** be used as a mailing address. Tenants should use a PO Box/alternate mailing address for all mail and packages.
4. Use of office equipment (copy machines, scanner) is permissible for a fee.
5. Renter is responsible for providing insurance for the contents of the office NOT owned by the Mason City Chamber of Commerce.

6. All advertising and public notices of meetings and appointments to be held in the serviced offices are to refer to the location as the North Iowa Regional Commerce Center at 9 North Federal in Mason City. No event should be advertised in a manner that suggests Mason City Chamber of Commerce sponsorship when there is none.
7. A detailed list of Commerce Center rental policies and procedures is included with this agreement. Renters shall agree to and sign this document before rental begins.
8. **A damage deposit equal to one-half the rental amount is required for weekly and monthly contracts.**

DEPOSIT (if required) _____

RENT (payable in advance) _____

SIGNATURE _____ **DATE** _____

Checks may be mailed or delivered to:
Mason City Chamber of Commerce
C/O North Iowa Regional Commerce Center
9 North Federal
Mason City, IA 50401

**FAILURE TO COMPLY WITH AFOREMENTIONED TERMS WILL RESULT IN
 CANCELLATION OF RENTAL AGREEMENT.**

SPECIAL INSTRUCTIONS _____
