**RULES AND REGULATIONS to**

**ACRE’s SMALL BUSINESS INCUBATOR LEASE AGREEMENT**

1. ACRE shall provide Lessee with two keys for each exterior door lock. No additional locks shall be

placed upon any doors of the premises by Lessee and Lessee agrees not to have any duplicate

keys made nor have the locks changed without the consent of ACRE.

2. Lessee, its invitees or guests, shall not disturb other occupants of the building by making any undue

or unseemly noise.

3. All combustible material must be kept in OSHA approved containers.

4. Lessee shall not alter the infrastructure of the building or the premises or fixtures without consent of ACRE. The expense of remedying any breakage or damage resulting from a violation of this rule shall be borne by Lessee.

5. Canvassing, soliciting and peddling in the building by non-ACRE entities is prohibited and each Lessee shall cooperate to prevent such activity.

6. Lessee shall have the non-exclusive right, along with other lessees of the building, to use the

parking area located on the west end of the property and the community room located at the southwest corner of the building. ACRE shall have the authority at any time to designate portions of the parking area for exclusive use by certain tenants in the building, or to regulate the use of the parking areas in general.

7. ACRE's responsibility for janitorial and other custodial services shall be limited to the exterior

and common areas of the building, such as hallways, community room, storage rooms and restrooms. Tenant shall be responsible for their studio space cleaning and general upkeep. Reasonable care and caution shall be used by lessee to keep all shared facilities by tenants and administrators clean.

8. Lessee shall exercise care and caution to insure that all water faucets, water apparatus and

electrical apparatus are carefully and entirely shut off before lessee or its employees leave the

building so as to prevent waste or damage. Lessee shall be responsible for any damage to the

premises or the building and for all damages or injuries sustained by other Lessee or occupants of

the building arising from Lessee's failure to observe this provision.

9. ACRE reserves the right to exclude or expel from the building any person who, in the judgment of

ACRE, is beligerent because of the influence of liquor or drugs, or someone who brings in or stores any drugs on the premises. Also ACRE reserves the right to exclude or expel any person who is disturbing other Lessees or ACRE in any way or who shall in any manner do any act in violation of any of the rules and regulations of the building.

10. ACRE shall not be responsible to Lessee for the non-observance or violation of any of these Rules

and Regulations by any other tenant. ACRE reserves the right (with prior input from all tenants) to make such other reasonable rules and regulations as may be necessary or appropriate for the safety, care and cleanliness of building and for the preservation of good order therein. Subsequent rules and regulations shall be binding upon the parties hereto the same as if inserted in this lease at the time of execution.

11. Lessee agrees not to store any merchandise crates, goods, supplies or other materials of any kind

outside the leased premises without special permission. Lessee further agrees not to burn trash or

other substances in or on the exterior of, the leased premises.

12. The water and wash closets and other plumbing fixtures shall not be used for any purpose other

than those for which they were constructed. No sweepings, rubbish, rags, or other substances

shall be thrown therein. All damages resulting from any misuse of the fixtures shall be borne by

the Lessee (who is responsible for their employees, agents or visitors).

13. Lessee agrees to hire workers within Athens County when those with the needed skills are available.

14. The Lessee agrees to an employment policy, which is to provide an equal employment opportunity

for all qualified members and applicants without regard to race, color, religion, sex or national origin.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Company Name)

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**

As a tenant of ACRE Small Business Incubator, 29 North Franklin Street, Amesville, Ohio 45711

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that in connection with my

leasing business space as described in the lease agreement between me and ACRE, ACRE may provide business guidance and advice to me from time to time, while I remain a tenant at the ACRE building. In consideration for the lease of the above referred business space, as well as for the consideration of business guidance and advice from any of the above, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do agree to indemnify and hold harmless ACRE from any and all claims, suits, or other legal actions or liabilities arising out of or resulting from the business operations of my company.

For purposes of this memorandum of understanding, the term business operations includes at least

marketing, manufacturing, selecting, delivering, possessing, using operating, selling or returning any and all goods and/or services, any advice or services provided in connection with the business

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amesville Community Resources for Entrepreneurs Rental Application Form

*Please print or type.* Date Rec:\_\_\_\_\_\_\_\_

**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ACRE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_\_\_\_**

**PHONE w/AREA CODE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ALTERNATE PHONE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WEBSITE URL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_\_\_\_\_\_ DRIVER’S LICENSE # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Employer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_\_\_ Zip \_\_\_\_\_\_**

**Your Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Length of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please provide a description of your artistic goals or business objectives;

Please provide two references:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_

Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_

Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide any other information that would help us evaluate your fit within the ACRE network: