



## ***EDC TENANT BENEFITS***

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### **EDC Tenant Benefits**

1. Reception area for visitors, staffed by the EDC 8 a.m. to 5 p.m. Monday through Friday.
2. Access to the building is available after-hours and weekends with magnetic access card. For after-hours and weekend visitors a telephone is located outside the front locked doors. Tenants may use the dock area and dock doors. A dock door key will be provided upon request.
3. Administrative Support
  - A. EDC staff support available Monday – Friday 8:00 a.m. – 5:00 p.m.
  - B. The fax machine, located at the front desk is available Monday - Friday 8:00 a.m- 5:00 p.m. and in the mail room 24 hours a day. There is no charge for an incoming/outgoing fax.
  - C. Mail can be metered in the copy/mailroom. EDC staff will provide training for operating the computerized mail meter.
  - D. Copier access is 24 hours a day. There are no charges for black and white copies up to 1,000 per month; black and white copies after the first 1,000 are charged at \$.07 per copy; color copies are \$.20 per copy. Laminated copies are \$2 each.
  - E. Packages will be signed for during normal business hours by EDC staff. Shipping is also available, some charges may apply.
4. Counseling/Training
  - A. Counseling is free and provided by appointment only with Ron Mueller, Director of the Small Business and Technology Development Center by calling 636. 636.928.7714 or email [rmueller@edcscc.com](mailto:rmueller@edcscc.com) or with SCORE (Service Corps of Retired Executives) offered in the EDC facility.
  - B. Admission to the EDC Grad School of Entrepreneurship and Alliance training programs is free for tenants to attend. The programs are held the third and second week of the month from 9 a.m. to 12 noon.
5. Conference Room Usage
  - A. Use of EDC conference rooms is available for business meetings, training sessions or interviewing, at no charge, on an “as-available” basis.
  - B. Conference rooms range from a private office, an executive boardroom, to a large conference area with multimedia capabilities.
  - C. A conference room agreement form is required prior to room usage.
  - D. Beverages and room set-up are complimentary.
  - E. Recycling in the conference rooms is mandatory.
  - F. EDC meetings have priority over other scheduled events.
  - G. All meeting rooms are booked on a first-come, first-served basis.

6. EDC Break Room
  - A. The break room, equipped with coffee maker, ice machine, microwave, refrigerator and vending machines is available 24 hours a day for tenants and guests.
  - B. Clean up of the break room is the responsibility of its users. A picnic table is located alongside the East parking lot, available to incubator companies/employees.
  
7. EDC is a Green Zone and recycling is required. Trash removal is on Tuesday and Friday & Recycling pick-up is Wednesday in the morning. Place waste/recycle can outside your office before 6 a.m. Large boxes should be broken down and placed next to the trash can.
  
8. Free access to high-speed internet.
  
9. The EDC is a smoke-free environment. Designated smoking areas are provided outside of the building.
  
10. Notary public service provided at no charge.
  
11. Janitorial service for common areas provided. If maintenance problems should occur please contact the front desk.