

MAYO CLINIC BUSINESS ACCELERATOR TENANT GUIDE

Access Hours

- For tenants, the Mayo Clinic Business Accelerator will be open 24 hours per day seven days a week with electronic card access.

Access Card

- Each office and shared workstation tenant will be issued an access card to the facility; the office tenants will also receive a key for locking their respective office door. It is up to the tenant whether to lock their office at the end of each day.
- For office tenants, additional access cards can be issued by RAEDI at the request of the tenant; the shared workstations will be issued a maximum of one access card.
- A replacement fee of \$50 will be charged for a lost key or access card.

Rent

- For 2013, the monthly rent expense is \$500 per office and \$100 per shared workstation.
- The standard lease term is one year and can be terminated by the tenant with a 30-day written notice to RAEDI.

Company Signage

- Each tenant will have their company name displayed on a directory located outside the entrance to the suite in the Minnesota BioBusiness Building.
- Each office tenant's company logo shall be placed on the glass door of their office. To facilitate this process, each tenant shall provide RAEDI a print quality image of the company logo.
- The initial printing and installation of the logo is covered by RAEDI; there will be a \$150 charge for changes to tenant logos (for reprinting and installation).

Conference Room

- The conference room is available to all tenants to use for business purposes.
- To schedule time in the conference room, login using your company's login credentials to the online conference room schedule at <http://www.zoho.com/calendar/>. There is also a link to this site in the footer of the Mayo Clinic Business Accelerator website (www.mcbusaccel.com).
- Each office tenant can reserve at least five hours per week between the hours of 8-5pm Monday through Friday. Evenings and weekend times are first come first serve.
- Each shared workstation tenant can reserve at least two hours per week between the hours of 8-5pm Monday through Friday.
- If the conference room schedule has open slots, tenants can reserve time as long as this does not limit the other tenants from reserving their minimum weekly time allotment (e.g. office tenants 5 hours, shared workstation tenants 2 hours).
- Should a tenant need the conference room for an entire day (8-5pm) this should be communicated and confirmed with all other tenants to ensure there is not a conflict.
- A directory with the lead contact names of each tenant will be provided.

Mail Service & Parcels

- All US mail will be delivered to the common mailbox on the first floor of the Minnesota BioBusiness Building.
- The mailing address for each tenant is as follows:
 <Your Company Name>
 221 1st Avenue SW
 Suite 202

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Rochester, MN 55902

- There will be a mailbox key located in the communication closet for tenants use to check their mail. There is one key so tenants must put the key back in the closet once they have checked their mail. RAEDI will also have a backup mailbox key at their offices.
- If a key is in your mailbox, it indicates you have a package in the larger mailbox that is located in the same area as your mailbox. Please use it to get your package and then leave the key in the larger mailbox.
- Fedex, UPS and other parcels will be delivered directly to the accelerator and tenants are responsible for accepting delivery or arranging for other options.

Accelerator Website Portal

- The accelerator has a web portal with information on tenants and events taking place in the accelerator and Rochester business community. The domain name for the web portal is www.mcbusaccel.com.
- Using the login credentials provided by RAEDI, each tenant has the ability to submit information, press releases and events about their company directly to the blog on the web portal. The information will be reviewed and approved by RAEDI before being added to the web portal.

Events

- From time to time Mayo Clinic, RAEDI and the City of Rochester may have events to support the local Rochester entrepreneurial community such as guest speakers on business and entrepreneurship, symposiums on start up topics and presentations from business partners. Typically, these events will take place in the general area and conference room of the accelerator. As a tenant of the accelerator you will be invited to most of these events to participate in the discussions.

General Maintenance

- All electrical, heating/cooling, cleaning services and garbage collection will be paid and managed by RAEDI. The cleaning service will take place once per week on Friday after 5pm.
- The cleaning staff will not have key access to the offices to clean flooring and collect garbage, so please leave office doors unlocked on Friday evening if you desire to have your space cleaned.
- Tenant should contact RAEDI if they have any special needs regarding the general maintenance of their office or the accelerator.
- Tenants are expected to keep their work space clean. There are dumpsters located in the maintenance room on the first floor. Your access card will provide you access to it for your use.

Facility Changes

- All questions regarding the modification of any aspect of the accelerator should be discussed with RAEDI. This would include moving any fixtures or removing furniture.

Wifi Network

- A general Wifi network will be available free of charge to all tenants and the password is available from RAEDI.

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- Also available in the facility is the Mayo Clinic Wifi network that is password protected and only available for Mayo Clinic employees.
- If a tenant requires a private network installed in their office, the tenant should contact RAEDI and a local network provider to schedule the installation of the network. All charges for the installation of the network and monthly access will be fully paid by the tenant.

Private Phone Line

- The accelerator will have one publicly-available phone in the conference room for use during meetings.
- If an office tenant requires a private phone in their office, they should contact RAEDI and the local phone company to coordinate installation.
- All expenses associated with a private phone line in an accelerator office will be the responsibility of the office tenant.

Private Company Events

- Should a tenant require use of the general space in the accelerator for a private company event the tenant should contact RAEDI to review the details of the event. If approved, RAEDI will send out a notice about the private event to all other tenants to avoid any confusion.
- Tenants are responsible for any setup, cleanup costs and damages associated with a private event.

Video Display in Conference Room

- The video display in the conference room is set up for presentations in the conference room. Should a tenant require moving the video display out of the conference room they must get approval from the tenant who has reserved the conference room. The tenant who has reserved the conference room always has precedence over use of the video display.
- If a tenant moves the video display out of the conference room it is the tenant's responsibility to return the video display back to the conference room.

Whiteboard and Writable Walls

- The facility has several writable walls in the conference room and the general work space for business planning.
- All writable walls will be cleared at the end of each business day.
- If during the day, a tenant is working on a writable wall and they want to return later in that same day to finish their work they should clearly mark SAVE on the area of the wall.

Guests & Visitors

- All tenants should welcome visitors and business partners into the accelerator as long as they are accompanied by an employee or affiliate of the tenant.
- Tenant should not share their access card with anyone not employed or affiliated with the company.
- If tenants notice any unpermitted visitors in the accelerator please notify RAEDI.

Parking

- Metered parking is available on the street and in the 3rd Street Ramp next to the Minnesota BioBusiness Building.

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- Long-term contract parking is available in the 3rd Street and other downtown ramps and additional information is available at www.rochesterparking.com.

Mayo Clinic Name Use

- Tenant shall not use the Mayo Clinic or Mayo Clinic Business Accelerator names in written materials without permission from Mayo Clinic. Please contact Suzanne Leaf Brock (Mayo Clinic, Director of Public Affairs, 507-284-1114) to review your specific name use request.

Privacy and Confidentiality

- The accelerator space was designed to be an open and collaborative space to help support entrepreneurship in Rochester. The open space and glass walls were specifically designed into the build-out to foster such collaboration. Due to this open design, in some situations, the privacy and confidentiality of meetings in the offices and conference room maybe somewhat limited. We ask all tenants to respect other tenants during working sessions and avoid looking in on the meetings and to keep a clear distance from the glass walls.

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