

# GREAT PLAINS

## Technology Center



## Business Development Center

## Facility Handbook

FY 2022-23

Lawton, OK 73505

580.250.5509

[bdc.greatplains.edu](http://bdc.greatplains.edu)

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# GREAT PLAINS

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## Technology Center

On behalf of the Great Plains Business Development Center, we would like to welcome you! We are pleased to have you and it is our hope that as a Great Plains Business Development Center tenant you will attain your goals for success in establishing and growing your venture. Great Plains Business Development Center is here to assist you. We encourage you to take advantage of our business and technology commercialization services and support afforded to Great Plains Business Development Center tenants and users.

The Business Development Center (BDC) is sponsored and managed through the Great Plains Technology Center.

The purpose of this handbook is to inform you, the tenant/user, of the policies and procedures of the BDC. Additional information and requests for special services may be directed to BDC staff. This manual will be revised periodically as required.

We welcome any thoughts and ideas on how Great Plains Technology Center and its BDC may better serve you. We look forward to assisting you in growing your business. Your success is our success!

With warmest regards,

Great Plains Business Development Center Staff

# THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

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### “FROM CONCEPT TO COMMERCIALIZATION”

# THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

## Overview

The Great Plains Business Development Center (BDC) is a business incubator with one location in the Lawton Fort Sill area. The main office is located at 1601 SW Park Ridge Blvd. Lawton, OK 73505.

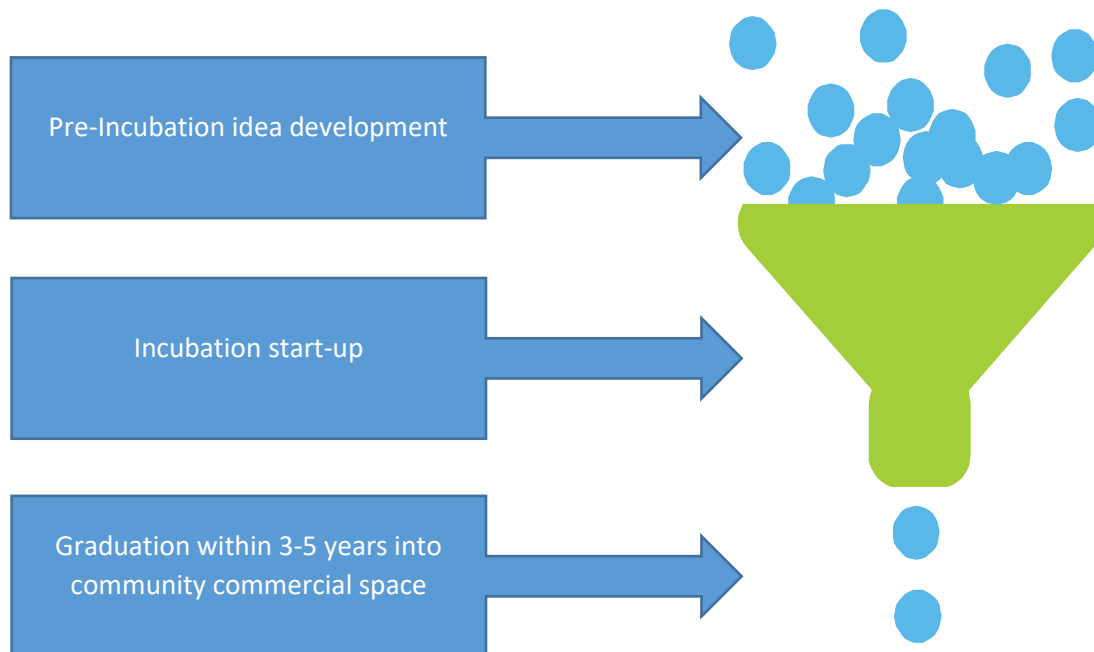
Our **Vision** is to be 'the place to go' in Southwest Oklahoma for a wide range of business services and facilities.

Our **Mission**: Great Plains Business Development Center is a comprehensive business assistance program that creates and fosters an entrepreneurial “ecosystem” for start-up, early-stage firms, or firms expanding product or services with the goal of improving their chances to grow into healthy, sustainable, and self-sufficient companies. The BDC will help nurture entrepreneurial and economic development in the community by providing affordable office space, services, training, mentoring, and a network of professional advisors.

### Goals of the programs:

- Foster the community’s entrepreneurial climate
- Create jobs for the local community
- Diversify our local economy
- Retain emerging businesses in our community
- Provide a space that allows local food producers to develop their products in a legal and efficient way

### Stages of Business Incubation



# THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

## Getting Settled

### Parking

#### Tenants:

Parking permits are included in your monthly rent and will be distributed during the check-in process. Parking is limited to one vehicle per tenant and employee. We will need the following to issue your permits:

- License plates, make and models of all vehicles that will be parking on a daily basis.

Please display your permit on the rear window or hanging from your rear view mirror of your vehicle when parked on the Great Plains Technology Center property.

#### Guests:

In addition to the permitted spaces at the main areas, there is parking for guests of tenants. Should any of your guests require long-term parking or overnight parking, please contact BDC's staff, so that, a proper pass can be requested on your behalf. Obtaining these passes may require some processing time, so please provide BDC with as much notice as possible.

#### Handicapped:

Handicapped parking spaces are available in front of BDC. Only vehicles with an appropriate permit may use these spaces. Vehicles parked in handicapped parking spaces without the proper permit may be towed at the owner's expense.

### Keys

Office keys and building key cards allowing access to tenant/user offices/labs will be provided by BDC. Tenants/users are **not** permitted to duplicate keys. Any duplicates must be requested through BDC. Any tenants/users wishing to install security systems for their individual offices must receive prior written approval from BDC. BDC will retain the ability to access any office or lab space within the BDC facility at any time. In the event of tenant/user losing a key card or a manual key a \$25.00 processing fee will be charged to issue a replacement. Please alert a BDC staff member immediately in the event of a lost or stolen key of any kind.

### Lawton Fort Sill Transit

The Lawton Area Transit (LATS) Blue Route passes down Lee Blvd. There is a LATS stop at the Main Gate in front of Great Plains Technology Center. The Fixed Route System operates each hour from 6:00 a.m. to 7:00 p.m., Monday-Friday. Holiday Schedule: LATS does not provide service on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

## THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

### **Mail Delivery/Mailing Address**

Mail is delivered to the BDC facility on a daily basis by the USPS, Monday through Friday (excluding holidays) and placed into a locked USPS box on the premises assigned to the tenant. All outgoing mail is the responsibility of the tenant, including any postage.

All mail for your company should be addressed to:

Your Company's Name

Room \_\_\_\_\_

Great Plains Business Development Center

1601 SW Park Ridge Blvd

Lawton, OK 73505

### **Tenant Requirements:**

If the parcels delivered by USPS are too large for the tenant's PO Box or by other carriers such as UPS and FedEx, the BDC staff will direct the delivery person to the tenant's offices to sign for it. If the tenant is not available to accept delivery, the tenant must retrieve the item from the post office or other carrier's office. BDC staff will not accept responsibility for receiving, handling or holding deliveries for the tenant.

### **Deliveries**

In order to ensure efficient and secure delivery for BDC tenants, the tenant must be present to accept the delivery. The tenant will be responsible for meeting their respective delivery drivers at the BDC. Tenants should provide drivers with appropriate contact information. Motor freight deliveries can be arranged through the school's central receiving warehouse for an additional handling charge.

# THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

## Tenancy

### **Eligibility of Great Plains Technology Center Employees**

Neither full time nor part-time employees of Great Plains Technology Center (GPTC) are eligible for Business Development Center services or tenant space while employed by GPTC. This policy is not intended to include Adjunct instructors, that being those who are paid for classroom instruction time only. The purpose of this exclusion is to avoid a conflict of interest or the appearance of a conflict. Upon an employee's full separation from employment, the former employee is eligible for all the assistance available through the Business Development Center to the same extent and subject to the same terms and conditions as others.

Once a tenant's application is accepted into BDC's program, they must fulfill the following requirements:

### **Upon Acceptance**

- The tenant and BDC sign Lease Agreement for BDC space being used by the tenant;
- The tenant issues a check in the amount of one (1) month's rent prior to occupancy;
- Tenant approves their profile within our client relationship management (CRM) software system; and
- Tenant sets benchmarks against which progress towards graduation will be measured.

### **Insurance**

All BDC tenants need to obtain and maintain commercial general liability, personal property, and workers' compensation insurance as required by the Lease Agreement and furnish Certificates of Insurance as proof of coverage prior to tenancy. All tenants must also maintain any insurance required by its operations as a matter of law, including workers' compensation.

### **Performance**

The goal of BDC is to help businesses grow and succeed. For this reason, tenants are required to participate in formal and informal performance reviews with BDC Staff and/or an advisory committee. Assistance in various business and technology areas will be provided by BDC and the Economic Development Center (EDC) to tenants when appropriate.

### **Monthly**

Monthly meetings will be held with the BDC staff and/or an advisory committee to review progress and assist with tenant's business development. Tenant agrees to provide benchmark progress data during these meetings.

### **Quarterly**

- Tenants review and update their CRM information
- Tenants shall provide:
  - Employee reports (number of employees, payroll, etc.)
  - Bookkeeper-prepared financial statements
  - Quarterly growth reports

### **Annually**

Tenants shall provide annual growth reports to BDC staff.

### **On-Going**

Tenants are expected to fulfill the terms of their lease.



## THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

Tenants shall provide BDC with written notice of all regular and/or special meetings of its board of directors and shall allow a BDC representative to attend such meetings. Tenants are expected to attend any applicable training, mentoring sessions, or consulting sessions as agreed to at the time of acceptance into the BDC.

### **Graduation**

The following criteria will be used in determining when a BDC tenant is ready to “graduate” or move out of BDC. No single criterion is used to make the decision; rather, these criteria are used as guidelines to evaluate the success of the tenant’s business:

- The tenant has reached a staff level that has outgrown their space
- The tenant’s annual sales are \$1,000,000 or more
- The tenant is acquired by a larger corporation
- The tenant makes a successful public stock offering
- The tenant has achieved self-sufficiency and can sustain their operations outside of BDC.

In addition to the success criteria above, a tenant may be asked to leave BDC for violating terms of the lease or this handbook.

### **Exit Procedures and Guidelines**

Ideally, tenants are expected to be in BDC’s program for a maximum of five years. However, some flexibility is allowed, and a company may be offered additional time if its business model requires a longer ramp-up period.

Periodically, BDC will review the tenant’s residing at BDC’s facility to analyze the companies regarding the following characteristics:

- Adequacy of the space and utilities to meet the tenant’s changing needs.
- Generation of employment opportunities and future outlook.
- The tenant’s needs for and use of BDC services.
- The tenant’s capacity to meet objectives as described in their business plans.
- The tenant’s synergy and relationship with other tenants at BDC.

BDC management may require a resident company to provide such information as deemed necessary to ascertain and measure its development progress. Each company is required to provide such information as requested. **BDC will not seek proprietary technical information.**

When a tenant notifies BDC or alternately is notified by BDC of a pending departure from the program, BDC’s staff will assist the tenant to help ensure a smooth and orderly transition from BDC’s space to another location.

Upon termination or expiration of a tenant’s Lease Agreement or a tenant’s affiliation with BDC, the tenant shall immediately surrender all keys and keycards to BDC. Failure to do so will result in the tenant being charged to change or reprogram all applicable locks and security devices. Each tenant shall be responsible for the full cost of replacement for any lost or stolen keys or keycards or keys or keycards not returned following termination of the tenant’s Lease Agreement and must notify BDC immediately of any lost or stolen keys or keycards.

At the expiration of the tenancy, the tenant shall surrender the premises in the same condition as the premises were in upon delivery to the tenant, reasonable wear and tear excepted and damage by unavoidable casualty excepted, and shall inform BDC of all combinations on locks, safes, and vaults, if any, in the premises. The tenant

## THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

shall remove all its trade fixtures and any alterations or improvements which BDC requests to be removed before surrendering the premises and shall repair any damage to the premises.

### **Tenant/BDC Affiliation**

Tenants are encouraged to promote their affiliation with the BDC program. However, the use of the BDC name and/or logo in any article, advertisement, brochure, or other public release requires prior written approval from the BDC coordinator.

### **VIP Policy**

If a VIP (legislator, politician or other prominent personages) will be on the Center premises, BDC requests that the tenant notify BDC staff of the upcoming visit.

### **Confidentiality**

The BDC, (on behalf of its employees, officers, directors and advisors) agrees that it shall not disclose to any individual, firm, corporation, partnership or other business entity, or use for its own financial gain or benefit, any information relating to the tenant's business provided to the BDC by the tenant in connection with the tenant's participation in, or use of, the programs and services provided under this agreement, whether such information was provided to the BDC before or during the term of this agreement. To the extent that tenant wishes to disclose to the BDC business sensitive information which the tenant believes for competitive reasons should not be disclosed to particular BDC advisors, the tenant shall in advance of such disclosure identify the information and any director or advisor who should be screened from such information. The parties shall mutually agree on procedures to protect such information.

The confidentiality provisions above shall not apply to information that:

1. is generally known to the public through no fault of the BDC;
2. was disclosed to the BDC by a party having legitimate possession of such information and the right to make such disclosure to the BDC free of any confidentiality obligation;
3. was in the legitimate possession of the BDC prior to the disclosure of such information to the BDC by the tenant;
4. was independently developed by the BDC without the use of confidential information obtained from the tenant; or
5. is required to be disclosed by applicable law or legal process, provided that BDC promptly notifies the tenant of such request so that the tenant may resist such disclosure or seek an appropriate protective order.
6. data will be used in aggregate in such a way that individual business are not identified.

The tenant/user agrees that it shall not disclose to any individual, firm, corporation, partnership or other business entity, or use for its own financial gain or benefit, any information relating to the business of any other tenant of the BDC obtained by the tenant in connection with the tenant's participation in, or use of, the programs and services provided under this Facility Handbook.

The provisions of the above tenant confidentiality agreement shall not apply to information that:

1. is generally known to the public through no fault of the tenant;
2. was disclosed to the tenant by a party having legitimate possession of such information and the right to make such disclosure to the tenant free of any confidentiality obligation;

## THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

3. was in the legitimate possession of the tenant prior to being disclosed to the tenant in connection with the tenant 's participation in, or use of, the programs and services provided under this Tenant Handbook and the Lease Agreement;
4. was independently developed by the tenant without the use of such, confidential information obtained from the tenant; or
5. is required to be disclosed by applicable law or legal process, provided that the tenant promptly notifies BDC of such request so that BDC may resist such disclosure or seek an appropriate protective order.
6. data will be used in aggregate in such a way that individual business are not identified.

The confidentiality obligations above shall continue for a period of five years following any termination of this Facility Handbook.

### **Notice of Non-Discrimination**

Great Plains Technology Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Title IX: Morgan Gould, Director Business & Industry Services, mgould@greatplains.edu; and/or Justin McNeil, Campus Director, JMcNeil@GreatPlains.edu at Great Plains Technology Center, 4500 SW. Lee, Lawton. In Frederick: Ken McKee, Campus Director kmckee@greatplains.edu and/or Mandy Carter, Counselor mcarter@greatplains.edu, 580.335.5525 at Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK. 504 Coordinator: Kristi Barnett, Disabilities Services Coordinator, kbarnett@greatplains.edu., 4500 SW Lee Blvd., Lawton, OK 73505

## Office Information

### **BDC's Main Office**

BDC's main office is located at 1601 SW Park Ridge Blvd., Lawton, OK 73505. The office phone number is (580) 250-5509.

Tenant spaces within the BDC Facility are private, and no unauthorized tenant/user shall be permitted to enter or remain in any tenant space without the express invitation or permission of the applicable tenant. Violation of this policy may result in removal from the building of any unauthorized person and any other appropriate action as determined by BDC staff.

### **Hours of Operation**

The BDC will be open to the public from 8:00 a.m. to 4:30 p.m. and closed to the public Saturday and Sunday.

## THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

### **Holidays**

BDC's annual holiday schedule is as follows:

- Martin Luther King, Jr. Birthday
- President's Day
- Spring Break
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Fall Break
- Veterans Day
- Thanksgiving Day and the following Friday
- Winter Break
- New Year's Break

The BDC office and Great Plains Technology Center will be closed, and no support services will be available on these days unless other notification is given. Tenants, however, are welcome to use the facilities on these days.

### **Access to Buildings**

Tenants have access to the BDC, 24 hours a day, seven days a week, and 365 days a year using their secure access key. If the need arises to use BDC facilities or equipment after regular business hours for events and meetings, special arrangements may be made through BDC staff.

### **Right of Entry**

The tenant agrees that BDC representatives shall have the right to enter all parts of the premises at all reasonable hours to inspect, test, clean, make repairs, alterations, and additions to the building or the premises that it may deem necessary or desirable or provide any service which it is obligated to furnish tenants of the building; except, however, in the event that any federal or state law or regulation prohibits public access to the premises without security clearance from such federal or state agencies or law enforcement.

### **Tenants' Employees and/or Contractors**

Tenants will abide by all applicable Oklahoma and Federal Employment Laws in the hiring of their employees and contractors. BDC can provide training and consult regarding these laws as well as best practices. To ensure access to all services and facilities, and most importantly for security and emergency concerns, all employees of tenant companies must complete the EMPLOYEE INFORMATION SHEET. Each tenant company is responsible for ensuring the sheet is filled out for its employee, and for submitting it to the BDC Coordinator. After receipt of this information by the BDC Coordinator, the building swipe card, parking pass, and room access key will be provided to the tenant company for distribution. All tenants are responsible for ensuring that their respective employees and contractors are aware of and abide by the policies contained in this Facility Handbook and the current Lease Agreement.

# THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

## Facilities/Security

Being affiliated with the Oklahoma public school system, BDC is a totally tobacco and vapor free facility. Please do not smoke, use tobacco or vapor of any kind within the building or on the grounds surrounding the building, including the parking lot and loading areas. Tenants/users are responsible for ensuring that their employees and visitors comply with this policy.

### **Firearms**

Firearms are not permitted at the BDC or anywhere on campus at Great Plains Technology Center. Tenants/users are responsible for ensuring that their employees and visitors comply with this policy.

### **Alcoholic Beverages**

There will be no alcoholic beverages sold, served, or consumed at BDC. BDC prohibits any mention of alcoholic beverages in any publicity or advertising materials that are distributed for an event.

### **Office Space**

BDC will assign office space to prospective tenants based on availability and need. Upon the tenant's request, reasonable modifications to space (additional divisional partitions, electrical circuits, telephone outlets, etc.) may be made by BDC at the tenant's expense. BDC is solely responsible for all facility modifications and any requests for modification should be made through BDC.

Tenants may not hang pictures or put any holes in the walls themselves. Please submit a request for any necessary work to BDC's Staff.

No offensive displays of any type, including those of a sexual or political nature, will be permitted in BDC space.

### **Office Space Relocation**

Once a tenant has been assigned and has moved into an office, a \$200 fee may be assessed should the tenant choose to relocate their office to another space within BDC.

Occasionally, BDC management will reassign office space to best accommodate the changing needs of all tenants. All costs for office relocations initiated by BDC will be covered by BDC.

### **Signage**

BDC will place nameplates on tenants' doors. All signs are of the same configuration and material to ensure uniformity throughout the building. No other signage is allowed, including in office windows.

### **Office Furnishings**

Based on availability, BDC will furnish tenant office spaces with basic office furniture. Any furniture located in BDC's offices and/or common areas may not be used for individual tenants' usage. Additional furnishings (i.e., desk chairs, tables, etc.) may be brought in by tenants at their own expense and with BDC's prior approval.

An inventory of furnishings will be presented to the tenant upon signing the Lease Agreement. An exit inventory will be prepared at the time tenant vacates the leased space. Tenants may be held accountable for the cost of replacing any missing or damaged items.

Space heaters, hot plates, and other small appliances are not permitted in office or manufacturing areas for safety reasons without the express written permission from the BDC Coordinator.

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### **Light Industrial**

Industrial spaces may be tailored to the specific needs of the tenant. The cost of minor space adjustments may be covered by BDC; the cost of major changes will be at the expense of the tenant. All changes must be submitted and approved by BDC Coordinator. Applicants understand that the BDC has a shared air system; anything, which creates smells or generates a loud volume of noise, may not be able to be a tenant. In order to determine if someone is a good fit for the light industrial space an in depth discussion about the nature of the business and processes used will have to be gone over with the BDC coordinator. The tenant agrees to comply with all OSHA and EPA requirements. Great Plains Technology Center's industrial safety staff is available to do regulatory assessments. These arrangements can be made through BDC Coordinator or the BDC Staff.

MSDS sheets for all chemicals used in the BDC must be provided to the BDC Coordinator. Copies will be kept in an MSDS binder located in a designated area on the premises.

### **Arts Incubation**

Arts tenants' spaces may be tailored to the specific needs of the tenant. The cost of minor space adjustments may be covered by BDC; the cost of major changes will be at the expense of the tenant. All changes must be submitted and approved by BDC Coordinator. The tenant agrees to comply with the Arts Incubation specific policies as provided to the tenant upon occupancy.

### **Commercial Kitchen**

Commercial kitchen users may need to arrange the kitchen equipment in a specific manner. The cost of minor space adjustments may be covered by BDC; the cost of major changes will be at the expense of the user. All changes must be submitted and approved by BDC management. Commercial kitchen users agree to comply with the Commercial Kitchen Specific Policies as provided to the user upon occupancy, as well as all FDA and State and local health department regulations. Users are responsible for the post-use sanitation of the commercial kitchen space. If sanitation is not properly done in full compliance with FDA, Health Department and BDC policies, the user may be assessed a charge to cover the expense of having the space professionally sanitized and may not be allowed continued use until paid and not repeated. They must also complete training in the use of the equipment as required in the Commercial Kitchen specific policies.

### **Telephone and Internet Access**

Tenants within Great Plains Business Development Center will have access to telephone and the internet (hardwired data ports) as part of their lease payment. Fidelity Communications provides telephone and internet for the tenants at an additional cost and tenants will be responsible for setting up their account with Fidelity.

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### **Conference Room Facilities**

BDC's conference rooms are available for tenant use on a first come, first served basis. Tenants must be present during the scheduled use. The conference room's schedule and availability are accessible through the BDC staff, and reservations for space should be made through BDC staff. The rooms are setup for a professional atmosphere. Available auxiliary equipment includes:

- Video conferencing equipment
- Built-in AV equipment
- Conference telephone via Skype

Out of courtesy to other tenants, please leave the room as you found it, returning all furniture to its original location(s). Trashcans are provided but must not be removed from the meeting room.

### **Break Room**

A coffee maker is available in the building break room; tenants may use the maker but bring their own coffee and condiments. Tenants will bring their own cups and utensils.

Ice is available as well as access to a refrigerator and microwave. Please clean up any mess you make: keep the break room clear of clutter and trash. The refrigerator will be cleaned periodically, and any unidentified items will be thrown out.

### **Catering Services**

Meal and beverage service for meetings is available for a fee through local catering services. You may also have food delivered from any local establishments. For suggestions, please see the list provided by the BDC Staff.

### **Janitorial Services**

BDC does not provide janitorial service for spaces occupied by tenants.

Inside office spaces, industrial spaces, artists' studios, and tenant storage areas must be maintained by the tenant. If these areas become too cluttered, create a fire or health hazard, BDC may take on the cleaning of the area at the tenant's expense. Office wastebasket trash may be disposed of in the dumpster outside the BDC or other sites as specified by BDC staff.

Excess trash, debris, removal of tenant-owned non-working equipment, space cleaning, and sanitation (refer to specific policies), etc. is the tenant's responsibility to remove and place in the provided dumpster. If considered inappropriate for the dumpster, the tenant must make arrangements with an appropriate disposal services. Tenant may be assessed an additional charge if these pass to BDC to take on.

### **Property Maintenance**

General upkeep of the facility is provided by BDC. If you notice any maintenance problems in the facility such as leaks or HVAC problems, please report these to the BDC staff.

### **Prototyping Lab**

BDC provides a variety of prototyping technology on site, which tenants, as an added benefit of being a tenant, can use at no additional cost as part of their rent payment. Tenants and others are able to use the technology under the oversight of BDC staff. All access and use are scheduled by BDC staff, and users agree to comply with Prototyping Lab Specific Policies and fees associated with materials, equipment, duration and scope of use.

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### **Safety**

BDC is equipped with fire alarm systems. When activated, the alarms sound directly to the appropriate fire department. If the fire alarm sounds while you are in the building, please evacuate immediately! Should there be severe weather, BDC is equipped with safe rooms located in the restrooms in the center of the building.

We ask that BDC tenants comply with all weather and fire and other drill procedures that take place during the school year. As a public institution, our emergency plan covers various contingencies. The BDC may be used as a reunification site for students during evacuations.

### **Security**

The entrances to the BDC will be locked every day Monday – Friday at 4:30 p.m. The rest of the BDC building's doors will remain locked on a 24-hour basis. You can access these doors 24 hours a day with your key cards. If you are expecting visitors during normal business hours, please encourage them to use the main lobby entrance. We do not want visitors to be wandering the halls of the BDC looking for you.

Tenants should note that there are security cameras located throughout the BDC that function 24/7 in all areas except the restrooms. Please ensure that visitors are made aware of this security measure.

The Great Plains Technology Center security department patrols the campus Monday through Thursday, 7:30 am until 10 pm; Friday until 4:00 pm. If you discover signs of forced entry or need other emergency or security-related assistance, please contact our security service.

## Business Development Resources and Services Available

### **Workshops**

BDC will regularly plan, schedule, publicize and conduct training workshops and seminars tailored to the needs of the tenants located within the BDC. These workshops will be open to off-site tenants and small businesses if space is available. The program will address business planning and management, business finances, taxation, proposal development, marketing, and other similar business subjects.

The training workshops will be offered in various rooms as assigned, including the BDC's McMahon Lecture Hall. On a scheduled basis, daytime and evening workshops, distance learning and other seminars and lectures on selected subjects and individual mentoring services will be provided. Other than occasional minor charges to cover the cost of materials issued to attendees, no fees are expected to be assessed to BDC tenants for workshop or seminar attendance. Most workshop sessions are expected to last between 2 and 5 hours. Presentation times will be scheduled to accommodate attendee schedules with minimum disruption to ordinary business operations.

Workshops will include guest lecturers, live televised presentations from distance learning sources, videotape presentations led by BDC staff. Instructional materials will also be provided to attendees to facilitate the application of the training received to their particular business situation.

Tenants must attend mandatory meetings as specified by the BDC staff. Failure to do so may result in eviction from the BDC.

### **Business and Industry Services**

The BDC is part of the Business and Industry Services (BIS) department that has staff, facilities and equipment dedicated specifically to economic development, wealth creation and business solutions serving the needs of



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new and expanding business. Coordinators from Great Plains Technology Center's Economic Development Center in Building 600 will be available upon request for consultations and will provide training in business issues, including business planning, marketing and more. Additional information about the EDC is available upon request. All services of the BIS staff adhere to the same confidentiality standards as mentioned on page ten.

### **Business Plan Review**

Experienced staff is available for development of new business plans, as well as analysis and revision of completed plans. BDC/BIS staff will provide recommendations in the following areas:

- \* Purpose of the business plan
- \* Components of the business plan
- \* Information-gathering strategies
- \* Sources of information
- \* Plan outlines
- \* Format for financial projections
- \* Review of drafts of component parts
- \* Critique of completed plans

### **General Business Counseling**

BDC/BIS staff will provide direction to the principals of early-stage businesses on a variety of topics:

- \* Growth strategies
- \* Market identification
- \* Marketing channels
- \* Business advisors
- \* Professional advisors/mentors
- \* Sales and marketing
- \* Employment issues
- \* Financial management and analysis
- \* Business technologies

In some cases, BDC may refer tenants to our resource partners with the appropriate expertise. Some are free of charge while others may charge for services.

### **Additional Assistance**

In addition to the services above, BIS staff will assist in the following areas:

- Business Coaching
- Market plan development
- Product development
- Business plan development
- Sourcing business financing
- Marketing materials/brochures
- Government procurement assistance
- Occupational safety and health training
- Customized business training
- Agricultural enterprise

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### **Press Releases**

BDC will issue press releases at various times to publicize tenants' successes, including:

- Newly signed lease agreements
- Achievement of significant milestones
- Major product sale
- Major contract secured
- New products introduced
- New funding secured
- Graduation from BDC
- Aggregate data of economic impact numbers

Professional assistance will be provided to tenants for preparation of press releases. Tenants will be asked to review and sign off on any information about their business before it is sent to the local media and all press releases will be reviewed by the BDC's Coordinator prior to media submission.

# THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

## BDC House Rules

To help BDC run efficiently, tenants/users are required to comply with certain rules:

1. The sidewalks, entrances, and passages or hallways in the common areas of the BDC shall not be obstructed by any tenant/user or used for any purpose other than ingress and egress and for temporary moving routes at times approved by BDC management.
2. The breakroom appliances and common areas are provided for everyone's use. As a courtesy to others, please clean up after yourself after using these areas.
3. Canvassing, general solicitations, or distribution of political, religious, or cause literature are not permitted.
4. In general, the tenant/user will not permit unusual or loud noises and/or odors to be produced in their space if such noises/odors offend or disturb other occupants of BDC.
5. Tenants/users will provide reasonable cooperation with BDC staff.
6. Tenants/users will be responsible for providing supervision of any moving operations that may involve common areas of BDC and will be liable for any losses and/or damages that result from such activities and/or from tenant's/user's failure to provide such supervision. Moves will be coordinated in advance with BDC staff to minimize interference with other BDC activities.
7. BDC premises shall not be used for lodging or overnight occupancy.
8. No intoxicating drugs, explosives, fireworks, alcoholic beverages, flammable, radioactive, or potentially contagious/hazardous materials will be permitted in BDC without disclosure to and specific permission from BDC management.
9. Tenants/users shall abide by all established BDC parking regulations.
10. Appropriate dress, consistent with a business atmosphere, is required.
11. As representatives of BDC, tenants/users are expected to maintain appropriate behavior and business practices at all times. Actions or behavior deemed by BDC management to be damaging to the image or reputation of BDC may be cause for immediate termination of the Lease Agreement and eviction from BDC.
12. Inappropriate conduct shall include but is not limited to, filing bankruptcy, or accommodations for the benefit of creditors, breach of leases or other agreements, charges involving moral turpitude, harassment of any kind, investigations by law enforcement officials, or any other behavior deemed inappropriate.
13. In the event that a tenant/user has a complaint against another person located at the BDC, tenant/user shall provide BDC Coordinator with a written letter detailing the complaint either in physical or digital form. Issues will be addressed on a case by case basis by BDC Coordinator and/or Great Plains Technology Center (GPTC) Management. If complaint is against BDC Coordinator, letter should be provided to Director of Business & Industry Services.

In addition to the above, tenants whose offices are located within BDC's office space shall abide by all the Federal, State and Local laws.

# THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

## Tenant Fees

All fees will be charged as per the current signed lease. The following provides a quick reference:

### **ACCESS CHARGE**

For after-hours building entry, access assistance is available at a charge of \$25.00 per occurrence if BDC staff or GPTC staff are not on campus at the time assistance is needed.

### **BUSINESS DEVELOPMENT CENTER RESOURCE FEE**

Business Development Center resource fee of \$10 per month will be added to your invoice to go along with your regular lease payment. The resource fee will be used in place of a per copy/print fee for using the copier/printer

### **COMMON MULTI-MEDIA EQUIPMENT**

Provided free of charge.

### **UTILITIES**

Normal usage of water, electricity, natural gas, HVAC, and sewer is provided as a part of the tenant rent. If the tenant's processes prove to use excessive utilities, additional charges may apply.

### **SECURITY PERSONNEL**

Monday through Thursday 7:30 am until 10 pm and Friday from 7:30 am to 4:00 pm general security is provided by BDC. For tenant-sponsored events that require a security guard the tenant will be solely responsible for the additional security.

### **JANITORIAL SERVICE**

General janitorial service is provided by BDC for common areas. However, each tenant is responsible for cleaning up after themselves when utilizing common areas. Additional janitorial needs will be charged by the hour.

### **PROPERTY / GROUNDS MAINTENANCE**

General maintenance of the BDC property and grounds is covered by the tenant rent.

### **Rent**

A check in the rent amount agreed upon in the Lease Agreement between the tenant and BDC is due on the first (1<sup>st</sup>) of each month. BDC will allow for a ten (10) day grace period. Any payments received after the 10<sup>th</sup> of the month are late and will be considered a violation of the tenants' Lease Agreement and assessed a 10% penalty.

Rent is assessed at approximately \$12/square foot/year. Therefore, if the tenant rents a 250 square foot office space, their rent would be \$250/month.

Co-working spaces are comprised of approximately 300 square feet with four tenants in each of the Co-working offices so the rent would be \$75 per month.

The light industry spaces comprised of approximately 827 to 857 square feet will rent for \$827 to \$857/month depending on the size of the space.

Artists will pay \$50/month for shared studio space and \$100/month for the artist in residence studios.

## THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

Commercial kitchen users will pay \$20/hour. If the kitchen user wishes to use storage space on premises for either raw materials or finished goods, they will be assessed a storage fee based on the amount of space requested.

### **Other Fees**

As referenced in this Facility Handbook, other fees may be assessed for tenant's/user's payment such as handling charges on motor freight deliveries, our facilities staff for repairs and modifications to the leased space, and for other situations that may arise.

Events held when Great Plains Technology Center are closed and after regular hours may be assessed an additional charge of \$40 per hour. Non-regular hours include weekends, school holidays, evenings and any other time that BDC staff is not scheduled to work.

I acknowledge this Facility Handbook does take the place of any other legal paper work such as Lease Agreement or other documents.

X

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Print Name

Date

X

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Signature

Date

## Appendix

### **Art Studio Rules**

Great Plains Technology Center's Business Development Center (BDC) wants to provide a safe and healthy workplace for tenants, staff and public visitors at all times. Safety in the art studios is a shared responsibility of tenants and the BDC. Specific health and safety precautions are known to painting, printmaking, ceramics, sculpture and modeling materials, woodworking, photography, metal working and glass making.

1. Artists must identify and provide Material Safety Data Sheets (MSDS/SDS) for all chemicals they will use in the BDC art studios as required by federal law 29 CFR 1910.1200 OSHA's Hazard Communication Standard. Workplace employees and tenants have a right to know the identities and hazards of the chemicals they may be exposed to. They also need to know what protective measures are appropriate to prevent chemical source adverse effects from occurring, such as inhalation, ingestion, flammable and corrosive illnesses, injuries and other hazards.
2. Flammable storage cabinets for shared use are provided by the BDC for tenants as a lawful requirement. Tenants are responsible for utilizing these cabinets and for clearly labeling their chemical products by common name and warning words such as Danger or Caution if not otherwise visible on the manufacturers' product.
3. Ventilation is a lawful requirement for oil paints, solvents glazes, pigments and welding. The BDC provides portable air cleaning units designed to collect low hanging amounts of chemical and gas vapor emissions. Artists must provide their own respirators, dust masks, gloves, aprons and other personal protective equipment.
4. BDC reserves the right to oversee and restrict anything that the tenants and BDC cannot avoid, eliminate or reduce to safe working conditions. This includes chemicals, gases, rags, dust, particulates, vibration, noise, radiation and other hazards.
5. Artists must provide their own equipment for BDC's approval before bringing it into our facility.
6. The BDC does NOT allow indoor kilns and pug mills. These require exhaust ventilation. The BDC will consider requests for artists' use of kilns and pug mills used outdoors behind the art studios.
7. BDC provides studios with sinks and cabinets. Artists are required to provide their own equipment such as easels, work tables, tarps and tools of their trade.
8. In addition to the terms & conditions of the Tenant Lease Agreement, tenant artists are expected to avoid causing or allowing damage to the premises resulting from the creation of their art, specifically but not limited to tacking art to walls; spilling, dripping and otherwise leaving permanent stains and discoloration of floors, walls, cabinets, sinks, doors and other features of the art studios and hallways; and any other defacement and damage to the premises.

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### **Comanche Nation Rapid Prototyping Lab Use Policy and Fee Schedule**

To use the Rapid Prototyping Lab, you must first take our introduction class to learn basic safety and operating procedures. After you take this course, you will be allowed to use the equipment under our supervision. Children 13 years in age or older are allowed only with adult supervision.

#### **Equipment:**

Equipment will be available by appointment only at the discretion of BDC staff based on need and scheduling availability.

3D printer's  
3D scanners  
CO2 laser engraver/cutter  
PCB milling machine  
Desktop CNC  
Vinyl Cutter(s)  
Desktop Computer(s)

#### **Software:**

The following software is in the lab:

CorelDraw Graphics Suite  
Microsoft Office Suite  
Adobe Creative Suite

To reserve time on any of the equipment, please call (580) 250-5509 between 10:00 AM and 4:00 PM Monday through Friday.

#### **Materials:**

The BDC will provide all materials for the 3D printers. No outside filament/support material is allowed.

## THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

### **Lab Rules:**

1. In general, equipment is available on a first-come first-served basis.
2. You must check in at the front office each time you come in to the Rapid Prototyping Lab. By checking in, you acknowledge that you agree to abide by all lab rules. Failure to abide by these rules may result in restricted or banned usage.
3. Follow all instructions given by the BDC staff.
4. Please come prepared and have your files ready to go. If you need help setting up a file or figuring out software, please ask for assistance only after you have given your best effort. We will be glad to help you within reason and the extent of our ability.
5. Closely monitor the equipment that you are running at all times. If you notice an unsafe situation, immediately stop all work and notify BDC staff. You must also clean up your work area before you leave.
6. No machine, computer, or configuration may be modified without consent from the BDC staff.
7. By using the lab, you authorize any photography that may be taken by lab staff during classes, workshops, and events the use of all images for promotional purposes including: our website, social media sites, presentations, and brochures. We will consider any privacy or confidentiality requests.
8. Members are prohibited from creating or copying any type of weapon or weapon component.
9. Members are responsible for cleaning up their work area before leaving. We understand that mistakes sometimes happen, but if a mistake results from failing to follow these rules, your continued use may become restricted or ended.
10. The Rapid Prototyping Lab is for prototyping and experimentation and not intended for mass production. We will monitor usage of materials & equipment to ensure no one person is over using.

### **Fees:**

BDC tenants may use the lab at no extra charge.

Daily use fee is	\$15.00
Business monthly	\$50.00
Adult monthly	\$35.00
Family monthly	\$40.00
Student monthly	\$10.00
Comanche Nation member	\$25.00

**Use hours & tours:** Monday-Friday from 10:00 am to 4:00 pm

\*Prices subject to change.



## THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

### **RAPID PROTOTYPING LAB WAIVER**

In consideration of being allowed to participate in activities sponsored by Great Plains Technology Center (GPTC) and its Business Development Center (BDC), at its facility at 1601 SW Park Ridge Blvd, Lawton, Oklahoma, I hereby understand and agree to this Waiver and to the terms hereof as follows:

#### **RELEASE OF LIABILITY:**

I acknowledge that the activities sponsored by GPTC and BDC at the facility are activities subject to mishap and even serious injury to participants. I understand and acknowledge that the GPTC and BDC activities have inherent dangers that no amount of care, caution, instruction or expertise can eliminate. As such, I RELEASE AND HOLD HARMLESS GPTC and BDC, its Board Members, administrators, officers, directors and agents from any and all liability, claims, demands or causes of action that I may hereafter have for injuries or damages arising out of participation in GPTC and BDC activities, including, but not limited to, losses caused by the negligence of third parties and/or GPTC and BDC. I further agree that I will not sue or make a claim against GPTC or BDC for damages or other losses sustained as a result of any injury sustained from participation in GPTC or BDC activities. I also agree to INDEMNIFY AND HOLD HARMLESS GPTC and BDC, its Board Members, administrators, officers, directors and agents from all claims, judgments and costs including attorney's fees, incurred in connection with any action brought as a result of participation in GPTC and BDC activities.

#### **MEDIA RELEASE:**

I hereby certify that I freely and voluntarily grant permission to GPTC and BDC and/or its designated representative to use my image and likeness, including photo, video and/or audio, for GPTC and BDC approved promotions and media-related activities. Any photo, video or audio recordings produced as a result of this agreement becomes the sole property of GPTC and BDC and may be used by GPTC and BDC for any purpose, including reproduction and dissemination via various communication channels such as newspapers, sales materials, website and social media, without compensation. I hereby RELEASE GPTC and BDC from any and all claims or liabilities arising out of use of my image and likeness, including but not limited to claims based upon what I might deem misrepresentations by virtue of distortion, optical illusions or faulty reproductions.

#### **RESEARCH CONSENT:**

As a participant in GPTC and BDC activities, I may be asked to take part in a research study to measure the impact and outcomes of GPTC and BDC programs. The information from the research study will be used to improve programs at GPTC and BDC for future participants. Participation in the study is voluntary. If I choose to take part, I am free to not answer any question or discontinue participation at any time without penalty or loss of benefits to which I am otherwise entitled. There are neither risks nor benefits associated with participation in the study. The data from the study will be anonymous and will be kept private during collection and analysis of the data. Only researchers who have been approved by GPTC and BDC will have access to the data. Results will be reported only in the form of an aggregation of participant responses and the identity of the individual participants will remain confidential. I understand that by choosing to participate in any such research study, I agree to use of the responses and other data that I may provide consistent with this paragraph.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Parent/Guardian Name (If Necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Parent/Guardian Signature (If Necessary)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

### Commercial Kitchen Policy & Rules

#### User Requirements Prior to Kitchen Use (Initial and date when completed)

	Complete user assessment meeting and facility tour. To schedule an appointment, call (580) 250-5509 or submit an online inquiry form through our website at <a href="http://bdc.greatplains.edu">bdc.greatplains.edu</a>
	Register your business with the IRS Apply online by visiting the IRS site at <a href="http://www.irs.gov">www.irs.gov</a> ,
	Register your business with the State of Oklahoma. Information is available at <a href="http://www.tax.ok.gov">http://www.tax.ok.gov</a>
	Apply for a Comanche County Health Department Permit. Permits must be applied for in person at 1010 South Sheridan Lawton, OK, 73501 (580) 248-5890.
	Complete food managers training/certification and FSPCA Prevent Controls certification if you wish to use the kitchen 24/7. Food managers training may be completed through the OSU Food and Agricultural Products Center, Stillwater, OK. Take your completion certificate to the Health Department for your permit. If you have a comparable food safety certification (ServSafe, Culinary Degree, Food Process Certification from OSU, etc.), it is not necessary to attend Food Manager class. However, it is required to obtain a permit. Please take proof of your certification (card, certificate, diploma, etc.) and a photo I.D. to the Health Department.
	All employees of the user must have a food handler's permit – training and certification available through the Comanche County Health Department.
	Provide documentation of your general liability and workers compensation insurance (if there are any non-family employees) to the BDC management.
	Provide documentation, <b>if required by the FDA or Health Department</b> , of your product's
	<ul style="list-style-type: none"> <li>• Food process authority</li> </ul>
	<ul style="list-style-type: none"> <li>• Nutritional analysis and label.</li> </ul>
	<ul style="list-style-type: none"> <li>• HACCP plan and traceability /recall programs</li> </ul>
	OSU FAPC can help your upscale recipes, and determine the nutritional labeling requirements. Contact them at 405-744-6071 or <a href="http://www.fapc.biz">www.fapc.biz</a> .
	Complete orientation to the kitchen equipment. Users must be checked off on having been trained on any shared equipment they will be using prior to its use.
	Background Check
	Assigned access card
	User receives software username, password and program training
	Copies of employee/assistant/helper food handlers cards (if necessary) submitted
	User moves all supplies and/or ingredients into assigned storage area(s)
	Kitchen and Dishwashing Room cleaning checklist review
	Emergency evacuation procedures reviewed and use of fire extinguishing equipment
	Health Department representative observes user working in kitchen, if required

## THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

### **First Shift**

Once a user has submitted all required permits and paperwork, the user is ready to begin using the kitchen. Users must contact the BDC office to schedule his or her first shift. Users must give BDC staff at least 24 – 48 hours' notice prior to desired first shift date. Because we understand how hectic the first kitchen shift can be, *users receive their first shift at no fee* (up to 8 hours). This time is on a “use it or lose it” basis and cannot be divided up among multiple days and/or other shifts.

### **Probationary Period**

All new kitchen users are subject to a 30-day probationary period which limits building and kitchen access to Monday – Friday, 8:00 a.m. – 4:30 p.m. Users needing kitchen access outside of the limited access hours will be considered on a case-by-case basis.

At the conclusion of the 30-day probationary period, the kitchen user holding a Food Process Certification, Food Managers Certification or equivalent will receive 24/7 access to the building and kitchen or will be placed on an extended probationary period.

Use of the Commercial Kitchen as kitchen of record but still producing illegally out of a home kitchen will result in permanent loss of BDC kitchen access.

### **Inactive User Status**

Any kitchen user who has not completed a kitchen shift within 60 consecutive calendar days will be considered an inactive user. Inactive users will have their building and kitchen access suspended, and will not be allowed to schedule a kitchen shift without first meeting with BDC staff.

### **Non User Status**

We understand that individuals may wish to use the BDC kitchen a few times before becoming a full user. Non-users may be considered a will pay at the same fee schedule listed below in the fee schedule area. Non-users will still have to meet certain criteria such as passing a background check and having various permits and licenses.

### **Hours of Operation**

The BDC will be open to the public from 8:00 a.m. to 4:30 p.m. and closed to the public Saturday and Sunday.

## THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

### **Holidays**

BDC's annual holiday schedule is as follows:

- Martin Luther King, Jr. Birthday
- President's Day
- Spring Break
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Fall Break
- Veterans Day
- Thanksgiving Day and the following Friday
- Winter Break
- New Year's Break

The BDC office and Great Plains Technology Center will be closed and no support services will be available on these days unless other notification is given. Users, however, are welcome to use the facilities on these days. In the event that Great Plains Technology Center is closed (or closes early) the Business Development Center may follow suit and be closed as well. Tenants will be notified as soon as we have notified that we will be closed.

### **Scheduling Kitchen Time**

The BDC kitchen is rented out on an as-needed, first come, first served basis. The kitchen will be available for rent Monday through Friday 8:00 A.M. until 4:30 P.M. Users who wish to reserve kitchen space outside of regular operating hours of M-F; 8:00 a.m. to 4:30 p.m. must reserve space 24 hours in advance. Users must receive confirmation that their shift request has been received and approved prior to operating within the kitchen. BDC reserves the right to schedule compatible processors to work in the kitchen simultaneously if necessary but will make every effort to ensure that there is no overlap.

Kitchen time may be reserved by communicating with one of the BDC staff.

The BDC invoices kitchen users for kitchen usage based on the shifts scheduled through IncuTrack. It is important that users not only maintain accurate scheduling, but also keep track of hours worked in the kitchen to verify against monthly invoices received. Users found using the kitchen without appropriate scheduling may lose their kitchen privileges.

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### Insurance

Kitchen users shall be responsible for procuring and maintaining at its own expense, insurance policies providing the following coverages:

1. Kitchen user shall keep all of personal property, equipment, inventory and fixtures contained in the Premises, insured against loss, damage and destruction, for the full insurable value thereof;
2. Public Liability Insurance. User shall keep in full force and effect public liability insurance, naming Great Plains Technology Center and Great Plains Business Development Center and their board members, administrators, officers, directors, employees and agents, as an “additional named insured parties”, in the sum of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate; and
3. Worker’s Compensation. User shall keep in full force and effect worker’s compensation insurance complying with the laws of the State or States having jurisdiction over each kitchen user employee.

### Janitorial Service

Janitorial service for the kitchen is provided by BDC. The janitorial staff is responsible for cleaning the floor of the main corridor, cleaning of restroom facilities and maintaining soap and paper towel dispensers located within the kitchen. The Janitorial staff IS NOT responsible for the sanitation of the space and equipment after each user use. **This is the user’s responsibility.** If appropriate sanitation is not maintained the user may be charged for professional sanitation services. If the user’s food label makes claims of gluten free, allergen free, etc., the user is solely responsible for the appropriate maintenance and procedures to ensure that their product meets any such claim.

### Sanitation

When not using the dishwasher:

- The Sanitizing area of the three compartment sink must have water at 75 degrees F or higher.
- Wash, rinse and sanitizing water must be changed as often as necessary to be acceptably clean and not contaminate the equipment or utensils.
- Utensils must be sanitized a minimum of one minute.

### Cleaning Supplies

Kitchen users are responsible for cleaning up after themselves and any sanitizing required before vacating the kitchen area. This includes the user’s kitchen area, all shared equipment if used, and dishwashing area. Cleaning checklists are provided to each user prior to the start of the user’s first shift and are also posted in every kitchen and in the dishwashing area.

Cleaning supplies are provided to user to share by BDC through monthly membership fee. Supplies include mops, buckets, brooms, sanitizing solution, degreaser, floor cleaner, rags, towels and scrub brushes. These supplies must be returned to their assigned storage area after every use. User may be required to replace any supplies that are damaged through not being stored appropriately. Supplies may not be removed from the premises.

Any user who does not comply with cleaning and sanitizing guidelines may be charged for the cost of hiring a specialist to do so and may be subject to termination from the BDC.

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### **Kitchen Surveillance**

The kitchen is under 24/7 video surveillance and access card swipes into the kitchen are monitored at all times.

To ensure the safety and security of all building occupants and in compliance with FDA and Health Department codes, must not leave any exterior doors or the kitchen door propped open. Users may not allow guests or customers into the kitchen while processing foods without complying with appropriate FDA and Health Department requirements. Guests and customers must be registered at the front desk.

The BDC Commercial Kitchen is a professional space, and has inherent dangers. Therefore, children under the age of 16 are not permitted in the kitchen.

### **Kitchen Equipment**

All kitchen equipment including, but not limited to, small wares, portable counter top equipment, cleaning supplies and carts are not to be removed from the BDC. Regular inventory is taken by the BDC staff. Missing equipment may be billed to the last kitchen user to use the equipment based upon the kitchen surveillance cameras.

Users may not hang anything on the walls.

### **House Rules**

No firearms, illegal drugs, explosives, tobacco products, flammable / radioactive / or potentially contagious/hazardous materials are permitted in the BDC. Alcoholic substances used for cooking only are permitted but must be cleared with BDC staff first.

### **Kitchen Usage**

- Dumpster lids must be kept closed.
- No live animals in the kitchen.
- All personal items must be stored in designated areas away from food.
- All litter and trash must be disposed of before user leaves the kitchen for the day.
- No unauthorized personnel are allowed in the kitchen.
- Do not change the settings on any thermostats of the equipment.

### **Food Handling Rules**

- All food items for personal use rather than for food to be made available to the public must be labeled as such.
- All food to be made available to the public shall come from an approved inspected facility to be verified, if requested, purchase receipts.
- Containers must come from an approved food processing establishment and be in good condition.
  - Cans with seam dents, end dents, punctures, severe side dents, bulges, or pitted surfaces shall not be used.
  - All such items must be segregated from foods that will be used.
- Food must be maintained free of spoilage to include
  - Off color, odor or curdled product,
  - Mold on fruits and vegetables

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- Fish with sunken eyes, slimy surface or off odor.
- Mold on block cheese should be removed before use – 1.5 inches or deeper below any visible mold.
- Any bread product with mold.
- Free of obvious visual dirt, insect parts or droppings, or contamination from chemicals or foreign material.
- The above spoiled foods shall be destroyed immediately.
- Water spray bottles must be labeled as such.
- Food shall be prepared, handled, cooked and stored using procedures that prevent cross contamination.
  - Utensils shall be cleaned and sanitized between uses.
  - Cutting boards shall be cleansed and sanitized between uses.
  - Raw food boxes may NOT be re-used for food storage.
  - Raw products shall be stored in such a way as to prevent dripping onto other foods.
  - Allergens must be stored below other foods.

### **Temperature Requirements:**

Shall be met at all times except during periods of active preparation. Unattended food does NOT constitute active preparation.

- Food items stored hot must be stored at 140 degrees F.
- Foods stored cold must be stored at 41 degrees F or below.
- Frozen foods must be stored at 20 degrees F or below.
- The temperature of any prepared food must be taken as it arrives or on the delivery vehicle.
- Frozen food shall be thawed under cold running water or refrigeration. Thawing in hot water or at room temperature is not acceptable.

### **Food Storage:**

- Bulk food not stored in the product container or package in which it was obtained shall be stored in a food grade container identifying the food by common name, manufacturer/distributor and ingredients. Labels must be on the body of the container, not just lids. Labels must be in English.
- Foods on shelves must be 6 inches or more off of the floor and covered.
- Raw meat must be stored on the lowest shelf.
- All food, equipment and supplies must be stored away from drains, sewer lines and toilets.
- Ice to be consumed must be separate from ice used for storage.
- Containers must be food grade and easily cleanable.
- Foil pans or plastic milk containers are NOT reusable.
- Fans and fan grills must be kept clean.

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### **Food Preparation**

- Scoop handles shall not be cracked or broken
- Raw fruits and vegetables must be washed with potable water.
- Dispensing utensils shall be kept in food with handles or a new utensil used each serving.
- All utensils and user provided equipment must be smooth, non-absorbent, easily cleanable, free of cracks, chips, pits and other imperfections.
- Cutting boards with deep cracks, crevices, or mold on the surface must be discarded. If acrylic may be replaced.
- Any basting brushes must be without metal bands.
- Clean cloths must be stored in a labeled container.
- Sponges may not be used.
- Keep sink clear and not blocked by supplies or equipment.
- Common towels may not be used for drying. Sanitary towels or other approved hand drying device must be used.

### **Personnel**

- Food handlers must be free of disease in any communicable form, such as open wounds or sores, nasal discharges, productive coughs, or enteric illnesses.
  - Food handlers shall not have nasal discharges
  - Food handlers must wear gloves or finger cuts to cover any bandages.
  - Anyone with artificial fingernails that handles food must wear gloves.
- Food handler's nails shall be clean and neatly trimmed.
- All food handlers must wash their hands. Hand sanitizer may be used in addition to hand washing but not in lieu of hand washing. Hands must be thoroughly cleaned immediately following the use of the rest room, eating, etc.
- Food handlers should not wear jewelry, excessive rings, or dangling bracelets or earrings.
- There is no smoking in any part of the building or surrounding grounds.
- No eating or drinking in the food preparation areas.
- Hair must be effectively managed by use of hair nets, caps, visors, or rubber bands.
- Aprons and clothing must be clean.
- Users must wear other required safety equipment as specified by their food process authority.
- No horseplay allowed in the kitchen area,



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### **Training**

- Safety training for the kitchen area prior to first use
- Employees must be trained in food service sanitation quarterly to include:
  - The importance of proper food temperatures
  - The importance of thorough hand washing
  - The importance of preventing cross-contamination of foods.
- This must be evidenced by a log with employee's initials, the name of the instructor, the topic and the date of training as well as a syllabus of the training.

Users will abide by all rules as set out in the BDC Facility Handbook.

### **Kitchen Fee Schedule**

#### **Required:**

Kitchen \$20/hour

Users will pay a rate of \$20 per hour.

Monthly Membership \$50/month

Applied to the cost of cleaning supplies, dishwasher chemicals, maintenance expense and other expenses.

Business Development Center Resource Fee \$10/month

The resource fee will be used in place of a per copy/print fee for using the copier/printer

#### **Optional:**

Cold Storage \$50/month

Enclosed, secured cage includes two 48" X 24" shelves and one unsecured shelf. User must provide their own padlock.

Dry Storage \$25/month

Enclosed, secured cage includes two 48" X 24" shelves and one unsecured shelf. User must provide their own padlock.

Assigned Mailbox \$10/month

Dedicated Office Space Standard Lease amount based on size of office as spelled out in Lease Agreement/month

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Tenants within Great Plains Business Development Center will have access to telephone and the internet (hardwired data ports) as part of their lease payment. Fidelity Communications provides telephone and internet for the tenants at an additional cost and tenants will be responsible for setting up their account with Fidelity.

Office fees as outlined in the Facility Handbook apply.

### **Invoicing and Payments**

Commercial kitchen users will pay \$20/hour. If the kitchen user wishes to use storage space on premises for either raw materials or finished goods, they will be assessed a storage fee based on the amount of space requested.

All kitchen users pay a \$50 monthly membership that is applied to the cost of cleaning supplies, dishwasher chemicals, maintenance expense and other expenses.

Business Development Center resource fee of \$10 per month will be added to your invoice to go along with your regular lease payment. The resource fee will be used in place of a per copy/print fee for using the copier/printer.

Kitchen usage: At the end of each month, kitchen users will receive an invoice via email for kitchen usage. Each invoice will provide a line-by-line listing of kitchen time used based on the shifts scheduled through IncuTrack.

Storage space: Invoices for user requested cold and dry storage space are invoiced in advance of the month storage will be used and will be sent out at the end of each month separately from the kitchen usage invoices.

Payment for storage space and kitchen usage is due upon invoice receipt. Payment may be made via cash, credit card or check. A \$25 returned check fee will apply.

A check in the rent amount is due on the first (1<sup>st</sup>) of each month. BDC will allow for a ten (10) day grace period. Any payments received after the 10<sup>th</sup> day of the month are late, considered a violation of the user's Lease Agreement, and assessed a 10% penalty. Users will receive notification of delinquency and access to the kitchen prohibited until the account current.

## THE GREAT PLAINS BUSINESS DEVELOPMENT CENTER

### **Insurance Checklist**

We are excited to have you as a tenant/user of the Great Plains Technology Center's Business Development Center!

We require that all tenants/users meet certain insurance requirements and these requirements apply to occupants of the office space, light industrial bays, commercial kitchen and art spaces.

Please ensure that your insurance meets the following requirements prior to occupying or using the Business Development Center.

### **Tenant/User**

Tenant Business Name: \_\_\_\_\_

Tenant Contact Name: \_\_\_\_\_

### **General Liability Insurance (All Tenants/Users except Rapid Prototyping Lab users)**

- ☐ Minimum \$1,000,000 coverage per occurrence and \$2,000,000 aggregate coverage
- ☐ Additional Insured: Great Plains Technology Center and Great Plains Business Development Center and their board members, administrators, officers, directors, employees and agents.
- ☐ Waiver of Subrogation

### **Property Insurance (All Tenants/Users except Rapid Prototyping Lab users)**

- ☐ Minimum value sufficient to cover personal property owned by Tenant/User and located on GPTC and/or GPBDC premises located at 1601 Park Ridge Blvd, Lawton, OK and/or as described in executed Lease Agreement if applicable

### **Workers Compensation Insurance (All Tenants/Users except Rapid Prototyping Lab users)**

- ☐ If you have non-immediate family member employees working on GPTC and/or GPBDC premises
- ☐ If you do not have employees working on GPTC or GPBDC premises or they are immediate family members, provide an Affidavit of Exempt Status for those persons working on referenced premises