



Village of Plainfield
Business Evolution Center
Policies and Procedures



Updated: January 19, 2012

plainfield**DEVELOPMENT**

Business Evolution Center Policies and Procedures

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INTRODUCTION

The Village of Plainfield has established the Business Evolution Center at Plainfield Village Hall to support start-up and emerging businesses within the Plainfield community. This handbook outlines the criteria for businesses to participate in the Business Evolution Center and the policies and procedures for business partners.

By creating the Business Evolution Center, the Village of Plainfield is promoting the following goals:

- ❖ Attract new businesses to the Village of Plainfield
- ❖ Create new job opportunities for Plainfield residents
- ❖ Support new and emerging businesses through the tenuous start-up phase to the point that the businesses become self-sufficient and successful
- ❖ Create a competitive advantage for the Village of Plainfield in recruiting new businesses
- ❖ Utilize the Village's investment in infrastructure to benefit the Plainfield community

Businesses interested in becoming a Business Evolution Center partner/participant are invited to contact the Village of Plainfield to discuss the eligibility criteria and obtain an application. Inquires may be directed to:

Michael S. Garrigan, AICP, CNU-A
Village Planner
Village of Plainfield
24401 W. Lockport St.
Plainfield, IL 60544
(815) 439-2824
mgarrigan@goplainfield.com

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ELIGIBILITY CRITERIA

The Business Evolution Center is intended to provide support for new and emerging businesses that are not suitable or cannot be accommodated as a home-based business but are not established to the point of being viable without the support of the Business Evolution Center. A decision on whether to accept a business into the Business Evolution Center will be made following formal application as described in the following section. Prospective businesses should meet the following criteria. Businesses should ...

Acceptance Policies

- ❖ be a new or start-up business (generally less than two years old);
- ❖ be suitable for a professional office environment;
- ❖ have the potential for employment growth and other economic benefits to the Plainfield community;
- ❖ intend to locate within the Plainfield community upon graduating from the Business Evolution Center;
- ❖ have a business plan demonstrating a clear path to independence;
- ❖ have demonstrated resources to meet the financial obligations of participating in the Business Evolution Center;
- ❖ be engaged only in permitted and legal business operation and business practices;
- ❖ have all required local, state and federal permits and licenses, as may be applicable; and
- ❖ be willing to cooperate with other partners in the Business Evolution Center, recognizing the unique nature of the business incubator and the shared resources associated with the space.

Graduation Policies

- ❖ Businesses may remain in their space per the terms of their license agreement with the Village of Plainfield.

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- ❖ The maximum term of the license is 18 months. Occupancy may continue after 18 months with approval of the Village if the business is demonstrating significant progress in achieving independence and Village staff believes that the additional time is warranted.
- ❖ Businesses are encouraged to graduate from the Business Evolution Center at the point when the business can be sustained at an independent location.
- ❖ Businesses agree to meet quarterly with Village staff to review their progress toward reaching the goal of graduating from the Business Evolution Center.

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BUSINESS SELECTION PROCESS

Prospective businesses should contact Village staff to discuss their potential eligibility prior to completing an application. Once a business is identified as a possible match for the Business Evolution Center, the business should complete and submit an application. The application will be reviewed by Village staff and forwarded to the Village's Advisory Task Force on Economic Development for input. The Village Administrator is authorized to enter into a license agreement to host a business in the Business Evolution Center pursuant to the eligibility criteria, application process, and terms of the license agreement provided herein.

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APPLICATION FORM



Application for Participation

1. Business Name _____

2. Current Address _____

3. Contact Name _____

Title _____

5. Phone Number _____

6. Brief Description of Business:

7. Date Established _____

8. Number of Employees _____

9. Business Plan attached (Yes / No). If no, please provide a brief description of your strategy for successful graduation from the Business Evolution Center.

Signature: _____ Date: _____

Submit Applications to: Michael S. Garrigan, AICP, CNU-A
Village Planner
Village of Plainfield
24401 W. Lockport St.
Plainfield, IL 60544
(815) 439-2824
(815) 436-9785 (fax)

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SAMPLE LICENSE AGREEMENT

PLAINFIELD BUSINESS EVOLUTION CENTER LICENSE AGREEMENT

THIS LICENSE AGREEMENT is hereby made and entered into this _____ day of _____, 2012, by and between the Village of Plainfield, an Illinois Corporation, whose address is 24401 W. Lockport Street, Plainfield, Illinois, (hereinafter referred as the "LICENSOR") and the following business commonly known as: _____, whose address is _____ (hereinafter referred as the "LICENSEE").

WITNESSETH

WHEREAS, LICENSOR is the Fee Simple owner of the property commonly known as 24401 W. Lockport Street, Plainfield, Illinois, 60543 and specifically of the space commonly known as the "Plainfield Business Evolution Center" located at the Village Hall.

WHEREAS, the LICENSEE desires to use the LICENSOR'S "Plainfield Business Evolution Center" for the purpose of temporary office space related to the operations of the LICENSEE'S business.

WHEREAS, the LICENSOR desires to create a business incubator center to assist newly started businesses and enterprises within the Village of Plainfield in providing them a professional environment at below market costs in order to assist them in their start-ups and preliminary business operations.

NOW, THEREFORE, in consideration of the terms, conditions and mutual covenants contained herein and other good and valuable consideration received by each party, the sufficiency of which is hereby acknowledged, LICENSOR and LICENSEE, hereby agree as follows:

1. LICENSOR hereby grants the LICENSEE, its agents, servants and assigns the privilege and license to use the property commonly known as the "Plainfield Business Evolution Center" as described in Exhibit A" for office space for the operation of their aforesaid business. This license shall allow the LICENSEE the right for ingress and egress into the Plainfield Evolution Center and the use of _____ cubicles, conference rooms, telephones, copier, and internet, lunch room and rest rooms during the normal business hours of the Village Hall of the Village of Plainfield.
2. The aforesaid LICENSE is hereby granted to the LICENSEE starting on the _____ day of _____ 20_____, and shall continue in full force and effect thereafter until terminated by the LICENSOR or LICENSEE upon a ten (10) business day notice. It is further acknowledged that the aforesaid space commonly known as the Plainfield Business Evolution Center is for the purpose of incubating start up businesses and that a LICENSE shall generally not exceed a period of one year unless waived by the LICENSOR.
3. The LICENSEE shall use the aforesaid space in a manner that is not inconsistent with any Village policies, ordinances, regulations or guidelines or any State or Federal Laws. Furthermore, the "LICENSEE" shall not create any disturbance or interfere in any way the employees of the Village of Plainfield during normal business hours.

4. The "LICENSEE" shall indemnify, save and hold the LICENSOR or any of its agents harmless from any claims or causes of actions, including attorney fees arising from their occupancy of the aforesaid space. The LICENSEE further agrees to provide the Village of Plainfield the requisite Indemnification and Causality Insurance as required by the Village of Plainfield.
5. Upon termination of this LICENSE AGREEMENT, the LICENSEE shall at their sole costs remove any equipment, accessories or personal property that is owned by the LICENSEE within a reasonable time of termination of the license and leave the condition of the aforesaid premises in the original condition at the beginning of the License
6. The LICENSEE further agrees only to allow employees, agents, customers or client's access to the aforesaid premises during regular business hours of the Village of Plainfield.
7. Nothing in this Agreement shall be construed as providing the LICENSEE a leasehold, tenancy or legal possession of the aforesaid premises and the LICENSOR reserves all rights to terminate this LICENSE AGREEMENT in accordance with Paragraph two of this LICENSE AGREEMENT.

IN WITNESS WHEREOF, the undersigned parties have executed this License Agreement on the day and year first above written.

LICENSOR

Signed: _____ Village of Plainfield

LICENSEE

Signed: _____

Address

State of Illinois)
County of Will)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or has produced _____ as identification and who did not take an Oath:

Notary Public

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SERVICES

In addition to the physical spaces associated with the business's license, participants in the Business Evolution Center may utilize the following services:

- ❖ A standard telephone line is provided with each cubicle.
- ❖ An internet connection is provided with each cubicle.
- ❖ No additional costs will be incurred by the businesses for electricity or trash collection.
- ❖ Businesses may utilize a shared photocopier within the Business Evolution Center.
- ❖ Businesses may utilize a shared conference room within the Business Evolution Center on a "first come, first served" basis for reserving the conference room. Conference room scheduling is the responsibility of the Business Evolution Center occupants to manage and coordinate.
- ❖ Business Evolution Center employees are permitted to use the Village Hall employee break room on the second floor.
- ❖ For an additional fee, participants in the Business Evolution Center will be permitted to rent additional conference room or meeting room space in Village Hall outside of the Business Evolution Center, such as the Community Room, provided such rental is consistent with the Community Room rental policies as may be modified from time to time.