



**EAST COUNTY BUSINESS CENTER
SHARED OFFICE SPACE WITH BUSINESS ADDRESS**

SERVICES, TERMS, RULES, AND REGULATIONS

Business Address Services

Professional business address with mail handling
Directory listing in the lobby of the building
Mail sorting and delivery notification
Mail forwarding service
Expand at any time without changing your address
24/7 access

Shared Office Space Services

Private professional office to meet with your clients.
Conveniently [schedule online](#) for a private space when you need it.
Just bring your laptop
High speed wifi included
High speed printer and copier available

TERMS OF THE AGREEMENT

Month to month with 30 day written cancellation period.
Monthly fee: \$175
Lost mailbox key fee \$25

HOURS OF OPERATION: Clients may access the building twenty four hours a day, seven days a week.

SCHEDULING AN OFFICE SPACE: Simply go online to the [ECBC Scheduler](#) to schedule your private office time.

DOOR ENTRY SYSTEM: Each client is given a 4-digit door code to access the building. To enter the code, press the # key then your 4-digit code. Each entry is recorded and uploaded. Tenant agrees to not give their code to anyone under any circumstances. In addition to the recorded entry system, the camera system also records all persons entering and exiting the building.

USE OF THE OFFICE SPACE: After each use tenant is to remove all personal items from the office space and desk

DO NOT ALLOW OTHERS TO ENTER WHEN YOU ARE COMING IN: Visitors should contact their party using the door entry system or by calling them. Tenants who allow others to enter the building will be charged

\$150 for each person they allow to enter the building. Please inform anyone attempting to enter the building when you are that the building management policy requires visitors to use the door entry system.

MAIL DELIVERY: Mail is delivered to the building by the US post office Monday through Friday, usually in the afternoons before 5pm. The mail is delivered in bulk and is then sorted after delivery or on the next business day by building staff.

MAIL BOX KEYS: Mail box key deposits are \$25.00. Lost key replacement is \$25.00 each.

PACKAGES DELIVER: All carriers deliver to the building but you must tell the carrier **NO SIGNATURE REQUIRED**. Packages are delivered to the mail room. A video camera monitors the mail room at all times and the recordings are uploaded to our server. If you are expecting a special package or letter, email Info@EastCountyBlz.com and we will notify you of its arrival.

UTILITIES: Normal electrical utilities will be provided during normal building hours. Tenants are requested to please help conserve energy by turning off lights etc. when not in use. Failure to do so after notification will result in additional fees to tenant. To maintain a comfortable temperature in all offices, thermostat settings should not be changed except by building management.

PHOTOCOPYING: The photocopy machine is available for use at any time on a first come first serve basis. Copies will be charged at the rate of .08 per copy. Copy charges will be added to monthly rental fee. Contact the building management for the drivers to add to your computer to print directly to the printer.

CONFERENCE ROOM: If you need a conference room or a private office, they are available for a small fee. Management reserves the right to limit conference room use. Please check the [ECBC Scheduler](#) before booking a conference room or office. Conference rooms can be booked at [Conference Room booking](#).

When working outside normal hours of operation please keep all exterior doors locked. Please double check that doors are locked when departing. Building management reserves the right to lock the elevator after hours of operation to ensure security, if necessary.

PARKING: Parking is permitted for day use only unless arrangements are made in advance with Management.

DIRECTORY SIGNAGE: Tenants will be listed on the entry lobby directory board for signage of their suite/business.

MONTHLY BILLING/DEPOSIT REFUNDS: Rent and any other charges agreed to in advance due at the beginning of the month for the current month. Fees received after the 10th day of the month shall include a late fee of 10% of the total amount due.

TERMINATION AND DEPOSIT REFUNDS: Notice of termination is required 30 days in advance. Rent is to be paid at the beginning of the month through the date of termination providing a prior written notice has been received by management and all other terms and conditions of the lease are current and in compliance. Deposits are never to be used as a rent offset. In addition, because telephone and other services are billed for the preceding month, a final billing will be issued for any other charges for the current months.

SMOKING: Smoking is not permitted anywhere in the building.

FedEx and other delivery services: Your packages can be delivered to your business address 7 days a week. ECBC does not provide delivery signature service. If you want the delivery service to deliver our package and leave it in the mail room, you must tell the delivery service that a signature IS NOT required.

CONFERENCE ROOM: Use of the conference room is provided on a time available basis by reservation only. Management reserves the right to limit total conference time. Conference room schedule is located online at www.eastcountybiz.com. Please check schedule before use or arranging meetings.

TERMINATION: Termination of this agreement requires 30 day notice in writing.