

Mississippi Band of Choctaw Indians

Small Business Incubator

Tenant Operating Policies v2

As of November 7, 2024

Purpose

This document outlines the Operating Policies for tenants of the Small Business Incubator managed by the Office of Economic Development. The purpose of these policies is to establish clear guidelines, expectations, and responsibilities for both the incubator management and its tenants. These policies are designed to create a supportive and productive environment that fosters business growth, innovation, and community development. By adhering to these policies, tenants will maximize the benefits of the incubator's resources, services, and collaborative atmosphere while contributing to the overall success of the program and the local economy.

Eligibility and Selection

1. Priority will be given to enrolled members of the Mississippi Band of Choctaw Indians (“MBCI” or “Tribe”)
2. Non-Indian applicants may be considered if space is available.
3. Businesses must be in the startup or early growth phase.
4. Applicants must submit a business plan and undergo an interview process.
5. Selection will be based on business viability, growth potential, and alignment with community needs.
6. Businesses must have a valid Business Permit issued by MBCI.

Space Use Permit Terms

1. Initial term: 12 months, with the option to renew for an additional 12 months.
2. Maximum term: Up to 36 months
3. Monthly rent:
 - a. Office Space: \$150 per month
 - b. Warehouse Storage Bay: \$300 per month
4. Security deposit: Equal to one month's rent.
5. 30-day notice required for early termination.

Use of Facilities

1. Access to modular office space and warehouse space during business hours (8 AM - 6 PM, Monday-Friday).
2. Shared use of printer, copier, and office supplies (fair use policy applies).
3. Monthly rent includes all utilities and dumpster access.
4. Janitorial service is provided once per week.
5. Access to a public restroom is provided.
6. WiFi access provided; tenants responsible for their own devices.

Tenant Responsibilities

1. Maintain professional conduct and respect for shared spaces.
2. Comply with all applicable local, state, and federal regulations.

Graduation Policy

1. Businesses will be evaluated annually for readiness to graduate.
2. Graduation criteria include: financial stability, team growth, and ability to operate independently.
3. Graduated businesses must vacate the incubator within 60 days of notification.

Code of Conduct

1. No discrimination or harassment of any kind.
2. Maintain cleanliness and organization of shared spaces.
3. Confidentiality regarding other tenants' business information.

Conflict Resolution

1. Disputes between tenants or with management will first attempt mediation.
2. Unresolved conflicts may result in lease termination.

Amendments

1. Incubator management reserves the right to amend these policies.
2. Tenants will be given 30 days' notice of any policy changes.