

LEASING POLICY – COOPERATIVE AND EXCLUSIVE USE SPACES

Beloit Public Library Board of Trustees approves the use of spaces within the library, including specific spaces created for lease by individuals or organizations for the purposes of cooperative or individual work and meeting with clients.

The lease terms are available as stated below. Payments are determined based on the fee schedule below and shall be paid to Beloit Public Library, Attn: Business Office, 605 Eclipse Blvd., Beloit, WI 53511. Payments shall be due no less than monthly and in advance of the month of tenancy.

Tenants may be eligible for a discount on the monthly fee through an in-kind donation of programming or services to BPL patrons. Eligibility is determined based on mutually agreed program or services with the Library Director and approval from the Library Board.

TENANT TYPES:

Non-profit = 501c3 or equivalent (annual lease terms available)

Government Agency (annual lease terms available)

Other = for-profit or individual (6 month lease terms available)

USE (PER ORGANIZATION):

Part-time = maximum of 20 hours per week

Full-time = maximum of 40 hours per week

Unlimited = 40+ hours per week (exclusive use)

Monthly Fee Schedule

	Co-Op Desks 3 available (1st floor)	Cubicle 5 available (2nd floor)
Non-Profit Part-time	\$80	\$130
Non-Profit Full-time	\$130	\$180
Non-Profit Unlimited	NA	\$250
Gov't Agency Part-time	\$120	\$170
Gov't Agency Full-time	\$170	\$220
Gov't Agency Unlimited	NA	\$290

Fee Schedule (con't)	Co-op Desk	Cubicle
	3 available (1 st floor)	5 available (2 nd floor)
For-Profit Part-time	NA	\$200
For-Profit Full-time	NA	\$400
For-Profit Unlimited	NA	\$500

BENEFITS AND OBLIGATIONS:

- Tenant shall complete an application for lease of space.
- Upon approval of Tenant’s application, Tenant shall sign a lease agreement prior to tenancy.
- Utilities included are electricity, heating, cooling, public wifi, water, and sewer.
- Tenants and its agents have free access to BPL's common staff areas (e.g. break room, quiet room, restroom).
- Tenant clients have access to BPL staff areas only when escorted by the tenant.
- Basic custodial services will be provided through BPL. Services include the removal of trash in waste receptacles and vacuuming. Individual workstations are the responsibility of tenant.

OCCUPANCY SCHEDULE:

Tenant occupancy schedule (day/times) will be determined at time of signing of lease. Changes to the occupancy schedule can be made subsequently but are dependent on availability.

History: Adopted November 18, 2020