

Schedule A – Rent and Other Charges

The Sill Business Incubator Hotel Incubator Office Space (available for full or part time occupancy for a minimum of a three month period) includes three similar single offices (S1, S2 and S3) and three similar double offices (D1, D2 and D3). With the exception of Category Three, an agreement to rent office space guarantees occupancy of one of the office spaces, but does not guarantee use of the same office each day that space is rented. In effect, the single office hotel tenant may be in office A one day, office B another day and office C yet another day. Locked filing cabinets (which are mobile throughout the building when unlocked) can be moved to the office space being used on a given day and the phone system will direct calls to the occupied space. JCEL accepts the following Credit Cards: VISA, Mastercard, American Express, Discover. Juniata reserves the right to make changes at anytime to the below prices - such changes to take effect at the end of the current Hotel Incubator Space Occupancy Agreement.

| Category | One | Two | Three |
|---|--|--|-------------------------|
| Occupancy days/month | 5-9 days/month | 10-(one day less than a calendar month) days/month | calendar month |
| Single office space rent | \$12/day | \$10/day | \$180 |
| Double office space rent | \$16/day | \$13/day | \$240 |
| One-Time Start-up Fee | Includes two name plates, parking permit, mailbox and filing cabinet keys, up to two proximity keychain for building access - \$75 | | |
| One-Time Security Deposit | \$75 (refundable) | | |
| Address Provisions | Sill Incubator Mailing Address, Locked Mailbox | | |
| Telephone Provisions | Local Calling Access and Voice Mail, Long Distance Available with Use of (Tenant Supplied) Calling Card | | |
| Faxing Availability | Outgoing sheet charge of 15 cents per fax plus tax | | |
| Storage Space | Locked Filing Cabinet (which when unlocked is able to be rolled into office space) | | |
| Small Storage Cabinet | \$20 per calendar month | \$20 per calendar month | Included with Occupancy |
| Large Storage Cabinet | \$30 per calendar month | \$30 per calendar month | \$30 per calendar month |
| Computer Usage | Use of Desktop with Microsoft Access 2003 Pro and Internet Access | | |
| MeadWestvaco Resource Room | Use of MeadWestvaco Resource Room equipment; per sheet charge for printing/copying @ 25 cents/color plus tax and 10 cents/B&W plus tax | | |
| Complimentary Conference Room Use | -- | 2 hours/month | 4 hours/month |
| Office Space and Conference Rooms Able to be Reserved | 2 weeks in advance | 1 month in advance | 3 months in advance |

| Conference Room Rental | 2 Hours | 4 Hours | 8 hours |
|----------------------------|---------|---------|---------|
| Halbritter Conference Room | \$20 | \$35 | \$65 |
| Conference Room | \$15 | \$25 | \$45 |

A Tenant of Hotel Office space may also reserve Hotel Light Assembly space, if available. Light Assembly spaces 1-6, each approximately 114 square feet in area, can be reserved for full or part time occupancy for a minimum of a three month period. Unless Light Assembly space has been reserved for a full calendar month, a reservation of Light Assembly space will provide occupancy of one of the spaces, but does not necessarily provide occupancy of the same space on each day.

| Category | One | Two | Three |
|---------------------------|--------------------|--|---------------------|
| Occupancy days/month | 5-9 days/month | 10-(one day less than a calendar month) days/month | calendar month |
| One Area | \$5/day/area | \$4/day | \$90 |
| Two Areas | \$4.90/day/area | \$3.90/day/area | \$174 |
| Three Areas | \$4.80/day/area | \$3.80/day/area | \$252 |
| Four Areas | \$4.70/day/area | \$3.70/day/area | \$324 |
| Five Areas | \$4.60/day/area | \$3.60/day/area | \$390 |
| Six Areas | \$4.50/day/area | \$3.50/day/area | \$450 |
| Space Able to be Reserved | 2 weeks in advance | 1 month in advance | 3 months in advance |

SCHEDULING FORM

Type of Hotel Incubator Office Space: single____ double_____

Month One:_____:

Hotel Incubator Office Space Occupancy Dates (indicate day of week and date) :

Hotel Incubator Light Assembly Space Occupancy Dates (indicate day of week and date) :

Large Storage Cabinet(s) Number(s):

Small Storage Cabinet(s) Number(s):

Halbritter Conference Room (indicate day of week, date and time):

Conference Room (indicate day of week, date and time):

Month Two:_____:

Hotel Incubator Office Space Occupancy Dates (indicate day of week and date) :

Hotel Incubator Light Assembly Space Occupancy Dates (indicate day of week and date):

Large Storage Cabinet(s) Number(s):

Small Storage Cabinet(s) Number(s):

Halbritter Conference Room (indicate day of week, date and time):

Conference Room (indicate day of week, date and time):

Month Three: _____ :

Hotel Incubator Office Space Occupancy Dates (indicate day of week and date) :

Hotel Incubator Light Assembly Space Occupancy Dates (indicate day of week and date):

Large Storage Cabinet(s) Number(s):

Small Storage Cabinet(s) Number(s):

Halbritter Conference Room (indicate day of week, date and time):

Conference Room (indicate day of week, date and time):

Signatures:

Attest/Witness

JCEL
BY

Date

Attest/Witness

TENANT
BY

Date

Printed Name of Tenant's Signatory