



# **CICE INCUBATOR CLIENT**

**Handbook**

**A Guide to the CICE Incubator Program**

**5091 Rolfe Christopher Dr., Beaumont, TX**

**<http://www.lamar.edu/cice>**





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## **Purpose and Scope of the Incubator Tenant Handbook**

### ***Purpose***

To provide a central, authoritative reference source for identifying and communicating policies and procedures to all Incubator Tenants of the CICE.

### ***Mission***

Leverage the technologies, expertise and infrastructure of Lamar University's research centers and business resources to establish new innovation businesses and enhance established industries. The CICE works intimately with regional development organizations and businesses to expand market opportunities and enhance the region's economic capacity.

### ***Vision***

To foster through collaborative research and education between engineering, science and business a unique culture of innovation, commercialization and entrepreneurship at Lamar University that strengthens existing economic drivers, diversifies the economic base and brings world class innovations to fruition.

### ***Goals***

Unite stakeholders to diversify economy, establish innovation hubs and develop Lamar University and the region into a transitional force.



business. Paul holds the Ben J. Rogers Director position for the Institute for Entrepreneurial Studies (IES) and is a professor in business management in the College of Business.

Paul has extensive industry experience in engineering technology, business development, and product launch to major companies, including Intel, Cisco, Apple, Samsung, General Motors, and Fiat. He has initiated numerous technology products in the semiconductor/hi-tech industries and managed the lifecycle process from product development, incubation, launch, marketing, and next-generation introduction. Paul worked with technology global leaders such as Synopsys, Inc. (NASDAQ:SNPS), Mentor Graphics Corp. (NASDAQ:MENT), Schlumberger, and Northrop-Grumman across the US including San Jose, CA and Portland, OR. Latiolais holds a B.S. in Mechanical Engineering from Texas A&M University, an MBA from George Fox University (Newberg, OR), and a Technology Management Certificate from Oregon Health Sciences University (Portland, OR)

**The Director or other CICE staff will be your main point of contact regarding day-to-day services during your stay at the CICE.**

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## CICE Office Information

### *CICE Hours – Holidays – Inclement Weather*

The CICE is open to the public Monday thru Friday, 8am to 5pm. In case of inclement weather, check the home page for Lamar University or stay tuned to local media. If Lamar University closes, CICE will also be closed to the public. Incubator Tenants may still enter the facility by using their security access cards. CICE will not be open to the public, and CICE staff will be unavailable on University holidays as posted on an annual basis, including the following:

Dr. Martin Luther King, Jr. Day (third Monday in January)

Easter Holiday (Friday in March or April)

Memorial Day (last Monday in May)

Independence Day (July 4)

Labor Day (first Monday in September)

Thanksgiving and the following Friday (fourth Thursday and following Friday in November)

Winter Holidays (typically, Dec 22-Jan 2)



## **Entrance into the CICE**

### ***Requirements from Company at Service Agreement Signing (or prior to occupancy)***

#### **Security Deposit – to be paid with first month’s Base Fee**

Your security deposit is equal to one month’s Base Fee and is more fully described in your Incubator Tenant Service Agreement.

#### ***Orientation Appointment - Schedule within 30 days of admission***

##### **Orientation**

An Incubator Tenant representative, in consultation with the Director, will set short-term objectives for the Incubator Tenant’s performance and develop a written CICE Incubator Tenant Plan of Work.

#### **Incubator Tenant Proof of Insurance – Provided prior to occupancy**

All CICE Incubator Tenants are required during the entire duration of your stay in the incubator program to obtain and maintain, in full force an insurance policy or policies as provided for in the Incubator Tenant Service Agreement. Lamar University shall be named additional insured on said policy and be provided with a 30-day notification by the insurance company of any policy changes, lapse in policy or non-payment of premiums. Failure to maintain acceptable insurance coverage will be considered a default under the annual participation agreement. It is each Incubator Tenant’s responsibility to provide copies of continued coverage binders to the CICE Director or designee on an annual basis. Should you have any questions, please contact the Director.

CICE Incubator Tenants must carry an Employer's Liability and Workmen's Compensation Liability Insurance policy for full coverage and protection against liability to employees.

Prior to moving into the CICE and at any other time demanded by Lamar University, CICE Incubator Tenants must furnish certificates of all insurance policies required as outlined in the Incubator Tenant Service Agreement. Should CICE Incubator Tenants need to make changes in insurance policy coverage, Incubator Tenants must notify CICE in writing ten (10) days in advance of such contemplated cancellation or modification.

##### **Employee List**

Tenant must provide a list of all employees within 10 business days of occupancy - (note intern positions). Changes in personnel must be provided within 10 business days of occurrence.

##### **Emergency Contact List**

Tenant must provide a list of emergency contacts within 10 business days of occupancy.







## Fee Remittance

A Security Deposit, as set forth in the Incubator Tenant Service Agreement, will be retained until graduation or exit. The Base Fee is paid one month in advance. All fees are due on the first (1<sup>st</sup>) of the month. In the event that the 1<sup>st</sup> falls on a weekend or holiday, fees will be considered due on the first (1<sup>st</sup>) working day **preceding** the weekend or holiday. The Base Fee will be considered late on the tenth (10<sup>th</sup>) day following the due date. Late fees will apply on late fee payments. Additional Service Fees, as listed in the Additional Services table at the end of this Handbook, will be assessed and billed monthly. The cut-off time for services is the 20<sup>th</sup> of each month, and invoices are issued to you by the 25<sup>th</sup> of the month. Payment is due on the 1<sup>st</sup> of the following month. You will be assessed late fee of 10% of any late Base Fee and/or Service Fee for payments received after the 10<sup>th</sup> of the month. If late fees apply, the late fees must be submitted with the Base Fees and Service Fees to be considered a full payment. Partial payments are not accepted. Incubator Tenants will receive late notices beginning on the 11<sup>th</sup> business day of the month.

**Default:** Refer to Incubator Tenant Service Agreement

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## CICE Services

### *Business Services*

#### **Mail Service**

Mail service is provided by the United States Postal Service (USPS). An individual mailbox is assigned to each Incubator Tenant. Mailboxes are located on the second floor by the elevator of the CICE building. Once an Incubator Tenant has graduated and taken up new residence, their mail will be forwarded for up to six months provided Tenant has provided a valid forwarding address. It is the responsibility of the existing Incubator Tenant to notify the post office of the address change.

#### **Incubator Tenant Mailing Address**

To receive correspondence at CICE, the Incubator Tenant Mailing Address will be:

*(YOUR BUSINESS NAME)*  
*CICE, Room # \_\_\_\_\_*  
*5091 Rolfe Christopher Dr.*  
*Beaumont, TX 77705*

## **Shipping Service**

UPS and Federal Express services to and from CICE are available. It is the responsibility of each Incubator Tenant to contact the carrier and notify them that there is a pick-up at the Program Manager's office.

## **Special Events**

Lamar University and CICE organize formal meetings and social gatherings that provide opportunities for entrepreneurs to meet local government and business leaders, members of the Advisory Board, and to network with other technology firms. Incubator Tenants are encouraged to take advantage of these opportunities. Notification and details















## ***Maintenance***

If you become aware of a facility repair or maintenance need or a hazardous situation, please contact CICE staff by phone or email. All requests for building services or accommodations will be made through the CICE staff. Those needs that are particularly urgent and may result in dangerous situations for Incubator Tenants or damage to the premises should be brought to the attention of the Director or CICE staff immediately and will be given priority. Should an urgent facility related situation arise during non-regular hours please contact the on-call university personnel at (409) 880-8307 (Lamar University Police Department).

## ***Moving***

Moving shall be coordinated with CICE staff to ensure the least amount of disruption. Incubator Tenants will be responsible for providing supervision of any moving operations that may involve common areas of the CICE and will be liable for any losses and/or damages that result from such activities and/or from Incubator Tenant's failure to provide such supervision. Moves will be coordinated in advance with CICE staff to minimize interference with other CICE activities.

## ***Parking***

Incubator Tenants, their employees, and guests may park anywhere in the back parking lot. Vehicles may not be left overnight without prior notice. At this time, no University parking tag is required at CICE for Incubator Tenants and their employees.

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# **CICE Building**

## ***Alterations or Improvements***

All physical alterations to Incubator Tenant office or lab spaces must be pre-approved in writing by CICE and arranged for by CICE through the University's Facilities department. Incubator Tenant companies will be invoiced by the CICE staff for these expenses. During remodeling or construction, CICE staff will keep Incubator Tenants apprised of work progress. Schedule of construction will be done so as to minimize disruption to CICE Incubator Tenants. Incubator Tenants are not allowed to make any alterations, modifications, or improvements in and to the facility space or the CICE premises without first obtaining the written consent of the CICE Director and the Lamar University's Facilities department. Hanging pictures, white boards, etc., are permissible within the individual Incubator Tenant's space. Any alterations, modifications, or improvements made by Incubator Tenants or by Lamar University on Incubator Tenant's behalf shall become the property of Lamar University and shall be surrendered to Lamar University at the termination or expiration of the Incubator Tenant Service Agreement or any extensions or renewals thereof without compensation. Incubator Tenant companies will be invoiced by the CICE staff for any such costs incurred by Lamar University on Incubator Tenant's behalf. Any alterations,

modifications, or improvements shall not impair the safety or the appearance of the facilities and shall be made according to all applicable laws, ordinances, regulations, applicable standards, and policies, including but not limited to those of the Texas State University System Board of Regents and Lamar University's Facilities department.

Upon the termination of the Incubator Tenant Service Agreement, if Lamar University directs by written notice to Incubator Tenant, Incubator Tenant, at its sole expense, shall promptly remove any additions and/or restore any modifications or improvements designated by Lamar University, and repair any damage caused by removal and restore the premises to their original condition. Incubator Tenants shall not otherwise mark, paint, drill into or in any way alter the windows, doors, walls, ceiling, partitions or floors of the CICE building or premises, without the prior written consent of the CICE Director. Please contact the Director to obtain estimates, initiate work orders, or obtain the necessary approvals for these items.

### ***Installation of Computer Ports & Telephones Jacks***

The CICE building office suites are designed with electrical outlets and telephone ports.

### ***Signage and Trademark Usage***

Incubator Tenant company names will be posted on CICE's directory board in the reception area. Office doorway signs may include the company's name, logo, and a brief description of the company; however, door signs may not obstruct the room number or block out the glass door panels or side lights. Signs must be approved in writing by CICE staff prior to posting.

Incubator Tenants shall not use any trademark, service mark, trade name or other indicia of Lamar University, nor shall the Incubator Tenant hold itself out as having any business affiliation with the university and upon cause shall issue public disclaimers to that effect. It is not the intent of the business incubation program for any Incubator Tenant to gain any advantage for soliciting and selling any goods or services to Lamar University employees and students. Incubator Tenants are specifically prohibited from such direct solicitation and sale on any university property, by means of Campus Mail, campus telephones or otherwise. The Incubator Tenant Service Agreement does not create a partnership, joint venture or any other implied relationship.

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## **Environmental Health & Safety Issues**

Incubator Tenant will not have access to any Laboratory Space. No research and development activities involving the use of chemicals shall take place in the INCUBATOR TENANT Space.

Please visit <https://www.lamar.edu/about-lu/administration/risk-management/index.html> for more

information regarding Lamar University risk management protocol.

## **Building Emergency Procedures**

The CICE will schedule regular, annual fire drills. This allows us to practice and prepare for an emergency so we will react in a calm and orderly fashion in the event of a real emergency. These practice evacuations are a coordinated effort for everyone in the building. Failure to leave the building during these drills may result in fines. Your serious commitment to these practice evacuations is appreciated.

The EHSRM Director or EHSRM Specialist will coordinate evacuations.



# ADDITIONAL SERVICES FEES

EFFECTIVE June 1, 2018

Service	Charge
Telecommunication Charges	University office phone services are available at cost. LD charges (international and domestic) will be billed, at cost, on the following month's invoice. Office phones may be purchased (at cost) or rented from the CICE (no outside phones allowed, other than cell phones). Phones may be rented at a rate of \$15/month.
Parking	As set by Lamar University parking policy/department.
Additional Key Charge/Access Card	\$50/key or \$50/access card
Copies	B/W - \$0.06/copy after allowance of 500 copies per month.

Initial Here: \_\_\_\_\_

Facsimiles- Local/Long