

Ozark Technology Center for Developing Industry

“The Incubator”

This project was conducted in cooperation with USDA Rural Development

Information and Application

Established 1996
Ozark, Alabama

Contact:

Ozark-Dale County Economic Development Corporation



3247 Hwy 231 South

Ozark, AL 36360

Office: 334-443-2000

E-mail: info@odedc.com



The Ozark Technology Center for Developing Industry is an equal opportunity provider

Ozark Technology Center for Developing Industry

“The Incubator”

Our Mission

To provide an environment that is conducive to the success and growth of new and expanding businesses, create regional job opportunities and expand the regional economy.



Office space located at this facility:

(2) 3,079 sq ft. Manufacturing bays and (2) 4,736 sq ft. manufacturing bays— each with a 10-foot roll-up door, 16-foot eave height, energy efficient lighting and 3-phase (208/120V) electricity.

- (1) 722 sq. ft. conference room
- (4) 295 sq. ft. office suites
- (3) 149 sq ft. office suites
- (2) 361 sq. ft. office suites
- (1) 145 sq. ft. Office suite with attached reception suite

Things to consider when starting a new business:

- Prepare a written business plan, complete with financial statements.
- Establish financing.
- Acquire necessary city and county business licenses and permits.
 - City of Ozark Business License – City Hall (334) 774-5939 or (334) 774-7032
 - State/Dale County Business License – Dale County Court House, Probate Judge (334) 774-2754
- Acquire Tax ID number and other forms
 - Alabama Department of Revenue (334) 793-5803
 - Internal Revenue Service (334) 794-7520
- Arrange for legal, banking, accounting, and insurance services, as well as utilities not covered by the Ozark Technology Center



Check with the manager for current availability and eligibility.

Ozark Technology Center for Developing Industry

3269 Highway 231 South
Ozark, Alabama 36360
(334) 443-2000

New Client Information

Below is a summary of information available to tenants of the Ozark Technology Center. The available services and related charges may change without notice.

READ YOUR LEASE CAREFULLY. Among other stipulations, you are required to maintain a minimum of \$1,000,000 in liability insurance (see lease) and to provide yearly financial statements to Ozark Technology Center Manager.

RENT. Rent is due by the 10th of the month. A late fee of 10% of your total monthly rental amount will be assessed after the 10th of the month. A security deposit of one month's rent will also be required payable with 1st month's rent.

SECURITY. The Ozark Technology Center Manager will issue keys to employees designated in writing by the company President. Each person receiving a key will sign a receipt. ***THESE KEYS ARE NOT TO BE DUPLICATED.*** Each employee receiving a key will be responsible for it and be required to show it at random inventorying of keys. Upon termination of employment, keys are to be returned to the Ozark Technology Center Manager. Each company will be responsible for the cost of re-keying its leased areas upon expiration or cancellation of its lease agreement and/or loss of any issued keys.

OTHER SERVICES AVAILABLE

Copier. Each client has access to the copier in the administrative office. The cost is \$.07 per copy for less than 100 copies and \$.05 per copy for 100 copies or more. The total number of copies used will be billed on a monthly basis.

Telephone/Internet. Each company is responsible for their phone/internet and setting up the long-distance carrier of their choice. This can be achieved by contacting the long-distance carrier of their choice directly.

Clerical Assistance. available at a rate of \$15.00 per hour up to 10 hours. Thereafter, the price increases to \$17.00 per hour. See Manager to schedule clerical assistance.

Professional Assistance: A complimentary consultation session with local experts in the fields of law, accounting, insurance, and finance can be arranged if requested by the tenant.

SOME GENERAL GUIDELINES...

1. **Smoking Policy** – A “No Smoking” policy has been adopted for all city buildings. When smoking outside, do so away from all doors, so that smoke does not filter into building from these areas. Cigarette butts are not to be thrown on facility grounds; there is an ashtray mounted outside the front door of the building and side entrances.
2. **Cooling/Heating** – Each thermostat in the building has been set to be as comfortable as possible for everyone. If there is a problem with the temperature, notify the manager. Please remember that the Suite tenants share the cost of heating and cooling, and extreme temperatures affect tenant’s bill. Bay tenants will be responsible for their own heating and cooling bills.
3. **Bathrooms** – Supplies are kept in cabinets under lavatories. Bathroom lights will be turned off after 5:00 pm. Any companies who have employees working after regular hours are responsible for seeing that these lights are turned off before they leave.
4. **Conference Room** – Clients have access to the conference room 24 hours per day. Use of the conference room is to be scheduled through the manager.
5. **Break Room** – The break room is equipped with a microwave, refrigerator, and sink. The sink is to be used only in connection with food preparation and clean up. It is not for industrial use. Due to lack of space, personal food items should be removed on a regular basis. The microwave should be cleaned, if necessary, after each use. Everyone is responsible for leaving the break room area clean after using it.
6. **Safety** – Fire extinguishers are located in the manufacturing areas, in the break room and in the side corridors.
7. **Signs** – Interior: Building directories are located in the lobby. Interior doors are identified by office suite and manufacturing bays numbers, which correspond to the lobby directory. No interior signs are to be erected without approval of management. Exterior: Exterior directories are located outside the front entrance and contain company names. Any signs identifying rear access doors to individual companies must be submitted to management for approval before being erected.
8. **Mail** – Mail delivered to the street address: 3269 U.S. Hwy 231 South (with your suite number listed), will be deposited in the mailbox in front of the building.
9. **Deliveries** – Express mail and special deliveries to the building should be intercepted by the receiving entity. If business personnel can not be available to receive delivery, prior arrangements should be made with the manager to have packages delivered to the Ozark Airport.
10. **Technical Assistance** – Technical assistance in areas such as business planning, financing resources, legal matters, bookkeeping, etc. is provided through partnerships with area colleges, professionals, and other organizations. Certain services will be rendered to tenants at no charge, while others may result in costs to the tenants, depending on how much time and other resources are necessary. The tenant should address his/her specific needs to the manager, who will then make the appropriate arrangements with area partners.



Ozark Technology Center for Developing Industry Tenant Application

Where Business Begins and Industry Grows in Southeast Alabama

Reference # _____

How did you learn about this organization? (bank, newspaper article, individual, etc.)

Name: _____ Phone #: _____

Name of proposed business: _____

Home Address: _____

City: _____ State: _____ Zip: _____

SS#: ____ - ____ - ____ Education: _____

Race: _____ Sex: _____ (Optional – for statistical purposes only.)

Type of business: Service ____ Light Manufacturing ____ High Technology ____

Other _____

1. Briefly describe business: _____

2. How long have you been in business? Conceptual State _____
Less than 1 year ____ Less than 5 years ____ More than 5 years ____

3. Legal entity (proposed): Proprietorship ____ Partnership ____ Corporation ____

4. Number of employees (if applicable): Full-time _____ Part-time _____

5. List the name(s) of the principal(s):

Name	Address	Phone #	Title
1.			
2.			
3.			
4.			

6. What type of assistance are you seeking?

- Business Plan development _____
- Technical or management assistance _____
- Financial identification _____
- Site or building identification _____
- Incubator space _____

The Ozark Technology Center’s Mission is to provide an environment that is conducive to the success and growth of new and expanding businesses, to create regional employment opportunities, and to diversify the regional economy.

In addition to this completed application form, a formal request for incubator space must include a completed business plan, **written by the entrepreneur**, including at least two years of cash flow projections.

Additionally, upon completion of the business plan, you will be required to provide personal financial information. This information will be required of all principals.

Ozark Technology Center offers its consulting services at no cost to its clients. Accordingly, Ozark Technology Center disclaims all liability and responsibility for its client’s businesses. All decisions concerning these businesses are and shall remain the sole responsibility of its owner(s).

Signature: _____ Date: _____

Ozark Technology Center Staff Notes:

Date: _____



Authorization Form

STATE OF ALABAMA

▪

COUNTY OF DALE

▪

AUTHORIZATION

▪

To Whom It May Concern:

You are hereby authorized to give to the Ozark Technology Center for Developing Industry, any and all information, facts and particulars which may be requested regarding my credit history, and to permit the Manager of the Ozark Technology Center for Developing Industry or any other person appointed by the City of Ozark to examine all records and memorandum pertaining thereto now or in the future.

This is intended as a release of information, and I hereby expressly waive any right or privilege I may have.

This authorization and waiver of privilege is extended to anyone employed by the City of Ozark in a position of authority or authorized by the City Council.

A copy of this form shall have the same effect as the original.

DATED this the _____ day of _____, 20_____

Signature

Please provide the following information:

Name (please include all alias, former or business names): _____

Address for last five years: _____

Social Security Number: _____

Employer Identification Number: _____