

**THE EDGE**  
**CENTER FOR ENTREPRENEURSHIP AND INNOVATION**

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**ELIGIBILITY**

If you are a business in the first three years of operation, you may be eligible to become an in-resident tenant of The EDGE.

Complete the application and submit it by US mail or deliver in person to: Chamber of Commerce of West Alabama, c/o The EDGE, 2200 University Blvd. Tuscaloosa, AL 35401

The Edge Advisory Committee will review your application to determine if it satisfies the qualifications as listed below.

You must submit one (1) copy of each of the following materials:

- Your completed and signed application
- Current business plan
- Current financial statement and/or current personal credit report
- At least three (3) professional references

**Note:** The Center for Entrepreneurship and Innovation Advisory Committee may request additional information to establish or verify that the minimum qualifications are satisfied.

**EVALUATION CRITERIA**

Applicants will be evaluated on the following key criteria:

- The viability of the business and potential for success
- Resources available to the business
- Need for services of The EDGE and willingness to accept assistance when it's required
- The leadership/management team
- Local economic diversification
- Potential for growth and job creation
- Technologies appropriate to the business
- The compatibility of the business in The Edge and the facility needs

**REQUIREMENTS**

Prior to occupancy, applicants and businesses must comply, or agree to comply, with all applicable local, state, and federal regulations and ordinances, including applicable environmental laws. This includes possession of issued city and county business licenses.

The business must be in full-time operation once it moves into The EDGE.

*For more information regarding these services you can contact us at 205-758-7588.*

Date: \_\_\_\_\_

**How did you hear about The Edge?**

Newspaper  Radio  Phone Book  Bank  Friend  Other:

**Name of Business:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_ **Day Phone:** \_\_\_\_\_

**Eve. Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Highest Level of Education Attained:**

- Less than High School Grad  High School Grad/GED  Some College  
 2-Year Degree  4-Year Degree  Masters Degree  Doctorate

**Gender (optional):**  Male  Female **Race (optional):** \_\_\_\_\_

**Type of Business:**

- Service  Light Manufacturing  Retail  Technology  Other: \_\_\_\_\_

**Briefly describe your business:**

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**How long have you been in business?**

- Conceptual Stage  Less than 1 year  Less than 5 years  5 years or more

**Legal Entity (proposed):**  Proprietorship  Partnership  Corporation

**Number of Employees (if applicable):** Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

**Business Principal(s) if more than four, please attach sheet with information:**

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

4. Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_ Initial

Describe your product(s) or service(s):

What is your work experience/business background?

How does that experience impact the development of this business?

### FACILITY NEEDS

How many square feet of space do you need (approximately): \_\_\_\_\_ square feet.

Check the services that you may require:

- Clerical    Receptionist    Accounting    Marketing    Legal    Production  
 Other (specify): \_\_\_\_\_

Have you attended any entrepreneurial training?    Yes    No

Explain:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Guidelines

### **Building Access**

For entry at times other than normal operation hours and on weekends, please enter and exit the building using any electronic access equipped door. Using any other door will trigger an alarm that will dispatch the Police Department.

### **Smoking**

Smoking is prohibited within the building; however there is a designated smoking area in the back of the building. Please inform your guests and patrons of this rule.

### **Clean-Up**

It is your responsibility to keep your area clean. This includes the break room, meeting rooms, work areas, etc. We give frequent tours of the facility, and want guests to leave with a good impression!

### **Lights**

Please turn off lights that you are not using and all lights when you leave your suite.

### **Mail/Copy Room**

All mail will be distributed in the common working area located at the copier. In all of your business correspondence, remember to include your business name and suite number for any mail you receive. Incomplete addresses may delay receiving your mail in a timely manner. Please check your box daily. The postage meter and copy machine require a code that you can obtain from the reception desk. Copies can not be made or mail metered without this code. You will be billed monthly for your use. You are responsible for all charges to your code, so safeguard it closely.

### **Visitors**

Please notify the front desk if you are expecting visitors after normal business hours. The doors are locked promptly at 5:00 p.m. and it will eliminate any embarrassment if we are notified that guests are coming. This is for security purposes.

### **Children and Pets**

Children must be under adult supervision at all times. You are responsible for any damage caused by your visitors and/or their children. Pets are not allowed in the building, with the exception of service animals.

### **Front Desk Duties**

The front desk staff is here to lend a helping hand when needed. They will perform light clerical duties for clients for a nominal fee. Non-compensatory services for clients include: answering incoming calls, taking messages and forwarding calls to voice mail when clients are out of the office, distribution of mail, fax service, and other duties deemed necessary for the day to day operations of The Edge.

### **Noise Pollution**

Conversation is encouraged but please keep it to a low level. The break room is always available for visiting. Should you desire a radio or CD, please use a head set or keep the volume to a low level.

### **Maintenance**

Any facility requests for your space (e.g. repairs, new keys, changes to the thermostat, etc.) should be reported to the front desk. Please do not attempt repairs on your own. We need to be aware of any and all problems you may encounter.

### **Room Reservation and Equipment Usage**

The Edge has meeting space available for its clients. The room is available to rent for individuals or organizations that are not on-site for a fee of \$150 for the first four hours and \$25 per hour for additional hours. Audio/visual equipment is available for use. Users must reserve the equipment during the reservation process. Please contact the front desk to start the reservation process. Clients that schedule meeting space usage after normal business hours must be present during the entire use of the meeting space.

### **Package Delivery**

Clients will be notified that they have packages in the receptionist area awaiting pick-up. Pick up packages immediately and no later than the end of the business day. The Edge is not responsible for packages not picked up by the close of business.