

The foundation for your future:

Clarkson's Small Business Incubator & Downtown Campus Business Center

Tenant Info

Services of the Clarkson Small Business Incubator (CSBI):

The renovation of the former Peyton Hall has made available 41 offices, three customizable labs and two conference rooms to budding enterprises in an incubator setting. In support of early stage business development, The Shipley Center will provide incubator support services to the tenants of the CSBI that include:

- Mentorship / Coaching in developing your business
- Networking with other entrepreneurs, Clarkson alumni and students
- Marketing guidance
- Access to research partnerships
- Fully equipped conference rooms
- Resources to assist with understanding IP rights, patents, copyrights and trademarks
- Regular reviews and guidance from The Shipley Center

Basic terms for all tenants:

- Rent rates are determined based on the building and space you select. As an example, the Clarkson Small Business Incubator offers rent rates of up to \$14.50 per square foot, per year, indexed annually by the C.P.I. Terms are negotiable. *As one example, the rent for one of the incubator's 350 square foot office spaces would be \$350/month.*
- With advance approval by Clarkson, tenant-specific improvements can be made and paid for by the tenant. Or, if the renovations are completed by Clarkson, the University may consider billing the cost of the improvements to the tenant as part of their lease costs.
- Water, heat, light and electricity is included for tenants of the Clarkson Small Business Incubator. However, extraordinary use may require additional charges, to be negotiated based on projected use. For leased space in one of Clarkson's other downtown campus buildings, utilities will be paid for by the tenant.
- Internet access and telephone service, though not provided by Clarkson, is readily available through third-party providers. SLIC, Time-Warner and Verizon all have hookups in the Clarkson Small Business Incubator.
- Exterior custodial and snowplowing to be provided by Clarkson as well as in the inside common areas (e.g., the bathrooms and hallways). Tenants are responsible for cleaning tenant spaces. A dumpster is provided by Clarkson for tenant use.
- If the village considers a tenant to be taxable, an additional charge would be added to the rent to pay the taxes that Clarkson would be paying to the village.
- While a large number of parking spaces throughout the downtown campus exist, there is no guarantee of parking availability if all buildings are fully leased out. For the Clarkson Small Business Incubator, the primary parking lot is located directly behind (south of) the building. An overflow lot is located across the street, next to Congdon Hall.
- Multiple year leases preferred. For tenants of the Clarkson Small Business Incubator, a 2 year lease minimum is required, with one year options available.
- Mailboxes serviced by the USPS are provided in the CSBI.
- Clarkson lease terms require first month's rent. A security deposit may also be required.
- Tenants are required to have insurance that covers public liability with a \$1-million minimum, the policy is primary and non-contributory, Clarkson is named as additional insured, with a 30-day termination notice requirement. Fire/contents insurance is the responsibility of the tenant.

Available Buildings:

Damon Hall, built in 1949, features 32,502 square feet over three stories. This brick building offers laboratory, office, classroom and auditorium facilities.

Clarkson Small Business Incubator, formerly known as Peyton Hall, was completely renovated in 2011 with energy-efficient windows, elevator, central heating/cooling, lighting, restrooms, walls and ceilings. It includes a conference room for tenants of the incubator, plus another 5912 square feet of office / lab space on the first floor; 4955 square feet on the second floor; and, 6046 square feet of office / lab space on the third floor.

The *Liberal Studies* building, built in 1911, features three floors, including a mezzanine and is conveniently located between two parking lots right on Route 56.

Constructed of Potsdam Sandstone around a steel frame in 1896, historic *Old Main* is available for the ideal tenant(s) with over 36,500 square feet of space over three floors.

The fabulous ivy-covered *Snell Hall* is situated between the focal intersections of Route 11 with 11B and Route 56 with Main Street. The classrooms, offices and dining areas of this four-story building, with more than 123,000 square feet, are well-suited to a variety of uses.

Allowed Uses Include:

- Enclosed light assembly manufacturing industries
- Enclosed light assembly, service and repair
- Back offices
- Business and professional offices
- Business and research incubator
- Health services

(Please note: all uses listed above will require Site Plan approval from the Village of Potsdam's Planning Board.)

Contact information:

For more information about the available properties, or to arrange a visit, please contact:

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