

Keystone Business Center

Building Rules and Regulations

These Building Rules and Regulations (“Building Rules”) shall apply to all clients and tenants (“Clients” and “Tenants”) of the Keystone Business Center (“KBC”) for the use KBC’s facility located at 402 Norris Avenue, McCook, NE 69001 (the “KBC Facility”).

For purposes of these Building Rules, the term (i) “Client” includes all representatives, employees, agents and visitors of a Client and (ii) “Tenant” means a business that has leased space within the KBC Facility pursuant to a Lease Agreement between the Tenant and McCook Economic Development Corporation (“MEDC”), KBC owner and building manager.

1. For the safety and security of KBC, Clients, Tenants and Visitors, access to certain areas during business hours, and all areas after business hours, will be restricted. Access to the KBC Facility and Client/Tenant Space will be limited to authorized individuals by interior and exterior security devices, such as keys. Each Client/Tenant must supply KBC with a current list of all personnel to whom keys will be issued, and shall promptly inform KBC of any changes to the list. The policies of KBC prohibit the issuance of keys to any person who is not covered under a Client/Tenant’s commercial liability insurance. When asked to issue keys to non-covered persons, the KBC insists on a written statement from the Client/Tenant that confirms, “Client/Tenant assumes all risks and responsibilities for accidents, injuries or damages to a person or property and agrees to indemnify and hold KBC and MEDC harmless from any and all claims, liabilities, losses, costs and expenses (including attorneys’ fees) arising from or in connection with the issuance of a key to a non-covered person.”
2. Upon termination or expiration of a Client/Tenant’s Lease Agreement or a Client/Tenant’s affiliation with KBC, the Client/Tenant shall immediately surrender all keys to McCook Economic Development Corporation and failure to do so will result in the Client/Tenant being charged to change or reprogram all applicable locks and security devices. Each Client and Tenant shall be responsible for the full cost of replacement for any lost or stolen keys, or keys not returned following termination of the Tenant’s Lease Agreement, and must notify MEDC immediately of any lost or stolen keys.
3. No Tenant or Client shall place any additional locks or security devices of any kind upon any of the doors or windows or change or remove any existing locks or other security mechanisms of the KBC Facility without MEDC staff approval.
4. Tenants and Clients will ensure that all doors are securely locked, and water faucets, lights and machinery are turned off before leaving the KBC Facility. Client/Tenants may not prop open any doors with rocks, bricks, etc. if they leave the building as doing so will damage doors and compromise building security.
5. All Tenants and Clients are to avoid parking on Norris Avenue and D Streets. This also applies to all consultants hired by tenants who will be working with tenants for more than a one-month time period. Tenants are currently welcome to use the parking lot north of the building currently being leased by the Norris Institute until construction begins on the Norris Alley project at which time parking will not be allowed and such

notice will be given. Tenants are always welcome to use the public parking lots on East 1st Street and West 1st Street.

6. Client/Tenants may access mail through an assigned box located on the first floor or make arrangements with the McCook post office for pick-up.
7. Client/Tenant Spaces within the KBC Facility are private and no unauthorized Tenant or Client shall be permitted to enter or remain in any Client/Tenant Space without the express invitation or permission of the applicable Client/Tenant. Violation of this policy may result in removal from the building of any unauthorized person and any other appropriate action as determined by KBC.
8. Subject to availability, Tenants and Clients will have access to conference rooms and other common areas within the KBC Facility on a 24-hour basis. Client/Tenants may schedule the use of KBC conference rooms and other common areas with reasonable advance notice to designated KBC personnel, subject to availability and other factors, such as nominal charges, as determined by KBC. Conference rooms may not be booked any farther than three (3) months in advance. Non-tenants shall not have access to conference rooms outside business hours unless special exception is given by management.
9. Tenants and Clients are responsible for using all common areas, including conference rooms and break rooms, appropriately and in accordance with KBC policies and procedure. Following use of conference rooms or other space within the KBC Facility, Tenants and Clients shall ensure that the space is in the same clean condition as prior to the Tenant's or Client's use. Space that is not left clean, as determined by KBC management, will be assessed an appropriate cleaning charge. Food trash is not to be left in common areas and should be bagged and removed at the event conclusion. Cleaning supplies are available for Client/Tenant use in the common areas.
10. Animals are not allowed in the KBC, except for designated service animals. Children under 12 must be accompanied by an adult.
11. The KBC maintains a non-smoking environment. Smoking is allowed beyond 15 feet of any entrance door.
12. Clients/Tenants are responsible for reminding guests of building rules as needed.
13. Clients/Tenants are asked to help turn off common area lights at the end of the business day. Lights in the front and back stairwells and the lobby reception desk will remain on for safety and security.
14. Tenants must provide and use chair mats to protect the carpet.
15. There is an elevator key you can borrow from MEDC office to lock the elevator door in the open position, if you need it held open for an extended period time. Please do not manually hold the door open for more than a few seconds, as it will trigger an alarm and the fire department will respond.
16. When moving furniture in the elevator, you must use protective padding that is easily hung in the elevator.
17. The dining room is no longer available for walk through access to the kitchen or the back door.
18. Please break down your cardboard boxes or if possible, take them to a city recycling location.