

NEIGHBORHOOD PRESERVATION CENTER

a project of the St. Mark's Historic Landmark Fund

232 East 11th Street New York, NY 10003

Phone: 212-228-2781 Fax: 212-471-9987

www.neighborhoodpreservationcenter.org

info@neighborhoodpreservationcenter.org

WORKSPACE/INCUBATOR OFFICE APPLICATION

The Neighborhood Preservation Center offers workspaces to not-for-profit groups working toward the preservation and improvement of the urban environment that are in need of a place to incubate and start up, a short-term space to undertake a specific project, or a shared office.

Groups have access to the workspace during the Center's hours of operation (Monday – Thursday, 9am - 8:30pm and Friday 9am – 6pm). With each workstation a group also has access to internet, telephone, voicemail, document storage, mail receipt, and use of the fax and printer. Included for each month of a group's residence is free meeting room use during the Center's office hours.

Currently two of the Center's workstations are available. The rates are \$425/month and \$500/month. Additional costs are billed monthly.

The additional costs include internet, phone service and voicemail (based on Verizon rates); photocopies and printing; consumables; and any after-hours use of the meeting rooms.

There is a trial period of three months for entering groups, after which time the group may renew for up to six months to one year.

APPLICATION PROCEDURE

Please submit a written request on the sponsoring organization's letterhead that includes the following:

- a description of the organization, including mission statement and not-for-profit status,
- the proposed dates the organization requires a workstation,
- if this is for a specific project, a description of the project to be undertaken,
- the number of workstations the organization wishes to use, and
- the number of people who will be using the workstation(s).

Letters of request should be sent to:

Workstations/Offices

Neighborhood Preservation Center

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Fax: 212-471-9987

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