

**NEIGHBORHOOD PRESERVATION CENTER**  
*a project of the St. Mark's Historic Landmark Fund*

232 East 11<sup>th</sup> Street  
New York, NY 10003  
Phone: 212-228-2781  
Fax: 212-471-9987

[www.neighborhoodpreservationcenter.org](http://www.neighborhoodpreservationcenter.org)  
[info@neighborhoodpreservationcenter.org](mailto:info@neighborhoodpreservationcenter.org)

## **VIRTUAL OFFICE APPLICATION**

Groups dedicated to neighborhood improvement and preservation and do not have a base of operation may apply for a virtual office at the Neighborhood Preservation Center.

The virtual office includes the receipt of mail at the Center on behalf of your organization. Once each month you will be notified if any mail/faxes have been received and depending on the mail option, the materials will be forwarded to you or you can pick them up. The virtual office also includes use of the Center's office equipment such as the photocopier and fax.

### **Mail Receipt**

Mail should be addressed to your organization care of (c/o) the Neighborhood Preservation Center. Any mail, including messenger and express mail services may be sent to the Center for your organization. (You have the option to pick up mail up at anytime during Center hours or, for an additional fee, you can arrange to have your mail forwarded by the Center.)

The mail address should read:

(Your Organization's Name)  
c/o Neighborhood Preservation Center  
232 East 11<sup>th</sup> Street  
New York, New York 10003

### **Fax**

The fax number is (212) 471.9987, and may be used by your group as its fax number.

### **Phone**

Any designated member of your organization may use the Neighborhood Preservation Center's phone for local or long-distance phone calls. The cost for phone calls is based on Verizon phone rates and will be billed monthly.

### **Computers/Printer/Photocopier/Scanner**

They are available for use. There is no charge for use of the computer or scanner. The fee for photocopies and printing is \$0.20 per page.

### **Meeting Rooms**

Use of the meeting rooms is arranged independently of the virtual office account and in accordance with the policies set for that service. However, there are mail option (noted below) that include 12 or 24 hours use of one meeting room during the calendar year.

The Center's hours of operation are 9 a.m. to 8:30 p.m., Monday through Thursday and 9 a.m. to 6 p.m. on Friday. Access to the Center may be available after office hours and on weekends. Please call the Center in advance to check the schedule.

The agreement for virtual office space is a one-year agreement for the calendar year and may be terminated with 15 days written notice by either party.

If you would like to apply for a virtual office, please fill in and submit the information below. Upon approval, a formal agreement will be sent to you.

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

Name of Organization: \_\_\_\_\_

Mission: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Not for profit status: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Invoice Mailing Address: \_\_\_\_\_

- Mail Options:
- \$125/yr—No forwarding of mail. Mail to be picked up at the Center.
  - \$150/yr—Mail forwarded once per month Forwarding does not include postage. Please provide a FedEx or UPS account number, or stamps to forward the mail.
  - \$400/yr— 12 hours use of one meeting room during the calendar year and basic mail drop service. No forwarding of mail. Mail to be picked up at the Center.
  - \$425/yr—12 hours use of one meeting room during the calendar year and mail forwarded once per month. Forwarding does not include postage. Please provide a FedEx or UPS account number, or stamps to forward the mail.
  - \$700 – 24 hours use of one meeting room during the calendar year and basic mail drop service. No forwarding of mail. Mail to be picked up at the Center.
  - \$725 – 24 hours use of one meeting room during the calendar year and forwarding mail once a month. This does not include postage. Please provide a FedEx or UPS account number, or stamps to forward the mail.

Additional costs will be billed on a monthly basis. These costs include local and long-distance telephone calls, faxes, photocopies and printing.