**The School of Extended & Lifelong Learning Executive Office Suite 315**

**Terms of Agreement:**

Executive Office Suite 315

Dimensions: 247 square feet $ 34.65 per SF

Annual Cost: $8,559

Monthly Cost: $713.25

**Lessor Amenities Provided:**

* Office suite with locking door
* South & east facing windows with view of the M
* 4 top meeting table
* Reception desk and waiting area
* Kitchen, coffee, tea, filtered H20
* Mail room
* Work room
  + Charge-back state-of-the art photocopying including networked printing
  + Charge-back fax
* Professional Facility Manager for consultation, changes and services
* Janitorial services
* 24 hour access to the SELL facility
* Access to SELL meeting/training rooms at a reduced rate
* Access to Extended Learning Services Department’s online faculty development and training staff

**Lessee Provided:**

* Computer
* Office Chair
* Telephone services
* Port charges
* Liability Insurance

Joe Gough

Facility Manager

School of Extended & Lifelong Learning

The University of Montana

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