

AGENDA

1. Call to Order Kirk Bradley
2. Public Notice (July 21,2025) Annie Rose
3. Roll Call Annie Rose
4. Public Comment Kirk Bradley
5. Approval of the Agenda Kirk Bradley
6. Office Items:
 - Review of Lease terms regarding eligible subtenants Patrick Rooney
 - Budget vs Actual Report, 9 Months Ended 6/30/25 Patrick Rooney
 - Budget Overview FYE 9/30/26 Patrick Rooney
 - Policy Board Terms of Service Patrick Rooney
 - Policy Board Roles* Patrick Rooney
 - i. Chair
 - ii. Vice Chair
 - Flex Desk & Conference Room * Annie Rose
 - i. Logistics
 - ii. Pricing
 - iii. Membership Details
 - Production Studio* Annie Rose
 - i. Pricing
 - ii. Logistics
 - iii. Membership Details
7. Project & Staff Updates:
 - Community Collaborations: Annie Rose
 - i. PYP Economic Panel
 - ii. Ai Builders Meet-Up
 - Volunteer & Interns Annie Rose
 - Marketing Activities
8. Other Business:
 - Policy Board Terms of Service
9. Adjournment Kirk Bradley

Action Item*

Fiscal Year 24-25 Meeting Schedule

Tenant Selection Committee Meeting: 3rd Monday of every month until October 2025

- August 18th, 2025 &. September 15th, 2025

DRAFT



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Review of Lease Terms Regarding Eligible Subtenants

Policy Board Terms of Service

Budget Overview FYE 9/30/26

Policy Board Roles

Flex Desk & Conference Room

Meeting & Event Room

Production Studio

Budget Overview FYE 9/30/26



Revenues	FY2026 Proposed	FY2025 Adopted	FY2024 Adopted
Allocated Funding (PEDC)	\$ 725,000	\$ 675,000	\$ 675,000
Other Public	\$ 150,000	\$ 150,000	\$ 150,000
Private Fundraising	\$ 292,000	\$ 680,000	\$ 623,250
Co:Lab Operations	\$ 125,000	\$ 123,000	\$ 117,000
Interest Income	\$ 4,500	\$ -	\$ 4,900
Total Revenue	\$ 1,296,500	\$ 1,628,000	\$ 1,570,150

Expenses	FY2026 Proposed	FY2025 Adopted	FY2024 Adopted
Salaries & Benefits	\$ 766,562	\$ 955,000	\$ 770,000
Marketing & Promotions	\$ 168,500	\$ 91,938	\$ 274,650
Existing Industry Activities	\$ 53,000	\$ -	\$ -
Prospect Activities	\$ 55,500	\$ 63,100	\$ 66,000
General Operations	\$ 252,300	\$ 333,465	\$ 307,200
Co:Lab Expenditures	\$ 230,100	\$ 122,325	\$ 117,000
Total Expenses	\$ 1,295,862	\$ 1,565,828	\$ 1,534,850

Proposed Budget	\$ 1,295,862	\$ 1,565,828	\$ 1,534,850
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Over / Under Allocation	\$ 638	\$ 62,172	\$ 35,300
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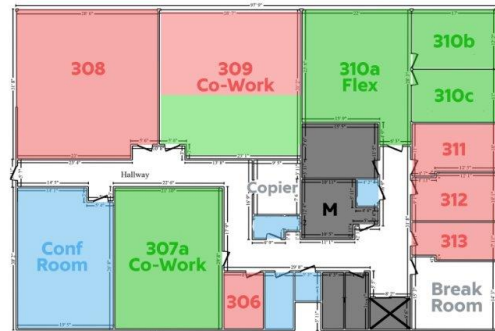
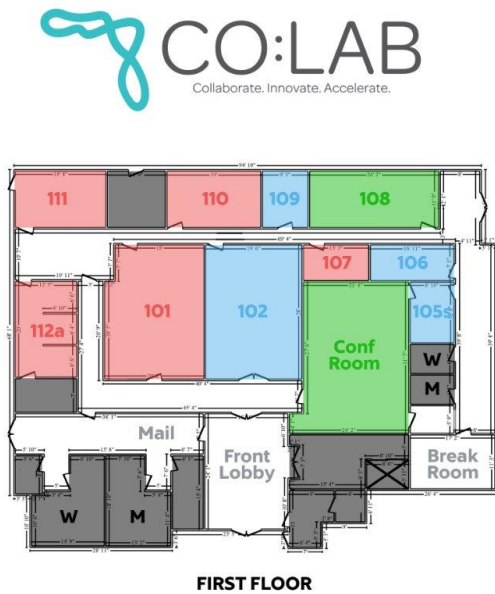
Required Fund Balance	\$ -
Remaining Reserve Funds	\$ 105,630

Policy Board Terms of Service

- Review Lease Amendment
- Discuss staggered terms
- Adopt Chair and Vice Chair process

Flex Desks & Conference Rooms

COLAB Floor Map for Reference





COLAB Flex Desk – Rate Summary

The COLAB Flex Desk program offers flexible workspace options with tiered pricing based on commitment duration and bundled usage.

Flex Desk Pricing

- **10-Day Bundle:** \ \$200
- **Month-to-Month:** \ \$300
- **6-Month Commitment:** \ \$250/month (Total: \ \$1,500)
- **12-Month Commitment:** \ \$200/month (Total: \ \$2,400)

Included Benefits

- **Unlimited Access** to desks
- **5 Hours/Month** of Production Room usage
- **1 Event/Workshop per Month** included

Additional Discounts

- **Production Room Rentals:** 25% off total rental rate
- **Events/Workshops:** 10% off rental prices

Note: Pricing is informed by market research and designed to incentivize longer-term commitments (6–12 months).



COLAB Meeting & Event Rooms – Rate Summary

This document outlines the hourly rental rates for COLAB’s meeting and event rooms, with distinctions between standard meeting use and event hosting.

Room Rates (Hourly Tiers)

Room	1 hr	2 hr	4 hr	6 hr	8 hr
Room 310A	\\$25	\\$45	\\$100	\\$150	\\$200
Room 310B	\\$25	\\$45	\\$100	\\$150	\\$200
Room 307 (Meeting)	\\$25	\\$50	\\$75	\\$150	\\$200
Room 307 (Event)	\\$50	\\$100	\\$200	\\$300	\\$400
Room 103 (Meeting)	\\$50	—	\\$200	—	\\$400
Room 103 (Event)	\\$100	—	\\$500	—	\\$1,000
Green Room (Meeting)	\\$25	—	\\$100	—	\\$175
Green Room (Event)	\\$50	—	\\$200	—	\\$400

Tenant Benefits

- **Unlimited access** to Rooms 310A, 310B, and 307 for meetings.
- **Two free events/workshops per year**, unless otherwise negotiated.

Note: Event rates are higher due to additional space usage and setup requirements.



COLAB Production Studio – Rate Summary

The COLAB Production Studio offers a structured pricing model for room and equipment rentals, with special discounts for tenants and Flex Desk users.

Standard Rates

- **Room Only:**
 - Hourly: \ \$60
 - 4 Hours: \ \$240
 - 8 Hours: \ \$480
- **Lighting Equipment:** \ \$75
- **Audio Equipment:** \ \$50
- **Camera Equipment:** \ \$75
- **Green Room:**
 - Hourly: \ \$25
 - 4 Hours: \ \$100
 - 8 Hours: \ \$175

Discounted Rates for Tenants

- **Room Only:** \ \$45/hour
- **Bundles (Room + Equipment):** \ \$225
- **Monthly Benefits:**
 - 10 free hours of room usage
 - 25% discount on additional room hours
 - 25% discount on equipment after two free sessions

Flex Desk Discounts

- Users with a month-to-month or longer lease receive a 25% discount on rental rates.

Southeast Studio Rate Sheet 2025

Podcast & Photography Studio
Pricing Overview

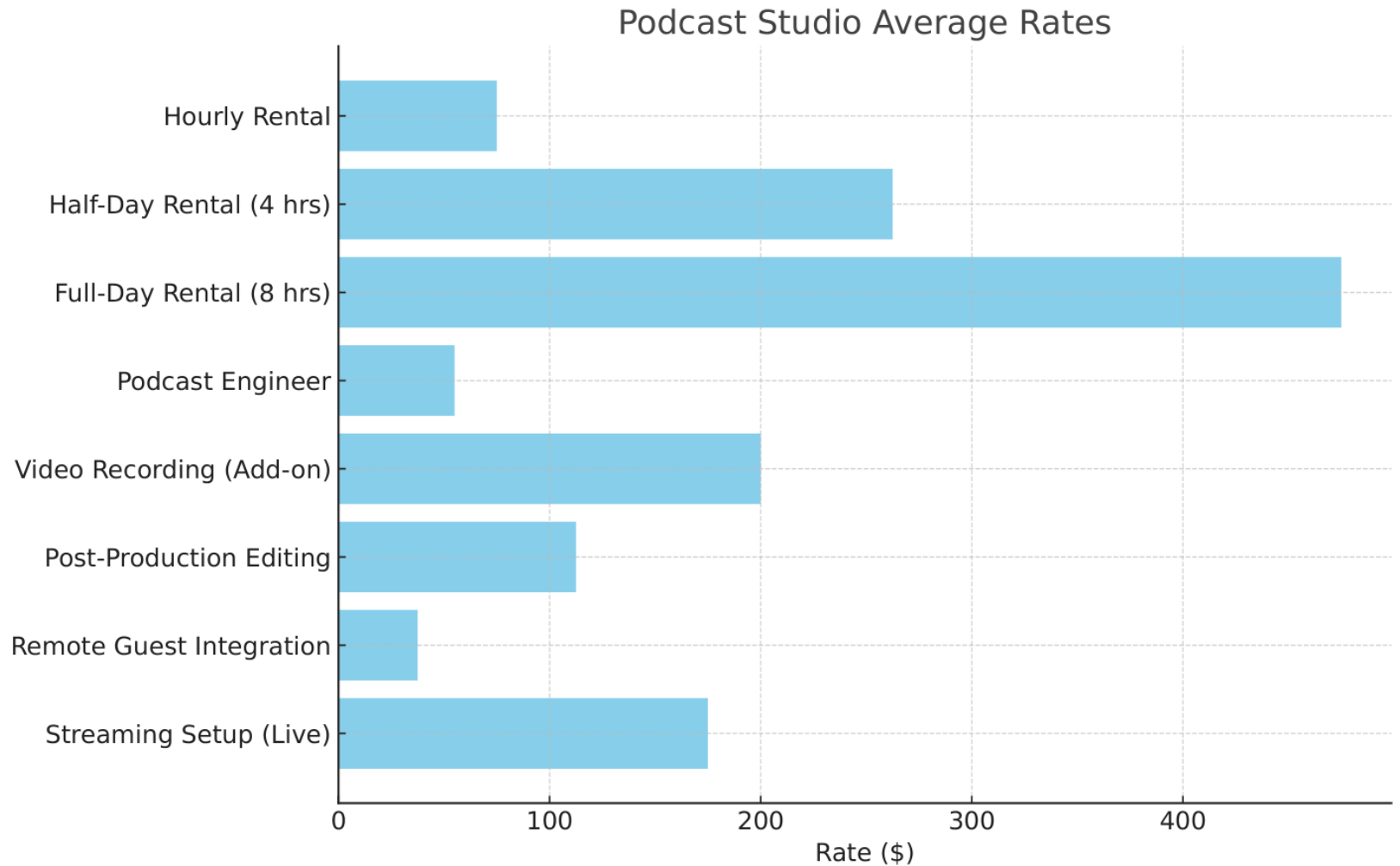
Podcast Studio – Key Rates

- Hourly Rental: \$50–\$100/hour
- Half-Day Rental (4 hrs): \$175–\$350
- Full-Day Rental (8 hrs): \$350–\$600
- Podcast Engineer: \$35–\$75/hour
- Video Recording (Add-on): \$100–\$300/session
- Post-Production Editing: \$75–\$150/hour
- Remote Guest Integration: \$25–\$50/guest setup
- Streaming Setup (Live): \$100–\$250/session

Photography Studio – Key Rates

- Hourly Rental: \$75–\$150/hour
- Half-Day Rental (4 hrs): \$250–\$500
- Full-Day Rental (8 hrs): \$500–\$900
- Lighting Equipment: Included or +\$50–\$200
- Backdrop Variety (Color/Paper): \$25–\$75/session
- Photographer (if provided): \$75–\$200/hour
- Makeup/HMU Area Use: Free or +\$50–\$100/session
- Retouching/Post Editing: \$25–\$75/image or \$75–\$150/hour

Rate Comparison Charts



Photography Studio Average Rates



Pensacola Production Studio Cost Analysis

2025 Overview: Photography, Video,
and Podcasting

Studio Rate Overview – Pensacola,

Category	Rate Range	Source/Example
Photography Studio (standard)	\$70–\$120/hr	Peerspace / First City Art Center
Photography Studio (premium)	\$200–\$400/session	Long Hollow Creatives
Video Crew – Director of Photography	\$1,000–\$2,500/day	Beverly Boy Crew Rates
Video Crew – Camera Operator	\$250–\$500/day	Beverly Boy Crew Rates
Video Crew – Support Roles	\$305–\$755/day	Beverly Boy Crew Rates
Gear + Space Package	\$450/day	Studio2215 (Reddit)
Specialty Studio (Pole Studio)	\$75–\$120/hr	Vertical Pole Studio
Podcast Studio (audio + video)	\$125–\$300/hr	Reddit / National Averages
Podcast Studio (audio-only)	\$50–\$150/hr	Reddit / National Averages

Rate Comparison Chart

