



ITFS Services

Offices characteristics:

Price per Standard Office - approximate size - cupboard included - **16 m2**, per month: **CHF 764.95** charges included, (Rent: CHF 556.00, + Charges: CHF 170.00 +VAT; and Mail Services CHF 24.00 +VAT.

Price per Small office - approximate size - cupboard included - **13 m2**, per month: **CHF 688.95** charges included, (Rent: CHF 480.00, + Charges: CHF 170.00 +VAT; and Mail Services CHF 24.00 +VAT.

Price per Large office - approximate size - cupboard included - **18 m2**, per month: **CHF 834.45** charges included, (Rent: CHF 625.50, + Charges: CHF 170.00 +VAT; and Mail Services CHF 24.00 +VAT.

Other Services:

- Telephone lines are available at a cost of **CHF 25.00 per line per month** + VAT; (or CHF26.95 per line per month including VAT).
- Reception and Facility Services are included in the rent.
- Secured Internet connection is available and is covered by a separate contract, charged CHF 100.- per device and per year +VAT (or CHF107.70 per device per year) For several devices which needs internet connections, several connections are needed.
- A full IT support service is available and is covered by a separate contract with WCC's IT department
- Meeting rooms : tenants have access to our meeting rooms, which are booked at the reception. Use of meeting rooms is billed separately and is charged per day or per half day + VAT.
- Fees and invoices are billed and sent monthly.
- The lease is signed for a minimum period of one year.

Procedure in applying to rent an office or offices at the Ecumenical Centre:

1. A letter or email addressed to WCC that you want to rent an office or offices in the Ecumenical Centre; which offices do you want to rent; the date on when you intend to move-in; general introduction of your association or company that we cannot see on your website and all other information that you want us to know about you.
2. A referral letter from any of our existing tenants or WCC staff.
3. Your website, Facebook or other media where we can have more information about you.
4. Copy of your statutes and your latest board members.
5. Copy of your financial report (if this is not in your website).
6. A certificate of non- legal proceedings – Solvability Certificate is required.
7. Copy of personal identification of person/s who will sign the contract.
8. Registration with the Swiss Registre du Commerce, if applicable
9. Civil liability insurance (RC) on your organization is required

(WCC needs about 60 days to process applications to rent)

Conditions: (after your application to rent has been approved):

- 1. Currently, WCC is signing contracts up to 31 March 2024 only. The Green Village real estate project will then see WCC and tenants move to another building on the site. The possibility of renting in the new building after March 2024 is to be discussed.**
- 2. A rental guarantee is required (through your bank or by paying to WCC)**

For more information please contact:

Ms Joy Cadangen (jga@wcc-coe.org); telephone 022 791 6002 and/or

Ms Camille Lehmann (reception@wcc-coe.org); telephone; 022 791 6111