

BUILDING RULES AND REGULATIONS

1. The sidewalks, entrances, passages, courts, elevators, vestibules, stairways, corridors, or halls shall not be obstructed or encumbered by any tenant or used for any purpose other than ingress or egress to and from the Leased Premises.
2. No sign, picture, lettering, notice or advertisement of any kind shall be painted or displayed on or from the windows, doors, roof, or outside walls of the Building in which the Leased Premises are located. This includes interior suite spaces that can be easily viewed from corridors. All of Tenant's interior sign painting or lettering shall be done in a manner approved by Landlord, and the cost thereof shall be paid by Tenant. In the event of the violation of the foregoing by any Tenant, Landlord may remove same without any liability and may charge the expense incurred for such removal to Tenant.
3. No curtains, blinds, shades, screens, awnings, or other projections shall be attached to or hung in, or used in connection with any window or door of the Leased Premises or outside wall of the Building without prior written consent of Landlord.
4. Any carpeting cemented down shall be installed with a releasable adhesive.
5. The water closets and lavatories, garbage disposals and other plumbing fixtures shall not be used for any purpose other than for which they were constructed, and no sweepings, rubbish, rags, or other substances shall be thrown therein. All damages resulting from any misuse of the fixtures shall be borne by Tenant who, or whose servants, employees, agents, visitors or licensees shall have caused the same.
6. No electric or other wires for any purpose shall be brought into the Leased Premises without Landlord's written permission specifying the manner in which same may be done.
7. No tenant shall mark, paint, drill into, or in any way deface any part of the Leased Premises or the Building of which they form a part of. No boring, cutting, or stringing of wires shall be permitted, except with the prior written consent of Landlord, and as directed by Landlord.
8. No bicycle or vehicle, and no dog or other animal shall be allowed in offices, halls, corridors, or elsewhere in the building unless said animal is a guide dog for the visually impaired.
9. Tenant shall not cause or permit unusual or objectionable odor to be produced upon or permeate from the Leased Premises, including duplicating or printing equipment emitting noxious fumes. Tenant shall not disturb any occupants of this or neighboring buildings or premises by the use of any musical instruments, radio, television, loudspeaker, or by any unseemly or disturbing noise.
10. No tenant shall throw anything out of the doors, windows, or down any passageways or elevator shafts, or from any balconies.
11. All loading, unloading, receiving or delivery of goods, supplies, or disposal of garbage or refuse shall be made only through entry ways provided for such purposes as indicated by Landlord.
12. Tenant is not permitted to use any part of the Building or the common areas for any manufacturing, storage, or sale of merchandise, or property of any kind; or for lodging or sleeping, or for any immoral or illegal purpose.
13. All safes, equipment or other heavy articles shall be carried in and out of the Leased Premises only at such times and in such manner as shall be prescribed in writing by Landlord, and Landlord shall in all cases have a right to specify the proper position of any such safe, equipment or other heavy article, which shall only be used by Tenant in a manner which will not interfere with or cause damage to the Leased Premises or the Building in which they are located, or to the other tenants or occupants of said Building. Tenant shall be responsible for any damage to the Building or the property of its tenants or others and injuries sustained by any person whomsoever resulting from the use or moving of such articles in or out of the Leased Premises, and shall make all repairs and improvements required by Landlord or governmental authorities in connection with the use or moving of such articles.
14. Tenant shall not install or operate any steam or gas engine or boiler or carry on any mechanical business on the Leased Premises, or use oil, burning fluids, candles, camphene or gasoline for heating or lighting, or for any other purpose. No open flames are permitted at any time. No article deemed extra hazardous on account of fire or other dangerous properties, or any explosive, shall be brought into the Leased Premises. This prohibits the use of hot plates (cooking) and only approved electric appliances shall be permitted.
15. No additional locks or bolts of any kind shall be placed upon any of the doors or windows by any tenant, nor shall any changes be made in existing locks or the mechanism thereof. Each Tenant must, upon the expiration of his tenancy, restore to Landlord all keys of stores, storerooms and offices, and in the event of loss of any keys so furnished, such Tenant shall pay the Landlord the cost thereof.

16. Landlord shall have the right to prohibit any advertising by Tenant which, in Landlord's opinion, tends to impair the reputation of the Building or its desirability as a Building for offices, and upon written notice from Landlord, Tenant shall refrain from or discontinue such advertising.
17. Landlord reserves the right to exclude from the Building outside of normal business hours and legal holidays all persons who do not present a working keycard to the building. Tenant shall be liable to Landlord for all acts of such persons.
18. The delivery of beverages, food, food containers, etc. must be in covered containers, and shall be delivered in such manner to the Leased Premises as expressly approved by Landlord.
19. Landlord is not responsible to any tenant for the non-observance or violation of the rules and regulations by any other tenant.
20. Canvassing, soliciting, or peddling in the Building or parking area is prohibited and each tenant shall cooperate to prevent same.
21. Vending machines will not be permitted to be installed by anyone but Landlord unless prior written consent is obtained from Landlord for the installation of such machines by others.
22. Wherever the word "Tenant" occurs, it is understood and agreed that it shall mean Tenant's associates, employees, agents, clerks, servants and visitors. Wherever the word "Landlord" occurs, it is understood and agreed that it shall mean Landlord's assigns, agents, and designated employees.
23. Landlord has designated the building common areas, including all restrooms and hallways, as a smoke free environment and shall not be obligated to provide any designated area within the common area for smoking.
24. Landlord reserves the right to change the building rules and regulations.