

# RULES AND REGULATIONS

1. No sign, placard, picture, advertisement, name or notice shall be inscribed, displayed or printed or affixed on or to any part of the outside or inside of the Building without the prior written consent of Landlord and, if Landlord's consent is not obtained, Landlord shall have the right to remove any such sign, placard, picture, advertisement, name or notice without notice to, and at the expense of, Tenant.
2. All approved signs or lettering on doors shall be printed, painted, affixed or inscribed at the expense of Tenant by a person approved by Landlord. Provided, however, Landlord shall be responsible, at its sole cost and expense, for providing Tenant with building standard signage on the building directory, the building's monument sign, and the main entrance door to the Premises. After the signage has been installed, Tenant shall be responsible for paying for any changes to the signage requested by Tenant.
3. Tenant shall not place anything or allow anything to be placed near the glass of any window, door, partition or wall which may appear unsightly from outside the Premises; provided, however that Landlord may furnish and install a "Building standard" window covering on all exterior windows. Tenant shall not sunscreen (or otherwise tint) any window.
4. The sidewalks, halls, passages, exits, entrances, elevators and stairways shall not be obstructed by Tenant or used for any purpose other than for ingress to and egress from the Premises.
5. Tenant shall not alter any lock or install any new or additional locks or any bolts on any doors or windows of the Premises or the Building. Tenant must, upon the termination of its tenancy, restore to Landlord all keys of offices and toilet rooms, either furnished by Landlord or otherwise obtained by Tenant, and in the event of the loss of any key so furnished, Tenant shall pay to Landlord the cost of replacing the same or of changing the lock or locks opened by such lost key if Landlord shall deem it necessary to make such change.
6. Tenant shall not overload the floor of the Premises or in any way deface the Premises or any part thereof. Tenant shall not install any heavy business machines or heavy equipment of any kind without Landlord's prior written consent, if granted, may be conditioned upon moving by skilled, licensed handlers and installation and maintenance, at Tenant's expense, of special reinforcements and other items deemed necessary by Landlord.
7. No furniture, freight or equipment of any kind shall be brought into the Building without prior notice to Landlord, and all moving of the same into or out of the Building shall be done at such time and in such manner as Landlord shall designate. Landlord shall have the right to prescribe the weight, size and position of all safes and other heavy equipment brought into the Building and also the times and manner of moving the same in and out of the Building. Safes or other heavy objects shall, if considered necessary by Landlord, stand on supports or such thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such safe or property from any cause, and all damage done to the Building by moving or maintaining any such safe or other property shall be repaired at the expense of Tenant.
8. Tenant shall not use, keep or permit to be used or kept any foul or noxious gas or substance in the Premises, or permit or suffer the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors and/or vibrations, or interfere in any way with other tenants, nor shall any animals or birds be brought in or kept in or about the Premises or the Building.
9. No cooking shall be done or permitted by and Tenant on the Premises, nor shall the Premises be used for the storage of merchandise, for lodging, or for any improper, objectionable or immoral purposes. The use of heating and cooling equipment such as a microwave, water cooler or refrigerator is permitted on Premises by Tenant.
10. Tenant shall not use or keep in the Premises or the Building any kerosene, gasoline or inflammable or combustible fluid or material, or use any method of heating or air conditioning other than that supplied by Landlord.
11. Landlord will direct electricians as to where and how telephone, computer and cable communication wires are to be introduced. No boring or cutting for wires will be allowed without the consent of Landlord. The location of telephones, call boxes and other office equipment affixed to the Premises shall be subject to the approval of Landlord.

12. Tenant will not use any apparatus or device in the Premises that will in any way overload the electrical circuits supplying electricity to the Premises. Nor shall Tenant connect with electric current, except through existing electrical outlets in the Premises, any apparatus or device, for the purpose of using electric current.

13. On Saturdays, Sundays and legal holidays, and on other days between the hours of 6:00 P.M. and 8:00 A.M. the following day, access to the Building or to the halls, corridors, elevators or stairways in the Building, or to the Premises may, at Landlord's sole election, be refused unless the person seeking access is known to the person or employee of the Building in charge and has a pass or is properly identified. Landlord shall in no case be liable for damages for any error with regard to the admission to or the exclusion from the Building of any person. In case of invasion, mob, riot, public excitement, or other commotion, Landlord reserves the right to prevent access to the Building during the continuance of the same by closing of the doors or otherwise, for the safety of the tenants and protection of property in the Building and the Building itself.

14. Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of the rules and regulations of the Building.

15. No vending machine or machines of any description shall be installed, maintained or operated upon the Premises without the prior written consent of Landlord.

16. Tenant shall not disturb, solicit, or canvass any occupant of the Building and shall cooperate to prevent same.

17. Landlord shall have the right to control and operate the public portions of the Building, and the public facilities, as well as facilities furnished for the common use of the tenants, in such manner as it deems best for the benefit of the tenants generally.

18. All entrance doors in the Premises shall be left locked when the Premises are not in use, and all doors opening to public corridors shall be closed except for normal ingress to and egress from the Premises.

19. No Tenant and no employee of any Tenant shall go upon the roof of the Building without the prior written consent of Landlord.

20. No awnings or other projections shall be attached to the outside walls of the Building.

21. No Tenant shall engage in any advertising, which in Landlord's opinion, tends to impair the reputation of the Building or its desirability as an office building.

22. All office equipment and any other device of any electrical or mechanical nature shall be placed by Tenant in the Premises in settings approved by Landlord, to absorb or prevent any vibration, noise or annoyance.

23. Tenant shall cooperate with Landlord in obtaining maximum effectiveness of the Building's heating and cooling system. Tenant shall not obstruct, alter or in any way impair the efficient operation of Landlord's heating, ventilating and air conditioning system. Tenant shall not tamper with or change the setting of any thermostats or temperature control valves in the common areas of the building.

24. There shall not be used in any space, or in the public halls of the Buildings, either by Tenant or others, any hand trucks except those equipped with rubber tires and side guards.

25. The parking lot shall be used for the parking of personal transportation vehicles (cars, pickups, motorcycles, etc.) only. The parking lot shall not be used for any other use, including, without limitation, washing or repairing vehicles, overnight parking or other storage of vehicles, or loading and unloading (except in such zones as Landlord may from time to time designate for such purposes).

26. Landlord shall have no obligation to maintain any attendant at or for the parking lot. Landlord shall have no obligation to liability to Tenant, its agents, employees or invitees, for any loss or damage suffered to property or persons on account of the use or misuse of the parking lot by persons other than Landlord.

27. Landlord reserves the right to use the parking lot for such purposes as Landlord may from time to time designate, provided any such other purpose does not unreasonably interfere with the use of the parking lot by Tenant for purposes of conducting Tenant's business in the Premises.

28. Landlord reserves the right to tow, or cause to be towed, any vehicle on account of any violation of these Rules and Regulations, and the costs thereof shall be borne by the owner or driver of any such vehicle.

29. Tenant shall not use the name of the Building for any purposes other than that of the business address of Tenant, and shall never use any picture or likeness of the Building in any circulars, notices advertisements or correspondence without Landlord's prior written consent.

30. Tenant shall not contract for any work or service which might involve the employment of labor incompatible with the Building's employees or contractors doing work or performing services by or on behalf of Landlord.

31. Chair mats are required under all office chairs.

### **Gymnasium and Workout Facility:**

1. The gymnasium and exercise room are currently available for full-time employees who work in the Building to use 24 hours a day. Landlord reserves the right to limit hours of these facilities at any time

2. Members of the employee's immediate family only may accompany an employee to the gymnasium or exercise room. Family members are not permitted to use the facilities without being accompanied at all times by the employee. The employee is fully responsible for all of its family members' actions.

3. The use of the gym, the exercise room and all recreational and exercise equipment is at the full risk of employees.

4. The gymnasium shall be used only for recreational purposes.

5. No league play shall be allowed unless otherwise permitted by Landlord.

6. The gymnasium shall not be used for organized team practices.

7. Employees are responsible for leaving gymnasium and workout room in a clean state.

8. Employees must immediately report any damages or equipment failure to management.

9. No black-soled shoes or non-athletic shoes shall be used on the playing surface of the gymnasium at any time.

10. Landlord reserves the right to remove any employee or guest for misconduct, foul language, etc.

11. Landlord reserves the right to restrict any use of the exercise room or gymnasium at its full discretion and to change these rules at any time.