



BUILDING RULES AND REGULATIONS

- Sidewalks, doorways, halls, stairways, vestibules and other similar areas shall not be obstructed by Tenant or used by them for any purpose other than ingress to and egress from their respective Leased Premises, and for going from one part of the building to another part.
- Plumbing fixtures shall be used only for their designated purpose, and no foreign substances of any kind shall be deposited therein. Damage to any such fixture resulting from intentional misuse by Tenant or any employee or invitee of Tenant shall be repaired at the expense of Tenant.
- Signs, advertisements, graphics, or notices visible in or from public corridors shall be subject to Landlord's written approval. Nails, screws, and other attachments to the building require prior written consent from the Landlord.
- Keep walls undamaged by only using painter's tape to hang items on the wall. All other adhesives are prohibited.
- Do not place any signage in windows.
- Tenants are responsible for facilitating their own telecommunications and data (tele/data) cabling. This process includes: contacting building riser manager, IMG Technology, to bring up the tele/data wiring from the first floor MPOE (main point of entry) tele/data closet up to the telephone closet on the Tenant's floor. Furthermore, please be aware that all contractors and technicians rendering any installation service to Tenant shall be referred to IMG Technology for approval and supervision prior to performing services. This applies to all work performed in the building, including, but not limited to, installation of telephone, telegraph equipment and electrical devices, as well as, all installations affecting floors, walls, woodwork, windows, ceilings, and any other physical portion of the building.
- Movement in or out of the building of furniture, office equipment, or other bulky material, which requires the use of elevators, stairways, or building entrance and lobby shall be restricted to hours established by Landlord. All such movement shall be under Landlord's supervision, and the use of an elevator for such movements shall be restricted to the building's freight elevators. Prearrangements with Landlord must be made regarding the time, method, and routing of such movement, and Tenant shall assume all risk of damage to articles moved and injury to persons or public resulting from such moves. Landlord shall not be liable for any acts or damages resulting from any such activity.
- Any damage done to the building by the movement of Tenant's property, or done by Tenant's property while in the building, shall be repaired at Tenant's expense.
- No person shall go on the roof without Landlord's permission.



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- Corridor doors, when not in use, shall be kept closed. As directed by the Fire Code, doors are not allowed to be propped open at any time.
- Tenant shall cooperate with Landlord in maintaining Leased Premises. Tenant shall not employ any person for the purpose of cleaning the Leased Premises other than the building's cleaning and maintenance personnel.
- Deliveries of water, soft drinks, newspapers, or other such items to any Leased Premises shall be restricted to hours established by Landlord and made by use of the elevator designated for such use by Landlord.
- Nothing shall be swept or thrown into the corridors, halls, elevator shafts, or stairways. No birds, fish, or animals of any kind shall be brought into or kept in, on or about the Leased Premises except for those animals assisting handicapped individuals.
- No machinery of any kind shall be operated by Tenant in the Leased Premises without the prior written approval of the Landlord.
- The use of pallet jacks is not permitted inside any building.
- No cooking shall be done in the Leased Premises, except in connection with convenience lunch room or beverage service for employees and guests (on a non-commercial basis) in a manner which complies with all of the provisions of the Lease and which does not produce fumes or odors.
- Tenant shall not install any food, soft drink, or other vending machine within the Leased Premises, without Landlord's prior written consent.
- Smoking in any form through the use of tobacco products or "vaping" with e-cigarettes is prohibited inside the premises and within 25 feet of each entry.
- Tenant shall not use or keep on its Leased Premises any kerosene, gasoline, or inflammable or combustible fluid or material other than limited quantities reasonably necessary for the operation and maintenance of office equipment. Tenant shall not use or keep any noxious gas or substances in the Leased Premises, or permit the Leased Premises to be used in a manner offensive or objectionable to Landlord or other occupants of the building by reason of noise, odors, or vibrations, or interfere in any way with other Tenants or those having business therein.
- Tenant shall not use or keep portable space heaters within the Leased Premises. They are a fire hazard. Landlord retains the right to confiscate any portable space heaters found on the Leased Premises.



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- Per fire code nothing can be placed in the area 18” below the ceiling tiles. This would include items on top of a shelf or hanging from a ceiling grid. This area must remain open and unobstructed.
- NEVER hang any item from the fire sprinkler. Do not let items come in contact with the fire sprinkler head such as nurf balls, ping pong balls, items being carried such as boxes etc.
- Tenant shall not tamper with or attempt to adjust temperature control thermostats in the Leased Premises. Landlord shall make adjustments to thermostats as required to attain a 70° to 74° temperature.
- Tenant shall comply with all requirements necessary for the security of the Leased Premises.
- All keys shall be provided by Landlord. Landlord will furnish Tenant with a reasonable number of initial keys for entrance doors into the Leased Premises, and may charge Tenant for additional keys, thereafter. All such keys shall remain the property of the Landlord. No additional locks are allowed on any door of the Leased Premises without Landlord’s written permission and Tenant shall not make duplicate keys. Upon termination of this Lease, Tenant shall surrender to Landlord all keys to the Leased Premises and give to Landlord the combination of all locks for safes and vault doors, if any, in the Leased Premises. If Tenant does not return all Tenant Master Keys, the Tenant will be charged to rekey the entire suite.
- Motorized balance boards, scooters or hoverboards are not allowed inside the buildings and shall not be used on the property.
- Bicycles are not allowed inside the buildings.
- Landlord retains the right, without notice or liability to any Tenant, to change the name and street address of the Building.
- Tenant shall not disturb, solicit, or canvas any tenant or other occupant of the building or the project and shall cooperate to prevent the same.
- Tenant shall comply with the Building’s trash, recycling and compost programs as defined and changed from time to time.
- Tenant shall park motor vehicles in Parking Areas designated by Landlord except for loading and unloading. During those periods of loading and unloading, Tenant shall not unreasonably interfere with traffic flow around the Building or the Project and loading and unloading areas of other tenants. Tenant shall not park motor vehicles in designated Parking Areas after the conclusion of normal daily business activity.



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- Notwithstanding anything to the contrary set forth in the Lease or these Rules and Regulations, in order to maintain a clean, safe and healthy environment for the tenants, patrons and employees of the Project, Landlord reserves the right, but shall have no obligation, to implement a protocol for screening all individuals entering the Project, mandating the use of face coverings or other personal protective equipment, and/or establishing other measures in connection with any health emergency related to a virus, disease, pandemic, epidemic or similar cause. Landlord may preclude entry to those who refuse to participate in such screening or other measures or who fail to meet the screening or other requirements set forth in such protocol.

Landlord reserves the right to rescind and/or modify any of these rules and regulations and to make future rules and regulations required for the safety, protection, and maintenance of the Building, the operation and preservation of good order thereof, and the protection and comfort of the tenants and their employees and visitors. Such rules and regulations, when written and delivered to Tenant, shall be binding.