

Building Guide

Rules & Regulations

Sale of Items: The tenant shall not exhibit, sell or offer for sale on the Leased Premises or in the Building any article or thing except those articles or things essentially connected with the stated use of the Leased Premises without the advance written consent of the Landlord, which consent shall not be unreasonably withheld.

Use of Building Name: Tenant shall not use the name of the Building for any purposes other than that of the business address of Tenant. Tenant agrees that Landlord may assign a name to the Building and/or change the name of the Building at Landlord's option.

Additional Locks or Access Devices: No additional locks or similar devices shall be attached to any door or window nor should any change be made to existing locks or the mechanism thereof without Landlord's prior written consent, which consent will not be unreasonably withheld. All keys and access devices must be returned to the Landlord at the expiration or termination of the lease. Any device attached to doors or walls of the Leased Premises will be, at the Landlord's discretion, either left attached or removed with Tenant responsible for all surface repairs.

Alterations and Improvements: Tenant shall not make any structural alterations, improvements or additions to the Leased Premises without the Landlord's advance written consent in each and every instance which consent shall not be unreasonably withheld. In the event Tenant desires to make any alterations, improvements, or additions, whether temporary or permanent in character, made by Landlord or Tenant.

Obstructions to Points of Access: The sidewalks, halls, passages, exits and entrances shall not be obstructed by Tenant or used for any purpose other than for ingress or egress from the Leased Premises. The roof is not for the use of the general public and Landlord shall in all cases retain the right to control and prevent access thereto.

Offensive Use or Items: Tenant shall not keep, or permit to be used, or kept an foul or noxious gas or substance in the Leased Premises, or permit or suffer the Leased 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 tenant or those having business therein, nor shall any animals be brought in or kept in or about the Real Property, except for animal used to assist the disabled. Tenant shall not disturb any occupants of this or neighboring buildings or premises by the use of any musical instruments, radio, television, loudspeakers or any unseemly or disturbing noise.

Operation Procedure of Building Items: Tenant shall see that the doors and windows, if operable, of the Leased Premises are closed and securely locked before leaving the Building and must observe strict care and caution that all water faucets or water apparatus are entirely shut off before Tenant or Tenant's employees leave to prevent waste or damage. Tenant agrees that the Leased Premises are to be used for only those purposes permitted under the Lease and only in connection with Tenant's business and for not other

purpose whatsoever without the advance express written consent of Landlord, which consent shall not be unreasonably withheld.

Protecting the Leased Premises:

Tenant assumes full responsibility for protecting the Leased Premises from theft, robbery, and pilferage. Except during Tenant's normal business hours, Tenant shall keep all doors to the Leased Premises locked and other means of entry of the Leased Premises closed and secured.

Landlord shall not be responsible for any lost or stolen property, equipments, money or jewelry from the Leased Premises or the public area of the Building regardless of whether such loss occurs when the Leased Premises are locked or not.

Smoking: The entire building shall remain a "non-smoking" facility.

Deliveries, Loading and Unloading:

All loading, unloading, receiving or delivery of goods, supplies, and disposal or garbage or refuse shall be made only through freight.

Moving Items: All safes, freight, furniture, or other bulky matter or any description shall be carried in or about or 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 the right to specify the proper position of any such safe, furniture, or other bulky article, which shall only be used by Tenant in a manner which will not interfere with or cause damage to the Lease Premises or building in which they are located, or to the other tenant or occupants of the 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 whatsoever resulting from the use of moving of such article 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.

Discarding of Items: No Tenant shall throw anything out of doors or windows. If help is needed to discard items, Tenants should coordinate with Landlord.

Vending Machines: Vending machines will not be permitted to be installed by anyone but the Landlord.

Parking: Tenants must comply with all parking rules, regulations, signs and policies.

Soliciting: Canvassing, soliciting, and peddling in the Building is prohibited and each Tenant shall cooperate to prevent the same.

Building Cleaning Services: The Tenant shall not hinder the work of cleaning personnel after hours and the windows may be cleared at any time. Tenant shall provide adequate waste and rubbish receptacles to prevent unreasonable hardship to Landlord in discharging its obligation regarding cleaning services.

Advertising: Landlord shall have the right to prohibit any advertising by any Tenant which, in Landlord's opinion, tend to impair the reputation of the Building or its desirability for offices, and upon written notice from Landlord, Tenant shall refrain or discontinue such advertising.

Definitions "Tenant" and "Landlord":

Whenever the word "Tenant" occurs, it is understood and agreed that it shall include Tenant's associates, agents, clerks, servants, and visitors. Whenever the word "Landlord" occurs, it is understood and agreed that it shall

include Landlord's assigns, agents,
clerks, servants, and visitors.