

RULES AND REGULATIONS

1. Solicitation by third party, non-tenants is not permitted.
2. Tenant shall not make any use of the Premises that may be dangerous to person or property or which shall increase the cost of insurance or require additional insurance coverage.
3. Tenant shall not paint, display, inscribe or affix any sign, picture, advertisement, notice, lettering or direction or install any lights on any part of the outside or inside the Building, other than the Premises, and then not on any part of the inside of the Premises which can be seen from outside the Premises, except as approved by Landlord in writing.
4. Tenant shall not use the name of the Building in advertising or other publicity except as the address of its business and shall not use pictures of the Building in advertising or publicity, except as approved by Landlord in writing.
5. Tenant shall not obstruct or place objects on or in sidewalks, entrances, passages, courts, corridors, vestibules, halls, elevators and stairways in and about the Building. Tenant shall not place objects against glass partitions or doors or windows adjacent to any open common space which would be unsightly from the Building corridors or from the exterior of the Building. Tenant shall not store any items on the fire escape routes.
6. Bicycles shall not be permitted in the Building other than in locations designated by Landlord.
7. Tenant shall not allow any animals, other than [Americans with Disabilities Act \(ADA\) Certified service animals](#), in the Premises or the Building.
8. Tenant shall not disturb other tenants or make excessive noises, cause disturbances, create excessive vibrations, odors or noxious fumes or use or operate any electrical or electronic devices or other devices that emit excessive sound waves or are dangerous to other tenants of the Building or that would interfere with the operation of any device or equipment or communication, radio or television broadcasting or reception from or within the Building or elsewhere, and shall not place or install any projections, antennae, aerials, dishes, or other similar devices outside of the Building or in the Premises.
9. Tenant shall not waste electricity or water and shall cooperate fully with Landlord to assure the most effective operation of the Building's heating and air conditioning, and shall refrain from attempting to adjust any controls except for the thermostats within the Premises. Tenant shall keep all doors to the Premises closed.
10. Landlord shall furnish Badge Access Credentials for all employees/faculty/staff of Tenant for all doors to the Premises at the commencement of the Term. When the Lease is terminated, Tenant shall deliver all Badge Access Credentials to Landlord and will provide to Landlord the means of opening any safes, cabinets or vaults left in the Premises.
11. Except as otherwise provided in the Lease, Tenant shall not install any signal, communication, alarm or other utility or service system or equipment, excluding computer/communication systems and equipment located within Tenant premises, without the prior written consent of Landlord.
12. Tenant shall not use any draperies or other window coverings instead of or in addition to the Building standard window coverings designated and approved by Landlord for exclusive use throughout the Building.
13. Tenant shall keep all doors to the Premises locked after the close of business.
14. Tenant shall not overload floors. Tenant shall obtain Landlord's prior written approval as to size, maximum weight, routing and location of business machines, safes and heavy objects. Landlord shall provide Tenant with weight and size limitations upon Tenant's reasonable request. Tenant shall not install or operate machinery or any mechanical devices of a nature not directly related to Tenant's ordinary use of the Premises.
15. In no event shall Tenant bring into the Building firearms or weapons.
16. Furniture, equipment and other large articles may be brought into the Building only at the time and in the manner designated by Landlord. Tenant shall furnish Landlord with a list of furniture, equipment and other large articles which are to be moved in or out of the Building and Landlord may require permits before allowing anything to be moved in or out of the Building. Movements of Tenant's property into or out of the Building and within the Building are entirely at the risk and responsibility of Tenant.
17. No person or contractor, unless approved in advance by Landlord, shall be employed to do janitorial work, interior window washing, cleaning, decorating or similar services in the premises.
18. Tenant shall not use the Premises for any purpose not specifically set forth in the Permitted Use section of Tenant's lease.
19. Tenant shall comply with all environmental safety, building safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.

20. Tenant shall cooperate and participate in all reasonable security programs affecting the Building.
21. Tenant shall not go onto the roof of the Building or any other non-public areas for the Building (except the Premises) and Landlord reserves all rights to control the public and non-public areas of the Building. In no event shall Tenant have access to any janitorial, electrical, telephone, plumbing or other mechanical closets without Landlord's prior written consent.
22. Tenant shall obey all laws, rules and regulations of the State Fire Marshal and other governmental entities that have jurisdiction over the Premises.
23. Tenant shall deposit all trash, rubbish and recycling of Tenant only within receptacles provided or approved by Landlord and no other trash receptacles shall be maintained outside the Building. All trash, debris, recycling and garbage shall be emptied into outside trash dumpster daily. Tenant shall be responsible for disposing of its environmental hazardous waste.
24. Tenant shall coordinate pest extermination services to treat the Premises from time to time as may be needed with the Landlord and or its pest control contractor.
25. Tenant and its user shall not use multiple-plug outlet converters for electrical appliances or equipment drawing more than the allowed amperage from the outlet. Excessive numbers of appliances shall not be plugged into one outlet. Damaged or overloaded extension cords are prohibited. The use of extension cords, as permanent wiring, is not allowed.
26. The use of space heaters is prohibited. The use of mini-fridges, coffeemakers or microwaves in individual offices or areas not specifically designed for their use is prohibited. Violations of this policy could result in confiscation of such appliance(s). Violators will be responsible for the cost of maintenance personnel required to address issues resulting from the violation of this policy.
27. Tenant shall not use the Premises in violation of any federal, state, or local laws.
28. Tenant shall not use the elevator, loading docks or receiving areas of the Building except in accordance with the regulations for their use established by Landlord.
29. Tenant shall not dispose of any foreign substances in the toilets, urinals, sinks or other washroom facilities, nor shall Tenant permit such items to be used, other than for their intended purpose. Tenant shall be liable for all damage as a result of a violation of this rule.
30. Subject to applicable laws, the Building is designated as a non-smoking building. Smoking is not permitted within 25 feet of all building entrances.
31. In the event any of the foregoing rules and regulations is inconsistent with the express terms of the Lease, the terms of the Lease shall govern the rights and obligations of the parties thereto.
32. Landlord reserves the right, at all times, and from time to time, to rescind any one or more of these rules and regulations, or to make such other and further reasonable rules and regulations that in the Landlord's judgment may from time to time be necessary for the safety, care and cleanliness of the Premises; provided any further rules and regulations or modifications to the existing rules and regulations shall not adversely affect Tenant's use of, or access to, the Premises.