Regulations

The Rules and Regulations set forth hereunder shall pertain to all tenants, their representatives, employees, agents, contractors, vendors, customers and invitees, unless otherwise expressly designated.

1. Tenant and its employees and invitees may not obstruct or use the driveways, parking areas, sidewalks, and stairways at the Property for any purpose other than parking and ingress to and egress from the Premises, and Landlord may prevent anyone other than tenants of the Building and their employees and invitees from using them.

2. No curtains, blinds, shades, or screens may be placed in any window without Landlord's written approval.

3. Landlord may prevent access to the Premises in connection with any crime or any riot, public excitement, or other commotion, without liability for damages for admitting or excluding any person to or from the Building. Landlord may evacuate the Building in any emergency or catastrophe.

4. Landlord will provide two door keys for doors operated by keyed locks, rather than security cards when Tenant takes possession of the Premises. Tenant may not alter any exterior lock or install new or additional locks or bolts on any door without Landlord's written approval. Tenant agrees to give Landlord a key or card key for any new lock or bolt it installs.

5. All deliveries, including intra-company deliveries, must be made through service entrances. Tenant agrees to adhere to any floor loading maximum levels Landlord establishes. Tenant agrees to pay Landlord on demand for all damage from delivering or removing items from the Premises.

6. Landlord may impose and revise parking policies for the Property. Tenant agrees not to leave or permit its employees to leave more than four (4) vehicles overnight or over any weekend in any parking area, and not to permit its employees to park in the visitor parking areas.

7. Any communication, alarm or other utility or service connection installed or changed in the Premises will be at Tenant's expense, with Landlord's approval and under Landlord's direction. No audible alarm may be installed unless specifically approved in writing by Landlord prior to installation. Any installations and boring or cutting for wires will be at Tenant's sole cost under Landlord's control and direction. All wires Tenant installs or uses must be clearly tagged at the distribution boards and junction box and elsewhere in the Building with the suite number of the Premises the wires serve, the purpose for which the wires are used, and Tenant's name.

   Tenant agrees to instruct all approved communication, and computer and other cabling installers to attach cable in wire hangers from the deck or in any designated building floor or ceiling system cable location. Tenant agrees not to allow installers to lay any cabling on top of the suspended layer ceiling system.

8. Tenant agrees to give Landlord prompt notice of all accidents to or defects in air conditioning equipment, plumbing, electrical facilities or any part of appurtenances of the Premises.

Regulations

9. Tenant assumes full responsibility for protecting the Premises from theft and robbery, including keeping doors locked and other means of entry to the Premises closed and secured. Landlord is not responsible to Tenant, its agents, employees, licensees, contractors or invitees for any loss of property from the Premises or public areas or for any damages to any property from any cause.

10. Tenant may not install or operate machinery or any mechanical devices of a nature not directly related to Tenant's ordinary use of the Premises without Landlord's written consent. Tenant may not place in or move about the Premises any safe or other heavy article that, in Landlord's reasonable opinion may damage the Premises (including the floor) or overload the floor of the Premises, may not mark on or drive nails, screw or drill into partitions, woodwork or plaster (except in hanging wall decorations) and may not in any way deface the Premises.

11. No person or contractor not employed by Landlord may be used to perform window washing, decorating, repair or other work in the Premises without Landlord's written consent.

12. Tenant may not alter the building directories or any other signs at the Property. If Tenant desires to change its name or add any information about itself to the building directory, it must request Landlord's consent, and if Landlord consents to the change, Landlord will make the changes at Tenant's sole cost.

13. Tenant agrees not to, and to ensure its employees, agents, employees, licensees, contractors, and invitees do not:

    a. go on the roof or enter any storage, electrical, or telephone closet, or heating, ventilation, air conditioning, mechanical, or elevator machinery housing areas, except to maintain, repair, and replace the rooftop HVAC equipment in accordance with this Lease;

    b. use any additional method of heating or air conditioning the Premises, including space heaters;

    c. sweep or throw any dirt or other substance into any passageway, sidewalk or parking area;

    d. bring in or keep in or about the Premises any firearms, vehicles, motorcycles, or animals;

    e. deposit any trash, garbage, recycling, or other substance within or outside of the Building, except in appropriate containers;

    f. operate any device that produces an odor, emits music, or emits vibrations heard or felt outside the Premises, or that emits electrical waves that impair radio, television, or other communication systems; or

    g. smoke cigarettes, pipes, cigars, e-cigarettes or any other smoking device inside the building or within 10 yards of any door to the building.

Regulations

14. Tenant may not install any radio or television antennas or receptor dish or any device on the roof or grounds without the prior written approval of Landlord. Landlord may charge rent for any roof space Tenant uses. And Landlord may require Tenant to move or remove from the roof any device Tenant has installed on the roof with Landlord's consent if it becomes necessary to do so in Landlord's opinion.

15. Tenant may not place any sign, light, name placard, poster advertisement or notice visible from the exterior of the Building or in any other part of the Property without Landlord's written approval. Tenant may only install any signs or letterings on doors that Landlord approves at Tenant's sole cost and using a contractor that Landlord approves.

16. The toilets, sinks, urinals, water fountains, drains, and other parts of the plumbing system may not be used for any purpose other than those for which they were constructed or installed. Tenant agrees to pay to repair and clean up any breakage, stoppage, or damage that results from any improper use of the plumbing system by Tenant or its agents, servants, employees, invitees, licensees or visitors.

17. Tenant may not use the name of the Property or pictures of the Building or any other part of the Property in advertising or other publicity without Landlord's written consent.

18. Tenant may not solicit business from other tenants or occupants of the Property.

19. Tenant's employees may not cook in the Premises, except that Tenant may install a microwave oven and coffee makers for the use of its employees in the Premises. Tenant and its employees may not install or use any hot plates.

20. The Premises may not be used or occupied as sleeping or lodging quarters.

21. Landlord may enact trash removal and trash recycling rules and regulations to control trash removal costs or as required by law.

22. Tenant agrees to refer all contractors, contractors' representatives and installation technicians to Landlord for Landlord's approval and supervision before they do any work.

23. Tenant agrees not to permit picketing or other union activity involving its employees at the Property without Landlord's written consent.

24. Tenant agrees not to conduct, or permit to be conducted on or from the Premises, any auction of Tenant's personal property, any liquidation sale, any going-out-of-business sale or other similar activity.

25. Landlord reserves the right to rescind, make reasonable amendments, modifications and additions to these rules and regulations, and to make additional reasonable rules and regulations, in its sole discretion. Landlord is not responsible for any violation of these or any other rules and regulations by other tenants of the Building and has no obligation to enforce them against other tenants.