

RULES AND REGULATIONS

It is agreed that the following rules and regulations shall be and are hereby made a part of this Lease, and Tenant agrees that its employees and agents and any other persons permitted by Tenant to occupy or enter the Demised Premises will at all times abide by these rules and regulations.

1. The sidewalks, entries, passages, and stairways shall not be obstructed by Tenant or its agents, or used by them for any purpose other than ingress and egress to and from their offices.
2. a. Furniture, equipment, or supplies shall be moved in or out of the Building only during such hours and in such manner as may be prescribed by Landlord.
b. No safe or article, the weight of which may constitute a hazard or danger to the Building or its equipment, shall be moved into the Premises. Safes and other equipment, the weight of which is not excessive, shall be moved into, from or about the Building during such hours and in such manner as shall be prescribed by Landlord, and Landlord shall have the right to designate the location of such articles in the space hereby demised.
3. The name of Tenant and/or signs of Tenant shall not be placed upon part of the Premises except as provided by Landlord.
4. Water closets and other water fixtures shall not be used for any purpose other than that for which the same are intended, and any damage resulting to the same from misuse on the part of Tenant, its agents or employees, shall be paid for by Tenant. No person shall waste water by tying back or wedging the faucets or in any other manner.
5. No animals shall be allowed in the office, halls, or corridors of the Building.

6. The bicycles or other vehicles of Tenant or its agents, employees, contractors, representatives, customers or invitees shall not be permitted in the offices, halls, or corridors of the Buildings, nor shall Tenant permit its agents, employees, contractors, representatives, customers or invitees to obstruct any of sidewalks of entrances of the Building.
7. No person shall disturb the occupants of the Building or adjoining buildings or premises by the use of any television, radio, or musical instrument or equipment, or by the making of loud or improper noises.
8. No additional lock or locks shall be placed by Tenant on any door in the Building unless written consent of Landlord shall first be obtained.
9. The use of oil, gas or inflammable liquids for heating, lighting or any other purpose is expressly prohibited. Explosives or other articles deemed extra hazardous shall not be brought into the Building.
10. Tenant shall exercise due care and within reasonable limits shall not mark upon, paint or affix upon, cut, drill into, drive nails or screws into, or in any way deface the walls, ceiling, partitions, or floors of the Premises or of the Building, and any defacement, damage, or injury caused by Tenant, its agents or employees, shall be paid for by Tenant.
11. Landlord shall at all times have the right by its officers or agents to enter the Premises to inspect and examine the same and to show the same to person wishing to purchase, mortgage or (during the last six (6) months of the applicable term of the Lease) lease the Premises.
12. Tenant agrees to use chair pads to be furnished by Tenant under all rolling and ordinary desk chairs in the carpeted areas of the Premises throughout the Lease Term.

13. Tenant shall not use small heaters at individual desks. Cold and hot issues shall be called into the management office for adjustment.

14. Tenant shall advise all personnel as to the location of designated smoking areas. Landlord reserves the right to relocate these areas with tenant cooperation.

15. Landlord reserves the right to make such other and further reasonable rules and regulations as in its judgment may from time to time be necessary and desirable for the safety, care, and cleanliness of the Premises and for the preservation of good order therein. Such rules and regulations shall be effective upon receipt of changes and/or additions as provided by the provision for Notice in Section 19 of the Lease.