### **RULES AND REGULATIONS**

- 1. The sidewalks, entrances, passages, elevators, vestibules, stairways, corridors or halls shall not be obstructed or used for any purpose other than ingress and egress. The halls, passages, entrances, elevator, stairways, balconies and roof are not for the use of the general public, and Landlord shall in all cases retain the right to control or prevent access thereto by all persons whose presence in the judgment of Landlord shall be prejudicial to the safety, character, reputation or interests of Landlord and its tenants, provided that nothing herein contained shall be construed to prevent such access by persons with whom the tenant normally deals in the ordinary course of its business unless such persons are engaged in illegal activities. No tenant and no employees of any tenant shall go upon the roof of the Building without the written consent of Landlord.
- 2. No awnings or other projections shall be attached to the outside walls or surfaces of the Premises or the Building nor shall the interior or exterior of any windows be coated without the prior written consent of Landlord. Except as otherwise specifically approved by Landlord, all electrical ceiling fixtures along the perimeter of the Building must be fluorescent and of a quality, type, design and bulb color approved by Landlord. Tenant shall not place anything or allow anything to be placed near the glass of any window, door, partition or wall which may appear unsightly from outside the Premises.
- 3. Tenant shall not affix or maintain outside the Premises, including the exterior of the glass panes and supports of the show windows (and within five (5) feet of any window), doors and the exterior walls of the Premises or any place within the Premises if intended to be seen from the exterior of the premises, any signs, advertising placecards, names, insignia, notices, trademarks, descriptive material or any other such like item or items, and Landlord shall have the right, without giving prior notice to Tenant and without any liability for damage reasonably caused thereby, to remove any of the same from the Premises, except such as shall have first received written approval of Landlord as to size, type, color, location, copy, nature and display qualities. No symbol, design, name, mark or insignia adopted by Landlord for the Building shall be used without the prior written consent of Landlord. No illuminated signs located in the interior of the Premises or the Building. Tenant shall not place on or permit to be suspended from the ceiling and interior walls of the Premises any pennants, banners or other advertising. Tenant shall not solicit business in the lobby or other common areas nor distribute any advertising matter to, in or upon the common areas or other tenants' premises nor use handbills, balloons or other giveaways or promotional items for advertising at or around the Building. In the event of a violation of the foregoing by any tenant, Landlord may remove the same without any liability, and may charge the expense incurred in such removal to the tenant violating this rule.
- 4. The toilets and wash basins and other plumbing fixtures shall not be used for any purpose other than those which they were constructed, and no sweepings, rubbish, rags or other substances shall be thrown therein. All damage resulting from any misuse of the fixtures shall

- be borne by the tenant who, or whose servants, employees, agents, visitors or licensees shall have caused the same.
- 5. No tenant or its officers, agents, employees or invitees shall mark, paint, drill into, or in any way deface any part of the Premises or the Building. No boring, cutting or stringing of wires or laying of linoleum or other similar floor coverings shall be permitted except with the prior written consent of Landlord and as Landlord may direct.
- 6. No bicycles, vehicles or animals of any kind shall be brought into or kept in or about the Premises. Tenant shall not cause or permit any unusual or objectionable odors to escape from the Premises.
- 7. The Premises shall not be used for manufacturing or for the storage of merchandise except as such storage may be incidental to the use of the Premises for general office purposes. No tenant shall engage or pay any employees on the premises except those actually working for such tenant on the Premises nor advertise for laborers giving an address at the Premises. The Premises shall not be used for lodging or sleeping or for any immoral or illegal Purposes.
- 8. No tenant or its officers, agents, employees or invitees shall make, or permit to be made any unseemly or disturbing noises, sounds or vibrations or disturb or interfere with occupants of this or neighboring buildings or Premises or those having business with them whether by the use of any musical instrument, radio, phonograph, unusual noise, or in any other way.
- 9. No tenant or its officers, agents, employees or invitees shall throw anything out of doors, balconies or down the passageways.
- 10. Tenant shall not maintain armed security in or about the Premises nor possess any weapons, explosives, combustibles or hazardous devices in or about the Building and/or Premises.
- 11. No tenant or its officers, agents, employees or invitees shall at any time use, bring or keep upon the Premises any flammable, combustible, explosive, foul or noxious fluid, chemical or substance, or do or permit anything to be done in the leased Premises, or bring or keep anything therein, which shall in any way increase the rate of fire insurance on the Building, or on the property kept therein, or obstruct or interfere with the rights of other tenants, or in any way injure or annoy them, or conflict with the regulations of the Fire Department or the fire laws, or with any insurance policy upon the Building, or any part thereof, or with any rules and ordinances established by the Board of Health or other governmental authority.
- 12. No additional locks or bolts of any kind shall be placed upon any of the doors or windows by any tenant, nor shall any changes be made in existing locks or the mechanism thereof. Each tenant must, upon the termination of this tenancy, restore to Landlord all keys of stores, offices, and toilet rooms, either furnished to, or otherwise procured by, such tenant, and in the event of the loss of any keys so furnished, such tenant shall pay to Landlord the cost of replacing the same or of changing the lock or locks opened by such lost key if Landlord shall deem necessary to make such change.

- 13. All removals, or the carrying in or out of any safes, freight, furniture, or bulky matter of any description must take place during the hours which Landlord may determine from time to time. The moving of safes or other fixtures or bulky matter of any kind must be made upon previous notice to the manager of the Building and under his or her supervision. Landlord reserves the right to inspect all safes, freight or other bulky articles to be brought into the Building and to exclude from the Building all safes, freight or other bulky articles which violate any of these Rules and Regulations or the Lease of which these Rules and Regulations are a part. Landlord reserves the right to prohibit or impose conditions upon the installation in the Premises of heavy objects which might overload the building floors. Landlord will not be responsible for loss of or damage to any safes, freight, bulky articles or other property from any cause, and all damage done to the Building by moving or maintaining any such safe or other property shall be repaired at the expense of the tenant.
- 14. Landlord shall have the right to prohibit any advertising by any tenant which, in Landlord's opinion, tends to impair the reputation of the Building or its desirability as an office building and upon written notice from Landlord any tenant shall refrain from or discontinue such advertising.
- 15. Except for access to the Premises, Landlord reserves the right to exclude from the Building between the hours of 10:00 p.m. and 7:00 a.m. and all hours on Saturdays, Sundays and legal holidays all persons who do not present a pass signed by Landlord. Landlord shall furnish passes to persons from whom any tenant requests the same in writing. Each tenant shall be responsible for all persons for whom he requests passes and shall be liable to Landlord for all acts of such persons. Landlord shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In the case of invasion, mob, riot, public excitement or other commotion, Landlord reserves the right to prevent access to the Building during the continuance of the same, by the closing of the gates and doors or otherwise, for the safety of the tenants and others and the protection of the Building and the property therein.
- 16. Any persons employed or engaged by the tenant to do janitorial work, shall, while in the Building, be subject to the prior written approval of the Landlord and subject to the Rules and Regulations of the Building. Tenant shall be responsible for all acts of such persons and Landlord shall not be responsible for any loss or damage to property in the Premises, however occurring.
- 17. Water line installations: All coffee machines, water filters and ice makers must be connected using copper lines not plastic lines and Tenants must contact the Property Management Office to request the Chief Engineer come to view this at the time of installation for proper documentation that copper wiring was used for such installations.
- 18. All doors opening onto service corridors shall be kept closed, except when in use for ingress and egress, and left locked when not in use.

- 19. The requirements of tenants will be attended to only upon application to the Office of the Building.
- 20. Canvassing, soliciting and peddling in the Building are prohibited and each tenant shall cooperate to prevent the same.
- 21. All equipment of any electrical or mechanical nature shall be placed by tenants in the premises in settings approved by Landlord, to absorb or prevent any vibration, noise or annoyance.
- 22. No air conditioning unit or similar apparatus shall be installed or used by any tenant without the written consent of Landlord.
- 23. There shall not be used in any space, or in the public halls of the Building either by any tenant or others, any hand trucks except those equipped with rubber and side guards.
- 24. Landlord will direct electricians as to where and how telephone and telegraph wires are to be introduced. No boring or cutting for wires or stringing of wires will be allowed without written consent of Landlord. The location of telephones, call boxes and other office equipment affixed to the Premises shall be subject to the approval of Landlord. All such work shall be affected pursuant to permits issued by all applicable governmental authorities having jurisdiction.
- 25. No vendor with the intent of delivering goods shall be allowed to transport or carry beverages, food, food containers, etc., on any passenger elevators, or park illegally on the street. The transportation of such items shall be via the loading dock, service elevators in such manner as prescribed by Landlord.
- 26. Tenants shall cooperate with Landlord in the conservation of energy used in or about the Building, including without limitation, cooperating with Landlord in obtaining maximum effectiveness of the cooling system. Tenant shall not obstruct, alter or in any way impair the efficient operation of Landlord's heating, lighting, ventilating and air conditioning system and shall not place bottles, machines, parcels or any other articles on the induction unit enclosure so as to interfere with air flow. Tenant shall not tamper with or change the setting of any thermostats or temperature control valves, and shall in general use heat, gas, electricity, air conditioning equipment and heating equipment in a manner compatible with sound energy conservation practices and standards.
- 27. All parking ramps and areas, pedestrian walkways, plazas, and other public areas forming a part of the Building shall be under the sole and absolute control of Landlord with the exclusive right to regulate and control these areas. Tenant agrees to confirm to the rules and regulations that may be established by Landlord for these areas from time to time.
- 28. Landlord reserves the right to exclude or expel from the Building any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or drugs, or in any manner acts in violation of any of the rules and regulations of the Building.

- 29. Tenants and its employees, agents, subtenants, contractors and invitees shall comply with all applicable "no-smoking" ordinances and, irrespective or such ordinances, shall not smoke or permit smoking of cigarettes, cigars or pipes outside of Tenant's Premises (including plaza areas) in any portions of the Building except areas specifically designated as smoking areas by Landlord. If required by applicable ordinance, Tenant shall provide smoking areas within Tenant's Premises.
- 30. Parking arrangements for Tenant's restaurant business shall be the responsibility of the Tenant.