

**RULES AND REGULATIONS**  
**OF LANDLORD**

1. No smoking shall be permitted in the Building. Smoking allowed outside and only in designated areas.
2. No awning, shade, sign, advertisement, or notice shall be inscribed, painted or affixed on or to any part of the outside of the Building except by the written consent of Landlord, and except it be of such color, size and style and in such place upon or in the Building, as may be designated by Landlord.
3. No physician, surgeon or dentist shall advertise his business in any manner prohibited by the Code of Ethics of the American Medical Association.
4. Landlord shall prescribe the weight, size and position of all safes used in the Building, and such safes shall in all cases stand on wood or metal of such size as shall be designated by Landlord. All damage done to the Building by putting in, or taking out or maintaining a safe, shall be repaired at the expense of Tenant.
5. The sidewalks, halls, passages, exits, entrances, elevators and stairways of the Building shall not be obstructed by Tenant or used by it for any purpose other than for ingress to and egress from the Demised Premises. The halls, passages, exits, entrances, elevators, and stairways are not for the use of general public, and Landlord shall in all cases retain the right to control and prevent access thereto of all persons whose presence in the judgment of Landlord would be prejudicial to the safety, character, reputation and interest of the Building and its tenants, provided that nothing herein contained shall be construed to prevent such access to persons with whom Tenant normally deals in the ordinary course of its business, unless such persons are engaged in illegal activities. Tenant shall not go upon the roof of the Building.
6. The Demised Premises shall not be used for the storage of unrelated merchandise or for lodging. Cooking shall be done or permitted by Tenant on the Demised Premises, provided that such use is in accordance with all applicable federal, state and local laws, codes, ordinances, rules and regulations.
7. Landlord will furnish Tenant with two (2) keys to the Demised Premises, free of charge. No additional locking devices shall be installed in the Demised Premises by Tenant, nor shall any locking device be changed or altered in any respect without the prior written consent of Landlord. All locks installed in the Demised Premises, excluding Tenant's vaults and safes, or special security areas (which shall be designated by Tenant in a written notice to Landlord), shall be keyed to the Building master key system. Landlord may make reasonable charge for any additional lock of any bolt (including labor) installed on any door of the Demised Premises. Tenant, upon the termination of its tenancy, shall deliver to Landlord all keys to doors in the Demised Premises.
8. Tenant shall schedule with Landlord, by written notice given no less than forty-eight (48) hours in advance, its move into or out of the Building, and Tenant shall reimburse Landlord upon demand for any additional security or other charges incurred by Landlord as a consequence of such moving. The persons employed by Tenant to move equipment or other items in or out of the Building must be acceptable to Landlord. The floors, corners and walls of elevators and corridors used for the moving of equipment or other items in or out of the Building must be adequately covered, padded and protected, and Landlord may provide such padding and protection, at Tenant's expense. Landlord will not be responsible for loss of or damage to any such property from any case, and all damages done to the Building by moving or maintaining Tenant's property shall be repaired at the expense of Tenant.
9. Tenant shall not use or keep in the Demised Premises or the Building any material which is prohibited by standard local codes. Tenant shall not use, keep or permit or suffer the Demised 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 tenants or those having business in the Building other than activity normally associated with the standard operation of the Tenants business.
10. No curtains, draperies, blinds, shutters, shades, screens or other coverings, hangings or decorations other than standard window coverings shall be attached to, hung or placed in, or used in connection with any window of the Building without the prior written consent of Landlord.
11. Tenant shall see that the doors of the Demised Premises are closed and locked and that all water faucets, water apparatus and utilities are shut off before Tenant or Tenant's employees leave the Demised Premises, so as to prevent waste or damage, and for any default or carelessness in this regard Tenant shall make good all injuries sustained by other tenants or occupants of the Building or Landlord. On multiple-tenancy floors, all tenants shall keep the doors to the Building corridor closed at all times except for ingress and egress and all tenants shall at all times comply with any rules or orders of the fire department with respect to ingress and egress.

12. The toilet rooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, no foreign substance of any kind whatsoever shall be deposited therein, and any damage resulting to same from Tenant's misuse thereof shall be paid for by Tenant.
13. Except with the prior consent of Landlord, Tenant shall not sell, or permit the sale from the Demised Premises of, or use or permit the use of any sidewalk or common area adjacent to the Demised Premises for the sale of, newspapers, magazines, periodicals, theater tickets or any other goods, merchandise, or service, nor shall Tenant carry on, or permit or allow any employee or other person to carry on, business in or from the Demised Premises for the service or accommodation of occupants of any other portion of the Building, nor shall the Demised Premises be used for manufacturing of any kind, or for any business or activity other than that specifically provided for in Tenant's lease.
14. Tenant shall not install any radio or television antenna, loudspeaker, or other device on or about the roof area or exterior walls of the Building without Landlord's written permission.
15. Tenant shall not use in any space, or in the common areas of the Building, any hand trucks except those equipped with rubber tires and side guards or such other materials-handling equipment as Landlord may approve. No other vehicles of any kind shall be brought by Tenant into the Building or kept in or about the Demised Premises.
16. Tenant shall store all its trash and garbage within the Demised Premises until removal of same to such location outside the Building as may be designated from time to time by Landlord. No material shall be placed in the Building trash boxes or receptacles if such material is of such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the City without being in violation of any law or ordinance governing such disposal.
17. All loading, unloading and delivery of merchandise, supplies, materials, garbage and refuse shall be made on and through such entryways and elevators and at such times as Landlord shall designate. In its use of the Loading areas of the Building, Tenant shall not obstruct or permit the obstruction of said loading areas, and at no time shall Tenant park vehicles therein except for immediate loading and unloading purposes.
18. Canvassing, soliciting, peddling or distribution of handbills or any other written material outside of demised property is prohibited and Tenant shall cooperate to prevent same.
19. Landlord reserves the right to select the name of the Building and to make such changes or changes of name as it may deem appropriate from time to time, and Tenant shall not refer to the Building by any name other than: (i) the name as selected by Landlord (as same may be changed from time to time), or (ii) the postal address, approved by the United States Post Office. Tenant shall not use the name of the Building in any respect other than as an address of its operation in the Building without the prior written consent of Landlord. Landlord will compensate Tenant for reasonable replacement costs to signage, promotional material and stationery.
20. Tenant assumes all responsibility for protecting its premises from theft, robbery and pilferage, which includes keeping doors locked and other means of entry closed.
21. All incoming mail and package deliveries shall be received at the area in the Building designated by Landlord for such purposes.
22. Landlord reserves the right to exclude or expel from the Building any person who is, in the judgment of Landlord, intoxicated or under the influence of alcohol or other drug or who is in violation of any of the Rules or Regulations of the Building.
23. No animals, birds or livestock shall be permitted in the Demised Premises or the Building.
24. Tenant shall be responsible for performing snow removal from the sidewalks. Snow accumulation, ice and debris is to be removed from all sidewalks adjacent to the Premises - from the building's edge to the parking lot.
25. Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular Tenant or tenants, but no such waiver by Landlord shall be construed as a waiver of these Rules and Regulations in favor of any other tenant or tenants, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all of the tenants of the Building.

26. Landlord reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other, and further reasonable Rules and Regulations as in Landlord's judgment may from time to time be necessary for the safety, care and cleanliness of the Demised Premises, and for the preservation of good order therein.
27. Wherever the word "Tenant" occurs in these Rules and Regulations, it is understood and agreed that it shall mean Tenant's assigns, agents, clerks, employees and visitors. Wherever the word "Landlord" occurs in these Rules and Regulations, it is understood and agreed that it shall mean Landlord's assigns, agents, clerks, employees and visitors.
28. These Rules and Regulations are in addition to, and shall not be construed in any way to modify, alter or amend, in whole or part, the terms, covenants, agreements and conditions of any lease of premises in the Building.
29. Tenant shall be responsible for the observance of all of the foregoing Rules and Regulations by Tenant's employees, agents, clients, customers, invitees and guests.
30. So long as the parking shall remain on the premises of the Center, Landlord reserves the right to designate and enforce employee parking areas should it become necessary in Landlord's sole judgment to do so.