

BUILDING RULES

2550 N. LOOP W.

1. **THE CONDUCTING OF TENANT'S BUSINESS IN THE BUILDING'S LOBBIES, SIDEWALKS, DOORWAYS, VESTIBULES, HALLS, STAIRWAYS, ELEVATOR LOBBIES, AND OTHER SIMILAR COMMON AREAS IS STRICTLY PROHIBITED.** Additionally, those areas shall not be used for the disposal of trash, be obstructed by tenants, or be used by tenant's employees and visitors for any purpose other than entering or leaving the leased premises and for going from one part of the Building to another. If special trash haulings are required, please contact the Management Office.

2. No sweepings, rubbish, rags or other unsuitable materials shall be disposed into plumbing fixtures or appliances. Damage resulting to any fixtures from misuse by a tenant shall be the liability of said tenant.

3. Movement of furniture or office equipment in or out of the Building, or the dispatch or receipt of any bulky material, merchandise or materials which requires the use of the elevators or the stairways or movement through the Building entrances or lobby will be restricted to such hours as Landlord shall reasonably designate. All such movement will be under the supervision of Landlord and in the manner agreed to between tenant and Landlord by prearrangement. Such prearrangement, initiated by tenant, is subject to Landlord's control as to the time, method, routing of the movement and as to limitations for safety or other concerns which may prohibit any article, equipment or other item(s) from being brought into the Building. Tenant is to assume all risks for damage to articles moved or injury to persons engaged or not engaged in such movement and for any damage to Landlord's equipment or property or injury to Landlord's personnel as a result of any act in connection with fulfilling this service for tenant. Landlord shall not be liable for any acts of any person(s) engaged in, or any damage or loss to any of said property of person(s), resulting from any act in connection with such service performed for tenant unless the damage or injury is caused by the gross negligence or willful misconduct of Landlord.

4. All routine deliveries to a tenant's leased premises during 8:00 a.m. to 5:00 p.m. weekdays shall be made through the elevators designated by Landlord. Passenger elevators are to be used only for the movement of people, unless an exception is approved by the Management Office.

5. To insure orderly operation of the Building outside the hours set forth in the preceding paragraph, no ice, mineral or other water, towels, newspapers, packages, etc. will be delivered after hours to tenants' leased premises except as approved by Landlord in writing.

6. Access to the Building's fitness center requires written preapproval from Building management.

7. Tenant space that is visible from public areas must be kept neat and clean and is subject to Landlord's approval.

8. Space heaters are strictly prohibited in the Building. Tenants shall not tamper with or attempt to adjust temperature control thermostats in the leased premises. Landlord shall adjust thermostats as required to maintain the Building standard temperature. Landlord requests that all shades be closed as much as tenant's motivation allows and window blinds remain down and tilted at a 45-degree angle toward the street to help maintain comfortable room temperatures and conserve energy.

9. All requests for overtime air conditioning or heating, as applicable, in the leased premises must be submitted in writing to the Management Office by 2:00pm on the day prior to the requested day, by 2:00pm Thursday for weekend requests, and by 2:00 p.m. on the preceding business day for Holiday requests. The cost for overtime air conditioning or heating is \$75.00 per hour with a four (4) hour minimum.

10. Accessing the Building at times other than during the Building's normal business hours requires use of the Building's key card system and times cannot be altered for per Tenant requests. Tenants shall not use any means to alter access to building or temporarily prop open exterior doors. Access devices and keys are assigned to each Tenant solely for a specific individual's use. Tenants and their employees shall not share keys or access cards with anyone else. Garage parking is granted to tenants supplied with a garage access tag only. Vehicles parked in unauthorized areas (such as a reserved spot, will be subject to towing at the vehicle owner's expense.

11. Corridor doors, when not in use, shall be kept closed and Tenants will comply with all security procedures during business hours and after hours and on weekends.

12. Landlord will provide all locks for doors in the leased premises and no additional lock(s) will be placed on any door within the leased premises without Landlord's written consent. All requests for duplicate keys or keypad codes shall be made to the Management Office.

13. Tenants will cooperate with Landlord's employees in keeping leased areas neat and clean. Landlord will in no way be held responsible by any tenant, its agents, employees or invitees for any loss of property from the leased premises or public areas or for any damage to any property within the leased premises even if such loss or damage occurred when the premises were locked against entry.

14. Signs, advertisements, or notices visible in or from public corridors or from outside the Building shall be subject to Landlord's prior written approval.

15. Landlord will provide and maintain a directory board for all tenants in the main lobby of the Building, and no other directory will be permitted.

16. Proposed plans for alterations within the Building must be approved in writing by Landlord. This provision will apply to all work performed in the Building including, but not limited to, installation of internet, telephone, and telegraph services equipment, and all installations affecting or affixed to floors, walls, woodwork, trim, windows, ceiling, equipment or any other portion of the Building. Tenant shall ensure that all alterations comply with applicable building rules and fire codes.

17. Landlord reserves the right to prescribe the weight and positioning of safes, files, filing systems and other heavy equipment and written approval must be obtained from the Management Office before work begins. All damage done to the Building by the movement of property of tenant, or done by tenant's property while in the Building, will be repaired at tenant's expense.

18. Should a tenant require telegraphic, telephonic, annunciator or other communication service, Landlord must agree in writing and will direct the electricians where and how wires are to be introduced and placed and none shall be introduced or placed except as Landlord shall direct. Electric current shall not be used for power or heating without Landlord's prior written permission. Tenant shall ensure that all wiring and electrical work comply with applicable building and fire codes.

19. Tenants are requested to lock all office doors leading to corridors and to turn out all lights at the close of their working day.

20. Tenants, their agents, employees and invitees shall observe the Building's policy of no smoking in all public areas including elevators, restrooms, etc., and if smoking in the Building's garage, shall use the garage's designated smoking area in the N/E corner. **Smoking within 150 feet of the area of the garage where pedestrians enter or exit the Building is strictly prohibited.**

21. No flammable or explosive fluids or materials shall be kept or used within the Building except in areas approved by Landlord, and tenants shall comply with all applicable building and fire codes relating thereto.

22. Tenant shall conduct its business and control its agents, employees, invitees and contractors in such a manner as not to create any nuisance or interfere with Landlord in its operation of the Building in accordance with the lease.

23. The carrying of firearms of any kind in any leased premises, the Building, any related parking garages, or anywhere on the Premises of which the foregoing are a part, or any sidewalks, drives, or other common areas related to any of the foregoing, is prohibited except in the case of unconcealed firearms carried by licensed security personnel hired or contracted for by tenants for security of their premises as permitted by such tenants' leases or otherwise consented to by Landlord in writing.

24. The Premises shall not be used for the storage of merchandise held for sale to the general public, lodging, manufacturing of any kind or any business or activity other than specifically provided for in tenant's lease. No cooking shall be done or permitted on the Premises, except that the use by tenant of approved microwaves or equipment for brewing coffee, tea or other hot beverages shall be permitted; provided that such use is in accordance with all applicable federal, state and local laws, codes, ordinances and regulations.

25. No curtains, drapes, blinds, shutters, shades, screens or other coverings, hangings or decorations shall be attached to, hung, or placed in, or used in connection with any window of the Premises without the prior written approval of Landlord. In the event such consent is granted, such items shall be installed on the office side of Landlord's standard window coverings and shall in no way be visible from the exterior of the Building.

26. No animals other than service animals as permitted pursuant to applicable law including the Americans with Disabilities Act (the "ADA") shall be brought into or kept in, on or about the Building. Additionally, Tenant's employees are allowed only one (1) canine weighing thirty (30) pounds or less on the premises, unless the ADA or other applicable law permits otherwise.

27. Each canine possessor will always be fully responsible for their canine while on the premises and will be held fully responsible for any damage that is done to the property or persons on the premises.

Additionally:

(a) The canine must be on a leash or lead at all times in the common areas of the Premises, be controllable, clean, well-groomed, free of illness and disease, and potty-trained/house broken.

(b) The building's dog park shall be used as the only "pet relief" area on the Premises. The front, sides, and rear of the building shall never be used as a "pet relief" area. Droppings/excrement must be picked up and placed in sealed bags and discarded into the specified receptacle in the Building's dog park and never inside the Building.

(c) The canine must have no history of aggressive behavior or biting, be well socialized to people and other canines. Any display of aggressive behavior will require immediate removal and permanent barring from the Premises. Anyone asked to take their canine home must do so immediately.

(d) The canine's possessor is solely responsible for cleaning up and sanitizing immediately after accidents with effective products.

(e) Canines must not be allowed to wander unattended, inside or outside the Building or around the premises.

28. Landlord reserves the right to rescind any of the foregoing rules and regulations and to make such other and further rules and regulations as, in its reasonable judgment, shall, from time to time, be required for the safety, protection, care and cleanliness of the Building, the operation thereof, the preservation of good order therein and the protection and comfort of the tenants and their agents, employees and invitees. Such rules and regulations, when made and written notice thereof is given to a tenant, shall be binding upon it in like manner as if originally herein prescribed.

29. In the event that any rule or regulation herein or otherwise prescribed by Landlord shall conflict with any provision of tenant's lease with Landlord, the provisions of the lease shall control.