



# RULES AND REGULATIONS

- 1. Additional Standards of Behavior.** In addition to all other provisions of the License, including these Rules, Licensee, its agents, employees, invitees and guests (collectively the "Licensee") understand and agree that the nature of the Workstyle, and use of common areas within it, including but not limited to the break room, conference facilities, as well as the Premises and other space in the Building, require that they acknowledge and respect the quiet enjoyment by other Licensee's, and their agents, employees, invitees and guests. Licensee shall not disturb the quiet enjoyment of other Licensees, including but not limited to excessive noise, music playing, loud or offensive talk or conduct, displays, cleanliness, trash, food, use or abuse of office furniture and design, whether that provided by Licensor or Licensee.
- 2. Design and Cleanliness.** In Workstyle spaces (including in private offices) many desks, offices, and workspaces are visible to others and become part of the overall environment and experience of other Licensees, guests, and other visitors. Accordingly, all desks, offices, and workspaces must be maintained in a reasonably clean and orderly fashion. The design of Workstyle space is an important part of the experience as well, so the addition of furnishings, decorations, or office, kitchen, or service items by Licensee requires Licensor approval, which may be granted or revoked in Licensor's sole discretion. Licensor may, at its election, frost or otherwise opaque any glass doors or panels, or remove same. In general, Licensor retains control of the design and furnishings of the Workstyle space. In addition, items brought into the Workstyle Space that are not compatible with Licensor's standards of design and cleanliness may be moved, arranged, or removed at any time, at Licensor's sole discretion. Licensor shall approve in writing, prior to installation, any attachment of any object affixed to walls, ceilings, or doors other than pictures and similar items.
- 3. Access Control.** No additional locks or bolts of any kind shall be placed upon any of the doors or windows of the Premises or the Building by Licensee, nor shall any changes be made in existing locks or the mechanisms thereof without the prior written consent of the Licensor. Licensee must, upon the termination of its tenancy, return to Licensor all keys and access cards to the Premises. If Licensee fails to return any such key, Licensee shall pay to Licensor the cost of changing the locks to the Premises if Licensor deems it necessary to change such locks.
- 4. Trash.** No Licensee shall place anything in the hallways of the Building. No trash shall be placed in the common area.
- 5. Use of Space.** Licensee shall only be permitted use as general office space. No Licensee shall occupy or permit any portion of the Premises to be occupied for lodging or sleeping or for any illegal purposes or permit any pet within the Premises or Building (unless the Building has a pet policy).
- 6. Combustibles.** Licensee shall not use or keep in the Premises or the Building any combustible fluid or material, including the use of space heaters, and shall not permit any open flame, including candles, incense, etc.
- 7. Wiring.** Licensor will direct electricians as to where and how telephone wiring shall be located. No boring or cutting for wires will be allowed without the written consent of Licensor. The location of telephones, call boxes and other office equipment affixed to the Premises shall be subject to the approval of Licensor.
- 8. Video.** Licensor may monitor the Workstyle space including any common areas by use of video cameras.
- 9. General Access.** On Saturdays, Sundays and legal holidays and on any other days between the hours of 6:00 p.m. and 6:30 a.m., Licensor reserves the right to keep all doors to the Building locked, and access to the Building, or to the halls, corridors, elevators or stairways in the Building or to the Premises may be refused unless the person seeking access is an employee of the Building or is properly identified as a Licensee of the Building. The Licensor 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 case of natural disaster, hurricane, tornado, evacuation, invasion, mob, riot, public excitement, or other commotion, the Licensor reserves the right to prevent access to the Building during the continuance of the same by closing the doors or closure of the Building for the safety of the Licensees and protection of property in the Building. Licensor also reserves the right to exclude or expel from the Building any person who, in the judgment of Licensor, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of the Rules and Regulations of the Building.
- 10. Access Control.** Access to the Building and parking may be controlled by the use of electronic card key or by other method deemed necessary by Licensor. Licensee shall be issued card keys or other ingress/egress devices and a deposit for each card or device shall be paid upon issuance of the cards. In the event that Licensee shall damage or lose the card key(s) or device(s), then Licensee's deposit for such card or device will be forfeited, and Licensee will be required to pay another equal deposit.
- 11. No Smoking.** Smoking is prohibited in the Premises and common areas of the Building at all times.
- 12. Deposit.** In order to receive a refund of its security deposit, if any, Licensee agrees to provide a forwarding address to Licensor, in writing, on or before the termination date of the Lease. Licensee agrees that it waives any rights and remedies with regard to the security deposit if it fails to provide such forwarding address to Licensor, in writing, on or before the termination date of the Lease, including waiver of the right to receive a refund and to receive a description of damages and charges. Licensor shall have sixty (60) days from the date Licensee surrenders the premises and Licensor's receipt of Licensee's forwarding address, to refund the security deposit and/or provide a written description of damages and charges.
- 13. Other Charges.** Licensor reserves the right to charge Licensee, and require payment in advance, for services and/or expenses not required of Licensee under this Lease, or incurred in relation to the Lease. Such charges include, but are not limited to, processing "bounced" checks, changing locks, reviewing and signing lien waivers, lease or license assignments, sublet documents, providing after hours HVAC rates, etc. A list of charges can be obtained from the Licensor's representative. The charges are based on the cost to the Licensor or its management company to provide the service which is charged for, and are subject to change at anytime without notice.
- 14. Guests.** Use of Workstyle space is by Licensee only; guests are permitted when meeting Licensees for specific business related meetings, but otherwise must become a Licensee to use the space.
- 15. Events.** From time to time, Licensor will hold events in the Workstyle space (such as meetings, workshops, press events, and other functions). These events may be open to the general public and may require moving furniture or otherwise impact the use of the space. Licensees shall make reasonable accommodations for such events, and take care to protect their work product and property.