

# 8ION SEVENTH

## BUILDING RULES AND REGULATIONS

- 1. ACCESS.** Landlord may from time to time establish security regulations for the purpose of regulating access to and within the Project. Tenant and its agents, employees and contractors will abide by all security regulations so established. During other than Normal Business Hours, access to and within the Project or to the halls, corridors, elevators, stairways and other Common Areas may be restricted so long as reasonable access to the Premises is available at all times.
- 2. ROOF ACCESS.** Tenant and its agents, employees and contractors will have no access to the roof of the Building or other improvements in the Project and will not install, repair or replace any antenna, aerial, aerial wires, heating, cooling or ventilation equipment, or other devices thereon, without the prior written consent of Landlord. Tenant will be liable for any damages or repairs incurred or required as a result of the installation, use, repair, maintenance or removal of any such devices and will indemnify the Landlord Indemnified Parties from any liability, loss, damage, cost or expense arising out of any activities of Landlord or its agents, employees or contractors on the roof of the Building or other improvements.
- 3. COMMON AREAS.** Tenant and its agents, employees and contractors will not place or store anything in or obstruct in any way any sidewalk, entrance, exit, loading or shipping area, hall, corridor, elevator, stairway or other Common Areas. The Common Areas are not for the use of the general public and Landlord will in all cases retain the right to control and prevent access to them by all persons whose presence in the judgment of Landlord will be prejudicial to the safety or security of the Project or its occupants. Tenant and its agents, employees and contractors may not enter into telecommunications rooms, mechanical rooms, electrical rooms or other service areas of the Project unless accompanied by a representative of Landlord.
- 4. VEHICULAR AREAS.** Use of any driveway, passenger drop-off area, parking area or other vehicular areas available for use by Tenant will be subject to such rules as may be promulgated from time to time. No vehicles will be parked in a manner that impedes access to or from the Project or within the Project or that violates any space reservations or handicapped parking spaces. When using the parking area or other vehicular areas, Tenant, its agents, employees, clients, customers and invitees shall observe and obey all signs regarding fire lanes and parking zones, and shall always park between the lines. Landlord reserves the right to tow, at Tenant's or the vehicle owner's expense, any improperly parked vehicles. The vehicular areas are made available only as a convenience to the tenants and their agents, employees, clients, customers and invitees, and Landlord will not be liable for any theft of or loss or damage to any vehicle using such areas or the accessories to or contents of any such vehicle. Tenant, its agents, employees, clients, customers and invitees will not use or permit use of such areas for the overnight storage of automobiles or other vehicles without the prior written consent of Landlord.
- 5. DIRECTORIES.** The directory or directories of the Building will be provided by Landlord for displaying the name and location of each tenant of the Building. Any additional names requested by Tenant to be displayed in the directories must be approved

by Landlord in writing, and if space is available and Landlord approves the use of such space by Tenant, the additional names will be provided at the sole expense of Tenant. Any changes in the name of Tenant and any changes or deletions to the additional names will be at the sole expense of Tenant.

6. **SIGNS.** No sign, advertisement or other visual aid will be painted, affixed or otherwise exposed on the windows, doors or any part of the exterior of the Building, on the Land or in the parking area or other Common Areas, without the prior written approval of Landlord. All interior identification signs will be in accordance with Project standards and submitted to Landlord for written approval. An individual suite plaque of standard size and color will be provided by Landlord for displaying the name and suite number of each tenant of the Building. Any changes in the name of Tenant will be at the sole expense of Tenant.
7. **LARGE AND HEAVY ARTICLES.** Tenant will be solely responsible for furniture, freight and other large or heavy articles brought into the Project. Tenant will notify Landlord in advance when any such articles are being brought into, relocated within or removed from the Project. Such articles may be brought into or removed from the Premises only at times and in the manner designated by Landlord, using service doors and freight elevators designated for such purpose. All damage done by moving such articles will be repaired at the expense of Tenant. Tenant will not overload any floor while moving or maintaining any heavy articles. Landlord may direct the location of heavy articles and, if considered necessary by Landlord, require supplementary supports at the expense of Tenant to properly distribute the weight.
8. **APPEARANCE.** Articles will not be placed in the Premises near the glass of any door, wall or window which may be unsightly from outside the Premises. No articles will be placed on any window ledge. No awnings or similar devices will be placed on the outside windows in the Premises. No blinds, shades, draperies or other forms of inside window covering other than those approved by Landlord may be installed in the Premises. Tenant will not paint or decorate the Premises or install any floor coverings without in each instance obtaining the prior written consent of Landlord. No nails, screws or other fasteners will be driven into exterior walls or other vapor barrier.
9. **PROTECTING PREMISES.** Before leaving the Premises unattended, Tenant will close and securely lock all windows, doors or other means of entry to the Premises and shut off all utilities, lights and equipment in the Premises. Tenant will be responsible for keeping the Premises secure and protecting the Premises and all property and persons in the Premises from theft, robbery, pilferage and other crimes.
10. **LOCKS.** No additional or replacement locks will be placed on any of the doors or windows without the prior written consent of Landlord. No keys, passcards or other entry devices for the Premises will be made other than those provided by Landlord. Upon termination of this Lease or of Tenant's possession, Tenant will surrender all keys, passcards and other entry devices which have been furnished to Tenant for access to and within the Project, the Premises and any offices, rooms or toilet rooms.
11. **UTILITIES.** Tenant will not waste or overuse any utilities furnished to the Premises, and will cooperate fully with Landlord to assure the most effective and energy efficient

operation of the Project. Tenant will not install or change any signal, communication, alarm or other utility or similar service connections without the prior written approval of Landlord. Tenant will not install in the Premises any equipment (including computer or data processing equipment) which requires a substantial amount of electrical current without the advance written consent of Landlord. Tenant will ascertain from Landlord the maximum amount of electrical load which can safely be permitted in the Premises, and will not connect a greater load than such safe capacity. Tenant will keep corridor doors closed and will not open any windows. Toilets, urinals, wash bowls and the other toilet room apparatus will not be used for any purpose other than that for which they were constructed, and no foreign substance will be thrown therein.

12. **REFUSE.** Tenant will store all trash and garbage within the Premises in receptacles approved by Landlord for such purpose. Tenant will not place any hazardous or other material in such receptacles which cannot be disposed of in the ordinary and customary manner for trash and garbage in the jurisdiction in which the Project is located. Tenant will comply with the requirements of any recycling program as may be adopted by Landlord from time to time.
13. **OUTSIDE SERVICES.** Tenant will assure that all vendors providing ice, food, beverage, towel or other similar services on the Premises will abide by regulations fixed by Landlord. No vending machines of any description will be installed, maintained or operated in the Premises or other portions of the Project without the prior written consent of Landlord.
14. **INTOXICATION.** Landlord reserves the right to exclude or expel from the Project or any part thereof any person who, in the judgment of Landlord, is intoxicated or under the influence of liquor or other drugs, or who will in any manner do any act in violation of any of the rules and regulations for the Project.
15. **FIXTURE MOVEMENT.** Any and all furniture, fixtures and goods will be moved by Tenant and at Tenant's expense whenever such moving is necessitated for the purpose of repair or maintenance to be performed by Landlord within the Building or other portions of the Project.
16. **TOBACCO OR VAPING USE.** Tenant will not use or permit use by its agents, employees or contractors of tobacco or vaping products within the Premises or the Common Areas within the Building. Use of tobacco or vaping products outside the Building will be permitted only in those areas from time to time designated by Landlord for such purpose.
17. **FIREARMS AND DRUGS.** Tenant will not bring or permit any of its agents, employees or contractors to bring any handgun, firearm or other weapons of any kind or any illegal drugs into the Project.
18. **TRAINING AND CONFERENCE ROOMS.** Tenant will have access to the Project training and conference facilities, if any, at the discretion of Landlord and subject to the terms of its Lease. Landlord may designate a website or other means for reserving the Project training and conference facilities. Tenant will have no access to these facilities without prior reservation. Tenant will be responsible for returning the training and

conference facilities to good condition following all meetings including disposal of trash, removal of personal property, and returning of tables and chairs to classroom configuration. Should janitorial service be required as a result of failure of Tenant to clean-up the space, janitorial fees may be billed to Tenant as Additional Rent. Food and beverage service for the training and conference facilities will be provided by a caterer designated or approved by Landlord. Failure to comply with these rules and regulations may result in loss of privileges for the training and conference facilities.

- 19. PROHIBITIONS.** Tenant will not (a) conduct itself in a manner inconsistent with the comfort or convenience of other tenants and the character of the Project, (b) install or operate any space heater, fan or other machinery excepting standard office equipment or other trade equipment approved by Landlord, (c) permit preparation, warming, or dispensing of food or beverages in the Premises except in any kitchenette in the Premises approved by Landlord and in accordance with other reasonable arrangements approved by Landlord, (d) use the Premises for housing, lodging or sleeping purposes, (e) place any radio or television antennas on the roof or on or in any part of the inside or outside of the Building or other portions of the Project other than the inside of the Premises, (f) operate any radio, television, or other sound producing instrument or device inside or outside the Premises which may be heard outside the Premises, (g) use any illumination or power for the operation of any equipment other than electricity, (h) operate any electrical device from which may emanate electrical waves which may interfere with or impair computer equipment or radio or television broadcasting or reception from or in the Project or elsewhere, (i) bring or permit to be in the interior of the Building or other improvements any bicycle or other vehicle or any animal or bird (except specially trained assistance animals for persons with handicaps or disabilities), (j) permit any objectionable noise or odor to emanate from the Premises, (k) disturb, solicit or canvass other tenants or occupants of the Project, (l) do anything in or about the Premises tending to create or maintain a nuisance or do any act tending to injure the reputation of the Project, (m) use the name or picture of the Project in any letterheads, envelopes, or advertisements except with Landlord's prior written consent, or (n) throw or drop any article from any window or other opening in the Project.
- 20. MANAGEMENT OFFICE.** Service requirements of Tenant will be attended to only upon application at the management office designated by Landlord to serve the Project.
- 21. BUILDING SECURITY.** At all times, (a) persons may enter the Building only in accordance with Landlord's regulations, (b) persons entering or departing from the Building may be questioned as to their business in the Building, and (c) all entries into and departures from the Building must take place through such one or more entrances as Landlord from time to time designates; provided, however, anything herein to the contrary notwithstanding, Landlord is not liable for any lack of security in respect to the Building whatsoever. Landlord reserves the right to require Tenant to use an identification card or other access device to access the Building and the right to require persons entering the Building to register the hour of entry and departure, nature of visit and other information Landlord determines is necessary for security in the Building. Until further notice, Landlord will enforce clauses (a) and (b) above during Normal Business Hours only; provided, however, that all invitees of Tenant who are in the Building or upon the Project

outside of Normal Business Hours shall remain at all times in the company of, or under the oversight of, an employee of Tenant. Tenant hereby agrees to oversee its invitees at its sole cost and expense. Subject to the foregoing, Tenant shall have access to the Building at all times through proximity card readers at the Building entrances. In 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 closing the doors or otherwise, for the safety of the tenants or the protection of the Building and the property therein. In no case will Landlord be liable for damages for any error or other action taken with regard to the admission to or exclusion from the Building of any person.

22. **BICYCLES.** Tenant shall not bring any bicycles or other vehicles inside or on the sidewalks outside the Building, except in areas designated from time to time by Landlord for such purposes.
23. **WAIVER.** Landlord may waive one or more of these regulations for the benefit of any particular tenant or tenants, but no such waiver by Landlord will be construed as a waiver of these regulations in favor of any other tenant or tenants nor prevent Landlord from thereafter enforcing these regulations against any or all of the tenants of the Project.
24. **APPLICATION.** Tenant will ensure that its agents and subtenants and the employees, agents, subtenants, licensees, invitees and contractors of it and its agents and subtenants comply with these regulations. These regulations may be added to or amended by Landlord for the benefit of all tenants of the Project, and such additions or amendments will become effective immediately upon notification.