

## **Greenwich Office Park: Building Rules and Regulations**

The following Rules and Regulations are prescribed by the Management to provide, maintain and operate an orderly, clean and desirable premise for Tenants at Greenwich Office Park.

1. The sidewalks, entrances, driveways, passages, courts, elevators, vestibules, stairways, corridors or halls shall not be obstructed or encumbered by any tenant or used for any purpose other than for ingress to and egress from the Premises and for delivery of such merchandise and equipment in a prompt and efficient manner using elevators and passageways designated for such delivery by Landlord. Rubbish, litter, trash or material of any nature shall not be placed, emptied, or thrown into such areas.
2. The movement of furniture, equipment, machines, merchandise or material within, into or out of the premises and the Building shall be restricted to time, method and routing as determined by Landlord upon request from Tenant. Tenant shall assume all liability and risk to property, the premises and the Building in such move.
3. Tenant is cautioned in purchasing furniture and equipment that's size is limited to such as can be placed on the elevator and will pass through the doors of the Building and premises. All carpets, fabrics and furniture purchased for Tenant's premises shall conform to local and state fire codes.
4. No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by any tenant on any part of the outside of the Premises or the Building or on the inside of the Premises if the same is visible from the outside of the Premises without the prior written consent of Landlord, except that the name of Tenant may appear on the entrance door of the Premises after approval by Landlord. In the event of the violation of the foregoing by any tenant, Landlord may remove same without any liability, and may charge the expense incurred by such removal to the tenant violating this rule. Interior signs on tenant entrance doors shall be building standard size and format.
5. Tenants shall not install or operate any supplemental HVAC equipment (including space heaters) or carry on any mechanical operation without written permission of the Landlord.
6. Tenants shall not use the premises, the Building or parking facilities for housing, lodging or sleeping purposes. Tenants shall not use the premises for the cooking or preparation of food without the prior written consent of Landlord.
7. Tenant shall not bring or permit to be brought or kept in or on the Premises any inflammable, combustible or explosive fluid, material, chemical or substance, or

cause or permit any odors of cooking or other processes, or any unusual or other objectionable odors to emanate from the Premises. Tenant may, however, install a microwave oven and refrigerator for the incidental use of its employees.

8. Tenants shall not bring into the Building or keep on the premises any insect or animal, bicycles or other vehicle without the prior written consent of Landlord; Seeing Eye dogs excepted.
9. Keying must be approved by the Management Office. While Tenants are free to key and duplicate keys to their demised premises, the cylinders and locksets must meet office park standards. Management must be provided with a key schedule and key codes per the building requirements. Tenants must provide the cleaners with three (3) sets of keys/cards to the space and Management with one (1) set. Door keys and access cards for doors to the Premises shall be furnished at Lease commencement by Landlord. All duplicate keys and access cards shall be purchased only from Landlord. In the event a Tenant loses access cards, or there are changes to a specific Tenant's right to access the Premise (i.e., termination, relocation, etc.), Landlord must be given written notice. Tenant shall not alter any lock, access card reader, or install new or additional locks or bolts or access card readers, on any door without the prior written approval of Landlord. In the event such alteration or installation is approved by Landlord, Tenant shall supply Landlord with a key for any such lock, or bolt or access card reader. Tenant, upon the expiration or termination of its tenancy, shall deliver to Landlord all keys and or access cards in Tenant's possession for all locks, bolts, cabinets, safes or vaults, or the means of opening any lockable device.
10. Tenants shall not be permitted to perform any construction within the premises and Building without the prior written consent of Landlord. If Tenant desires signal communication, alarm or other utility or service connections installed or changed, such work shall be done at the expense of Tenant, with the prior written approval of Landlord.
11. No tenant shall mark, paint, drill into, or in any way deface any part of the Premises or the Building of which they form a part, provided, however, that Tenant shall have the right to install standard office furnishings and wall decorations. No cutting or stringing of wires shall be permitted, except with the prior written consent of Landlord, and as Landlord may direct. No tenant shall lay linoleum, or other similar floor covering, so that the same shall come in direct contact with the floor of the Premises, and, if linoleum or other similar floor cover is desired to be used, an interlining of builder's deadening felt shall be first affixed to the floor, by a paste or other material, soluble in water, the use of cement or other adhesive material being expressly prohibited.

12. Landlord reserves the right after normal business hours to require that persons entering the Building identify themselves. Landlord reserves the right to exclude from the Building between the hours of 6 p.m. and 8 a.m. and all hours on Sundays, and legal holidays all persons who do not have a building access card provided by Landlord. Landlord will furnish access badges to persons for whom any tenant requires same in writing. Each tenant shall be responsible for all persons for whom he requests such pass and shall be liable to Landlord for all acts of such persons.
13. Tenants shall not permit the operation of any musical or sound-producing instruments or devices which may be heard outside the premises or the Building, or which may emanate electrical waves which will impair radio or television reception from or in the Building.
14. Tenant shall, before leaving the premises unattended, close and lock all exterior doors and shut off all appliances, lights and equipment not necessary for overnight operations; damage resulting from failure to do so shall be the responsibility of the Tenant.
15. Each Tenant shall cooperate with the Landlord in obtaining maximum effectiveness of the cooling system by keeping all windows closed and utilizing perimeter window blinds on sunny days. If the Building contains central air conditioning and ventilation, Tenant agrees to keep all windows closed at all times and to abide by any rules and regulations issued by the Landlord with respect to such services. If Tenant requires air conditioning or ventilation after the usual hours, Tenant shall give two (2) business days' advanced notice in writing to the Management Office.
16. All plate and other glass located in the premises or the Building, which is broken through a cause attributable to Tenant, employees, patrons, licensees, customers, visitors or invitees, shall be replaced by and at the expense of Tenant under the direction of Landlord. The plumbing facilities shall only be used for the purposes for which they were constructed. No foreign substance of any kind shall be thrown in them and the expense of any breakage, stoppage or damage resulting from this situation shall be borne by Tenant.
17. Tenant shall not permit, erect or place drapes, window tinting, furniture, fixtures, shelving, display cases or tables, Lights, signs or advertising devices in front of or in proximity of interior or exterior windows, glass panels or glass unless the same shall have first been approved by Landlord. No carpet, rug or other article shall be hung or shaken out of any window of the Building; and no tenant shall sweep or throw or permit to be swept or thrown from the Premises any dirt or other substances into any of the corridors or halls, elevators, or out of the doors or windows or stairways of the Building, and Tenant shall not use, keep or permit to be used or kept any foul or

noxious gas or substance in the Premises, or permit or suffer the 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 therein.

18. No space in the Building shall be used for manufacturing, public sales, auctions or for the storage of merchandise.
19. Canvassing, soliciting, peddling and distribution of handbills and other advertising material in the Building is prohibited. Tenant shall cooperate to prevent the same and shall promptly report such activities to the Building Management Office.
20. Any hand trucks used in any space or public halls of the Building, either by Tenant or by others, in the delivery or receipt of merchandise, shall be equipped with rubber tires and side guards.
21. Tenants are not permitted upon the roof of the Building.
22. In order that the Building may be kept in a state of cleanliness, Tenant shall, during the Term, permit Landlord's employees (or Landlord's agent's employees) to clean the Premises and Tenant shall not employ any person(s) other than Landlord's employees (or Landlord's agent's employees) for such purpose. In the event Tenant must dispose of crates, boxes, etc. which shall not fit into office waste paper baskets, it shall be the responsibility of Tenant to dispose of same. In no event shall Tenant set such items in the public hallways or other common areas of the Building, excepting Tenant's Premises, for disposal. The work of Landlord's cleaning personnel shall not be hindered by Tenants after 6:00 p.m. Such work may be done at any time as scheduled by Landlord including when Tenant is not present. The windows, doors and fixtures may be cleaned at any time. Tenant shall maintain the premises in a manner such that it prevents unreasonable hardship to Landlord in discharging its obligation regarding cleaning service.
23. No person or contractor not employed by Landlord shall be used to perform window washing, cleaning, decorating, repair or other work in Tenant's Premises without the express written consent of Landlord. No hooks, nails, or screws shall be driven into or inserted in any part of the Building except by Building maintenance personnel.
24. Tenant shall be responsible for any damage to the premises, including carpeting and flooring, as a result of rust or corrosion of tile cabinets, roller chairs, metal objects or spills of any type of liquid.
25. If the premises become infested with vermin due to Tenant deliveries or acts of Tenant, its employees, or its agents, Landlord shall at Tenant's sole cost and expense,

cause the premises to be exterminated from time to time. All food items shall be placed in sealed containers to avoid infestation.

26. Tenant shall not install any antenna or aerial wires, or radio or television equipment, or any other type of equipment, inside or outside of the Building without Landlord's prior approval in writing and upon such terms and conditions as may be specified by Landlord in each instance. Tenant may operate personal radios and/or televisions inside the premises, provided noise from such equipment is not audible outside the premises.
27. No telephonic, instruments or devices, or other wires, instruments or devices, shall be installed in connection with any premises without the prior written approval of Landlord. Such installations, and the boring or cutting for wires, shall be made at the sole cost and expense of the Tenant, in accordance with all applicable codes and ordinances, and under the control and direction of Landlord. All such wires used by Tenants shall be plenum rated, supported by Building structure, and must be clearly tagged at the distribution boards and junction box and elsewhere in the Building, with (1) the number of the leased premises to which said wires lead, (2) the purpose for which said wires are used, and (3) the name of the company operating same.
28. Tenant shall not advertise the business, profession or activities of Tenant in any manner which violates the letter or spirit of any code of ethics adopted by any recognized association or organization or use the name of the Building for any purpose other than that of the business address of Tenant or use any picture or likeness of the Building or the Building name or logo in any letterheads, envelopes, circulars, notices or advertisements without Management approval. 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 a building for offices, and upon written notice from Landlord, Tenant shall refrain from or discontinue such advertising.
29. Greenwich Office Park is a weapons free environment. No tenant, owner of a tenant, officer or employee of a tenant, visitor of a tenant, contractor or subcontractor of a tenant, or any other party shall carry weapons (concealed or not) of any kind in the Greenwich Office Park, including the Building or parking areas. This prohibition applies to all public areas, including, without limitation, restrooms, elevators, elevator lobbies, first floor lobby, stairwells, common hallways, all areas within the leased premises of tenants, all surface parking areas and the surrounding land related to the Greenwich Office Park.
30. The Greenwich Office Park common areas which include restrooms, hallways, stairwells, garages and lobbies are designated as non-smoking. The smoking of pipes

and cigars is strictly prohibited. Per LEED requirements, there is no smoking within 25 feet of the building.

31. Tenant shall comply with life safety rules and regulations and shall participate in fire drills and training as required by Building management
32. Tenant shall comply with parking rules and regulations as may be posted in the Tenant Manual distributed from time to time
33. The common areas of the Building 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 the Building and its tenants.
34. The Landlord reserves the right to rescind, alter or waive any rule or regulation at any time prescribed for the Building when in its judgment it deems it necessary, desirable or proper for its best interest and for the best interests of the Tenants. The Landlord shall not be responsible to any Tenant for the non-observance or violation by any other Tenant of any of the rules or regulations at any time prescribed for the Building.