



## **Capitol Crossing Building Rules & Regulations**

The following rules and regulations have been formulated for the safety and well-being of all of the tenants of the Building. Adherence to these rules and regulations by each and every tenant contributes to a safe and unannoyed occupancy in the Building.

The Landlord may, upon request by any tenant, waive the compliance by such tenant of any of the following rules and regulations, provided that (a) no waiver shall be effective unless signed by Landlord or Landlord's authorized agent, (b) any such waiver shall not relieve the tenant from the obligation to comply with such rule or regulation in the future unless expressly consented to by Landlord, and (c) no waiver of a rule or regulation granted to any tenant shall relieve any other tenant from the obligation of complying with the rule or regulation unless such other tenant has received a similar waiver in writing from Landlord. Landlord shall not discriminate in the enforcement of the rules and regulations.

1. The sidewalks, entrances, passages, courts, elevators, vestibules, stairways, corridors or halls or other parts of the Building not occupied by any tenant and the exterior Common Areas shall not be obstructed or encumbered by any tenant or used for any purpose other than ingress and egress to and from the tenant's premises. Landlord shall have the right to control and operate the Common Areas, and the facilities furnished for the common use of the tenants in such manner as Landlord deems best for the benefit of the tenants generally. No tenant shall permit the visit to its premises of persons in such numbers or under such conditions as to unreasonably interfere with the use or enjoyment by other tenants of the Common Areas.
2. No awnings or other projections shall be attached to the outside walls of the Building without the prior written consent of Landlord. No drapes, blinds, shades, or screens shall be attached to or hung in, or used in connection with, any window or door of a tenant's premises, without the prior written consent of Landlord, which consent may be granted or withheld in Landlord's sole discretion. Such awnings, projections, curtains, blinds, screens, or other fixtures must be of a quality, type, design and color acceptable to Landlord, and attached in the manner approved by Landlord.
3. No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted, or affixed by any tenant on any part of the outside or inside of the tenant's premises to the Building without the prior written consent of Landlord, which consent may be granted or withheld in Landlord's sole discretion. In the event of a 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 or tenants violating this rule. All interior signs on the doors and directory tablet shall be inscribed, painted, or affixed for each tenant by Landlord at the expense of such tenant, and shall be of a standard size, color and style for the Building, which is acceptable to Landlord, unless otherwise approved by Landlord. No Tenant shall install any artwork that could give the artist a right under applicable Laws to prevent the artwork from being modified or removed.
4. No show cases or other articles shall be put in front of or affixed to any part of the exterior of the Building, nor placed in the Common Areas without the prior written



- consent of Landlord, which consent may be granted or withheld in Landlord's sole discretion.
5. The water and wash closets and other plumbing fixtures shall not be used for any purposes other than those for which they were constructed, and no sweepings, rubbish, rags, or other substances shall be thrown therein. All damages resulting from any misuse of the fixtures shall be borne by the tenant whose employees, agents, visitors, or licensees shall have caused the same.
  6. There shall be no marking, painting, drilling into or other form of defacing or damage of any part of a tenant's premises or the Building. No boring, cutting or stringing of wires shall be permitted. No tenant shall construct, maintain, use, or operate within its premises or elsewhere within or on the outside of the Building, any electrical device, wiring or apparatus in connection with a loudspeaker system or other sound system. Landlord will, however, permit a tenant to install an internal music system within the tenant's premises if the music system cannot be heard outside the premises.
  7. No tenant shall make, or permit to be made, any disturbing noises or disturb or interfere with the occupants of the Building or neighboring buildings or premises or those having business with them, whether by the use of any musical instrument, radio, tape recorder, whistling, singing, or any other way. No tenant shall throw anything out of the doors or windows or down the corridors or stairs.
  8. No bicycles, vehicles or animals, birds or pets of any kind shall be brought into or kept in or about a tenant's premises. No cooking shall be done or permitted by any tenant on its premises, except that, with Landlord's prior approval, a tenant may install and operate for the convenience of its employees, a lounge or coffee room with a microwave oven, sink and refrigerator. No tenant shall cause or permit any food odor or unusual or objectionable odors to emanate from its premises.
  9. No space in or about the Building shall be used for the manufacture, storage, or sale or auction, of merchandise, goods, or property of any kind.
  10. No flammable, combustible, or explosive fluid, chemical or substance shall be brought or kept upon a tenant's premises.
  11. All locks, bolts, and access control mechanisms of any kind on the entrance doors or within the Premises shall be keyed or coded to Landlord's master key or access systems for the Building to enable access by Landlord. If additional locks or bolts of any kind are placed upon any of the doors or windows by any tenant, or any changes are made in existing locks or the mechanism thereof and Landlord shall require access to such tenants' premises, then the responsible Tenant shall timely reimburse Landlord for any and all expenses incurred by Landlord in gaining access thereto. Each tenant shall, upon the termination of its tenancy, return to Landlord all keys used in connection with its premises, including any keys to the premises, to rooms and offices within the premises, to storage rooms and closets, to cabinets and other built-in fixtures, and to toilet rooms, whether or not such keys were furnished by Landlord or procured by such tenant, and in the event of the loss of any such keys, such tenant shall pay to Landlord the cost of replacing the locks. On termination of a tenant's lease, the tenant shall disclose to Landlord the combination of all locks for safes, safe cabinets, and vault doors, if any, remaining in the premises.
  12. All removals, or the carrying in or out of any safes, freight, furniture, or bulky matter of any description, must take place in such manner and during such hours as Landlord may require. Landlord reserves the right to inspect all safes, freight, furniture, or bulky matter to be brought into the Building and to exclude from the Building any of the foregoing which violates any of these Rules and Regulations or the tenant's lease.



13. Any person employed by any tenant to do janitorial work within the tenant's premises must obtain Landlord's consent prior to commencing such work, and such person shall, while in the Building and outside of said premises, comply with all instructions issued by Building management. No tenant shall engage or pay any employees on the tenant's premises, except those actually working for such tenant on said premises.
14. No tenant shall purchase spring water, ice, coffee, soft drinks, towels, or other like merchandise or service from any company or person whose repeated violations of Building regulations have caused, in Landlord's opinion, a hazard or nuisance to the Building and/or its occupants.
15. Landlord shall have the right to prohibit any advertising by any tenant which, in Landlord's reasonable opinion, tends to impair the reputation of the Building or its desirability as a building for offices, and upon written notice of Landlord, such tenant shall refrain from or discontinue such advertising.
16. Landlord reserves the right to exclude from the Building at all times any person who is not known or does not properly identify himself to the Building management or its agents. Landlord may at its option require all persons admitted to or leaving the Building between the hours of 6:00 p.m. and 8:00 a.m., Monday through Friday, and all times on Saturdays, Sundays, and Holidays, to register. Each tenant shall be responsible for all persons for whom it authorizes entry into the Building and shall be liable to Landlord for all acts of such persons.
17. Each tenant, before closing and leaving its premises at any time, shall see that all lights are turned off.
18. The requirements of tenants will be attended to only upon application at the office of the Building. Building employees shall not perform any work or do anything outside of their regular duties, unless under special instructions from the management of the Building.
19. Canvassing, soliciting, and peddling in the Building is prohibited and each tenant shall cooperate to prevent the same.
20. No water cooler, plumbing or electrical fixture shall be installed by the tenant without Landlord's prior written consent.
21. There shall not be used in any space, or in the public halls of the Building, either by any tenant or by jobbers or others in the delivery or receipt of merchandise, any hand trucks, except those equipped with rubber tires and side guards.
22. Access plates to underfloor conduits shall be left exposed. Where carpet is installed, carpet shall be cut around access plates.
23. Mats, trash, or other objects shall not be placed in the public corridors.
24. Drapes, blinds, shades, and screens installed by Landlord for the use of any tenant or installed by tenant which are visible from the exterior of the Building must be cleaned by such tenant at least once a year, without notice, at such tenant's own expense. No tenant shall allow files, books, or other materials to accumulate at the window line of the Premises in a manner that would detract from the uniform and aesthetic appearance of the Building.
25. Landlord shall not maintain suite finishes which are non-standard such as kitchens, bathrooms, wallpaper, special lights, etc. However, should the need for repair arise, Landlord shall arrange for the work to be done at the tenant's expense.
26. Smoking, vaping, and similar activities are prohibited in the Building and within twenty-five feet (25') of any entrance or fresh air intake to the Building.