

One Williams Center Complex Building Rules and Regulations

1. Landlord may refuse admission to the Building outside of ordinary business hours to any person not known to the watchman in charge or not properly identified and may require all persons admitted to or leaving the Building outside of ordinary business hours to register. Any person whose presence in the Building at any time shall, in the reasonable judgment of Landlord, be prejudicial to the safety, character, reputation and interests of the Building or its Tenant may be denied access to the Building or may be ejected therefrom. In case of invasion, riot, public excitement or other commotion, Landlord may prevent all access to the Building during the continuance of the same, by closing the doors or otherwise, for the safety of the Tenant, the Building and protection of property in the Building. Landlord may require any person leaving the Building with any package or other object to exhibit a pass from the Tenant from whose Premises the package or object is being removed, but the establishment and enforcement of such requirement shall not impose any responsibility on Landlord for the protection of any Tenant for damages or loss arising from the admission, exclusion or ejection against the removal of property from the Premises of the Tenant. Landlord shall in no way be liable to any Tenant for damages or loss arising from the admission, exclusion or ejection of any person to or from the Tenant's Premises or the Building under the provisions of this rule.
2. Landlord reserves the right to exclude or expel from the Building any person who in the judgment of Landlord is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of these Rules and Regulations.
3. Tenant shall not sell or permit the sale, at retail or wholesale, of newspapers, magazines, periodicals or theater tickets, in or from their Premises; nor shall Tenant carry on or permit or allow any employee or other person to carry on the business of stenography, typewriting, telephone answering service, or any similar business in or from their Premises for the service or accommodation of the occupants of any other portion of the Building, or the business of a barber shop, beauty shop, tobacco or pipe shop, liquor store, employment bureau, or a manicuring or chiropodist business, except with the prior written approval of Landlord. Tenant shall not occupy or permit any portion of their Premises to be occupied as an office or facility for the possession, storage, manufacture or sale of narcotics of any form or kind, without the prior written approval of Landlord.
4. Tenant shall not manufacture any commodity or prepare or dispense any foods or beverages in their Premises or use the same as sleeping apartments, unless the Premises are expressly leased for such purposes. The foregoing shall not prohibit in any way Tenant's use of a portion of the Premises as a lunchroom/kitchen for use by Tenant with a microwave oven and such other typical office amenities.
5. Tenant shall not conduct directly or indirectly any auction upon their Premises or permit any other person to conduct an auction upon the Premises. Tenant is not to conduct malodorous activities in or about their Premises or the Building. Tenant will not permit gambling to be conducted in or upon its Premises.

6. No noise, including the playing of any musical instruments, radio or television, which, in the judgment of Landlord, might disturb other tenants in the Building, shall be made or permitted by any Tenant, and no cooking shall be done in their Premises or the Building, except as expressly approved by Landlord. If cooking is permitted by Landlord, Tenant shall not permit any cooking or food odors emanating within the Building to seep into other portions of the Building. All electrical equipment used by Tenant shall be U.L. approved. Nothing shall be done or permitted in Tenant's Premises, and nothing shall be brought into or kept in the Premises which would impair or interfere with any of the Building services or the proper and economic heating, cooling, cleaning or other servicing of the Building or the Premises, or the use or enjoyment by any other tenant within the Building, nor shall there be installed by Tenant any ventilating, air- conditioning, electrical or other equipment of any kind, which, in the judgment of Landlord, might cause any such impairment or interference.
7. Tenant shall not install or operate any steam or gas engine or boiler, or carry on any mechanical business, in the Building. The use of oil, gas or inflammable liquids for heating, lighting or any other purpose is expressly prohibited. Explosives or other articles deemed extra hazardous shall not be brought into the Building. Tenant shall not use any other method of heating than that supplied by Landlord.
8. Tenant shall give Landlord prompt notice of all accidents to or defects in air-conditioning equipment, plumbing, electric facilities or any part or appurtenance of their Premises.
9. Tenant shall not cause unnecessary labor by reason of carelessness and indifference to the preservation of good order and cleanliness in their Premises and in the Building. Waste and unnecessary use of electricity and other utilities is prohibited.
10. Tenant shall use electric, gas and any other form of energy only from such sources of supply as are furnished in the Building.
11. All deliveries to the Building for or by any Tenant are to be made through the service entrance to Building as designated by Landlord, unless special permission is granted by Landlord for the use of other Building entrances. Landlord reserves the right to inspect all freight to be brought into the Building and to exclude from the Building all freight which violates any of these Rules and Regulations or the Lease of which these Rules and Regulations are a part. Landlord further reserves the right to change the Building entrance to be utilized for deliveries.
12. Furniture, equipment or supplies shall be moved in or out of the Building only upon the elevator designated by Landlord and then only during such hours and in such manner as may be prescribed by Landlord. Landlord shall have the absolute right to approve or disapprove the movers or moving company employed by Tenant and Tenant shall cause said movers to use only the loading facilities and elevator designated by Landlord.
13. Should any Tenant desire to place in the Building any unusually heavy equipment, including, but not limited to, large files, safes and electronic data processing equipment, it shall first obtain written approval of Landlord to place such items within the Building, for

the use of the Building elevators, and for the proposed location in which such equipment is to be installed. Landlord shall have the power to prescribe the weight and position of any equipment that may exceed the weight load limits for the building structure, and may further require, at the Tenant's expense, the reinforcement of any flooring on which such equipment may be placed, and/or to have an engineering study performed to determine such weight and position of equipment, to determine added reinforcement required, and/or determine whether or not such equipment can be safely placed within the Building. Landlord shall not be responsible for the loss of or damage to such furniture or equipment from any cause. There shall not be used in any space, or in the public halls of the Building, either by 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.

14. Tenant shall not place additional locks or bolts of any kind upon any of the doors or windows of their Premises and no lock on any door therein shall be changed or altered in any respect. Duplicate keys for Tenant's Premises and toilet rooms (if applicable) shall be procured only from Landlord, which may make a reasonable charge therefor. Upon the termination of a Tenant's lease, all keys of the Premises and toilet rooms shall be delivered to Landlord. Notwithstanding the foregoing, and subject to Landlord's prior approval of design and appearance, which approval shall not be unreasonably withheld, Tenant shall be permitted to place electric locks on entry doors to the Premises or within the Premises provided such comply with all Building and fire code requirements or other laws, ordinances or regulations which may be applicable thereto, and, in the event of an emergency, such doors-locks are automatically released to allow free ingress and egress to, from and within the Premises. In no event shall any secured areas include any of the mechanical/engineering rooms in or serving the Premises or Building. Tenant shall be required at all times to have designated an employee of Tenant and to provide the name of such individual to Landlord to allow Landlord's entry into and upon the Premises in accordance with Landlord's rights under this Lease. Landlord shall not be obligated to provide any services, notwithstanding any other provision of this Lease to the contrary, to any area to which Landlord does not have access during the ordinary and customary hours for providing such services unless Tenant makes arrangements for such access on terms and conditions acceptable to Landlord. Tenant shall be solely responsible throughout the Term and any renewals thereof for providing services requiring access not otherwise provided for herein to such areas and shall maintain such areas in a manner necessary for the health, safety and protection of the Premises, the Building and persons. In no event shall areas be equipped with electric locks which shall in any way interfere with Landlord's operation of the Building and security system of the Building. In no event shall the terms herein contained be deemed to increase the service or other obligations of Landlord contained in this Lease. Upon termination of this Lease, Tenant shall surrender to Landlord all keys or codes or other means of access to the Premises, and shall deliver to Landlord the explanation of the combination or access requirements of any and all locks for the Premises, safes, safe cabinets and vault doors, if any, in the Premises.
15. Intentionally deleted.
16. Tenant shall permit the janitor of Landlord to clean their Premises. Landlord will not be responsible for lost or stolen personal property, equipment, money or any article taken from

the Premises or Building, regardless of how or when loss occurs, unless caused by the gross negligence or intentional act of Landlord or its employees or agents.

17. In no event shall Tenant leave any refuse in the public hallways or other areas. In the event Tenant must dispose of crates, boxes, etc., which will not fit into office wastepaper baskets, it will be the responsibility of the Tenant to label items as trash and notify Landlord of the need for disposal. Landlord reserves the right to require Tenant (at Tenant's expense) to dispose of any large items that are unable to fit in the Complex trash receptacles.
18. Tenant shall not place in front of or affix to any part of the exterior of the Building, nor place in the halls, corridors or vestibules without the prior written consent of the Landlord any showcases or other articles.
19. Landlord shall have the right to prohibit any advertising by Tenant which mentions the Building or Complex, which, in reasonable Landlord's opinion, tends to impair the reputation of the Building or its desirability as a building or offices; upon written notice from Landlord, Tenant shall refrain from and discontinue such advertising.
20. Bicycles or other vehicles shall not be permitted in the offices, halls, corridors, lobbies and elevators of the Building, nor shall any obstruction of sidewalks or entrances of the Building by such be permitted.
21. The sidewalks, entries, passages, elevators and staircases shall not be obstructed or used by Tenant, its servants, agents or visitors for any other purpose than ingress and egress to and from the respective offices.
22. Canvassing, soliciting and peddling in the Building are prohibited and Tenant shall cooperate to prevent the same.
23. No animals, birds, or pets of any kind, excluding seeing eye dogs, shall be allowed in Tenant's Premises or Building.
24. The water closets, urinals, waste lines, vents or flues of the Building shall not be used for any purpose other than those for which they were constructed, and no rubbish, acids, vapors, newspapers or other such substances of any kind shall be thrown into them. The expense caused by any breakage, stoppage or damage resulting from a violation of this rule by any Tenant, its employees, visitors, guests or licensees, shall be paid by Tenant.
25. If any Tenant desires radio signal, communication, alarm or other utility or service connection installed or changed, such work shall be done at the expense of Tenant, with the prior written approval of Landlord and under the direction of Landlord. Landlord's approval of such contractors shall not be unreasonably withheld or delayed and shall take into consideration all matters affecting the Building and Complex. No wiring shall be installed in any part of the Building without Landlord's approval and direction. Landlord reserves the right to disconnect any radio, signal or alarm system when, in Landlord's reasonable opinion, such installation or apparatus interferes with the proper operation of the Building or systems within the Building.

26. Except with the approval of Landlord, Tenant shall not mark upon, paint signs upon, cut, drill into, drive nails or screws into, or in any way deface the walls, ceilings, partitions or floors of the Building (or the Premises, to the extent visible from the adjacent space) and the repair cost of any defacement, damage or injury caused by any Tenant, its agents or employees, shall be paid for by the Tenant. Landlord's approval shall not be unreasonably withheld or delayed, considering all matters affecting the Building and Premises, including, without limitation, visibility and re-leaseability, with respect to alterations, improvements, removals, additions or installations in or to the Premises which are of an aesthetic character and do not affect life safety, fire sprinkler, heating, ventilation, air conditioning, electrical or plumbing systems or equipment.
27. All glass, lighting fixtures, locks and trimmings in or upon the doors and windows of the Premises shall be kept whole and whenever any part thereof shall be broken through cause attributable to any Tenant, its agents, guests or employees, the same shall promptly be replaced or repaired at Tenant's expense, and put in order under the direction and to the satisfaction of Landlord and shall be left whole or in good repair, together with the same number and kind of keys as may be received by Tenant on entering upon possession of any part of said Building, or during the tenancy.
28. The cost of repairing any damage to the public portions of the Building or the public facilities or to any facilities used in common with other tenants, caused by any Tenant or the employees, licensees, agents or invitees of the Tenant, shall be paid by such Tenant.
29. Tenant shall not install any resilient tile or floor covering in the Premises except in a manner approved by Landlord, which approval shall not be unreasonably withheld. Tenant shall not remove any carpet, or wall coverings, window blinds, or window draperies in their Premises without the prior written approval of Landlord.
30. No awnings or other projections shall be attached to the outside walls of the Building or on or around the windows of the Premises by Tenant without the prior written consent of Landlord. No curtains, blinds, draperies, shades or screens shall be attached to or hung in, or used in connection with, any window or door of the Tenant's Premises by Tenant, without the prior written consent of Landlord. Such awnings, projections, curtains, blinds, draperies, shades, screens or other fixtures, if consented to by Landlord, must be of a quality, type, material and color, and attached in the manner approved by Landlord.
31. The sashes, sash doors, windows, side glass, glass floors and any lights or skylights that reflect or admit light into the halls or other places of Building shall not be covered or obstructed by Tenant without the prior written approval from Landlord.
32. Tenant shall not have access to the roof of the Building, nor make any installations upon or through the roof or walls of the Building, without the prior written consent of Landlord.
33. Tenant shall cooperate fully with the life safety plans of the Building as established and administered by Landlord, including participation by Tenant and employees of the Tenant in exit drills, fire inspections, life safety orientations and other programs relating to fire safety that may be promulgated by Landlord.

34. The parties recognize Landlord's interest in being free from labor difficulties, strikes, picketing, or handbilling on or near Premises in which Landlord has a possessory or reversionary interest. Should such difficulties, strikes, picketing, or handbilling be engaged in by Tenant's employees or the employees of Tenant's contractors, subcontractors, or agents, or be caused by the actions or presence of Tenant's employees, contractors, subcontractors, agents, or their employees, Tenant will take all reasonable steps to restore harmony. Furthermore, Tenant will be liable for all damages to Landlord occurring as a result of such difficulties, strikes, picketing or handbilling.