

TEN TWENTY

S P R I N G

BUILDING RULES AND REGULATIONS

The following Rules and Regulations are in addition to the Rules and Regulations contained in your Lease Agreement:

- Hallways, corridors, passages, exits, entrances, elevators and stairways of the Building should not be blocked at any time.
- All trash, waste and surplus should not be placed in the Building corridors.
- No Tenant shall alter any lock or install new or additional lock or deadbolt without prior written consent of the Landlord.
- No smoking is allowed inside the building and/or garage at any time.
- No smoking is allowed within 25 feet of any entrance, public or private to the building.
- No open flames are allowed.
- No live Christmas trees, wreaths, or garlands due to fire risk.
- No use or storage of inflammable or combustible fluids (i.e. gasoline, kerosene).
- No pets or other animals of any kind (except Canine Assistance) is allowed in the building.
- The use of mobile phones by tenants and their employees and guest in the common areas must be done in a manner that is not disruptive of the use of the common area by other persons. The common areas include the main lobby and the elevator lobbies within the building.
- All Tenants, Visitors and Guest must sign in at Security after normal business hours and holidays.