

Centergy One & Technology Square Research Building Building Rules and Regulations

1. The sidewalks and public portions of the Building, such as entrances, passages, courts, elevators, vestibules, stairways, corridors or halls, shall not be obstructed or encumbered by Tenant or used for any purpose other than ingress and egress to and from the Premises.

2. No curtains, blinds, shades, louvered openings or screens shall be attached to or hung in, or used in connection with, any window or door of the Premises, without the prior written consent of Landlord.

3. No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by Tenant on any part of the outside of the Premises or Building or on corridor walls. Signs on entrance door or doors shall conform to Building standard signs, samples of which are on display in Landlord's Rental office. Signs on doors shall, at Tenant's expense, be inscribed, painted or affixed for each tenant by sign makers reasonably approved by Landlord. In the event of the violation of the foregoing by Tenant, Landlord may remove same without any liability and may charge the expense incurred by such removal to Tenant.

4. The sashes, sash doors, skylights, windows, heating, ventilating and air conditioning vents and doors that reflect or admit light and air into the halls, passageways or other public places in the Building shall not be covered or obstructed by Tenant, nor shall any bottles, parcels or other articles be placed on the window sills.

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 Tenant, if caused by it or its agents, employees, contractors, licensees or invitees.

6. Tenant shall not in any way deface any part of the Premises or the Building. 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 covering 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 similar adhesive material being expressly prohibited.

7. No bicycles, vehicles or animals (except Service Eye dogs) of any kind shall be brought into or kept in or about the Premises.

8. No cooking shall be done or permitted by Tenant on the Premises except in conformity with law and then only in the utility kitchen, if any, as set forth in Tenant's layout, which is to be primarily used by Tenant's employees for heating beverages and light snacks. Tenant shall not cause or permit any unreasonably unusual or objectionable odors to be produced upon or permeate from the Premises.

9. Tenant shall not make, or permit to be made, any unseemly or unreasonably disturbing noises or unreasonably disturb or interfere with occupants of the Building or neighboring buildings or premises or those having business with them, whether by the use of any musical instrument, radio, talking machine, unmusical noise, whistling, singing, or in any other way.

10. Neither Tenant, nor any of Tenant's agents, employees, contractors, licensees or invitees, shall at any time put up or operate fans or electrical heaters or bring or keep upon the Premises flammable, combustible or explosive fluid, or chemical substance, other than reasonable amounts of cleaning fluids or solvents required in the normal operation of Tenant's business offices. No offensive gases or liquids will be permitted.

11. No additional locks or bolts of any kind shall be placed upon any of the doors or windows by Tenant, nor shall any changes be made in existing locks or the mechanism thereof, without the prior written reasonable approval of Landlord and unless and until a duplicate key is delivered to Landlord. Tenant shall, upon termination of its tenancy, restore to Landlord all keys of stores, offices and toilet rooms, either furnished to, or otherwise procured by, Tenant, and in the event of the loss of any keys so furnished; Tenant shall pay to Landlord the reasonable cost thereof.

12. All moves in or out of the Premises, or the carrying in or out of any safes, freight, furniture or bulky matter of any description, must take place before 7:00 a.m. or after 7:00 p.m. Monday through Friday with prior approval from building management. Only the Building freight elevator shall be used for such purposes. The dimensions of the freight elevators for Centergy and TSRB are 6'Wx10'Lx12'H and 6'Wx8'Lx12'H respectively. Smaller deliveries may take place during the day, Monday through Friday, with prior building management approval; however, only 30 minute access to the loading dock and freight elevator will be permitted. Please note the loading dock of both buildings will only accommodate vehicles less than 40 feet in length and 13 feet in height. No semis are permitted in either the Centergy or TSRB loading dock bays. Tenant will ensure that movers take necessary measures reasonably required by Landlord to protect the Building (e.g., windows, carpets, walls, doors and elevator cabs) from damage. 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.

13. Tenant shall not place any furniture, accessories or other materials on any balconies located within or adjacent to the Premises without having obtained Landlord's express written approval thereof in each instance.

14. Landlord shall have the right to prohibit advertising by 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 from Landlord, Tenant shall refrain from or discontinue such advertising.

15. Landlord reserves the right to exclude from the Building at all times, other than business hours, all persons or companies who do not have a Security Clearance to the Building approved by Tenant. Tenant shall be responsible for all persons and companies to whom it requests a Security Clearance for and ensure such persons or companies provide adequate proof of insurance via a Certificate of Insurance in advance of arrival to the Building. Tenant shall be liable to Landlord for all acts of such persons or companies.

16. The Premises shall not be used for lodging or sleeping or for any immoral or illegal purpose.

17. The requirements of Tenant will be attended to only upon application at the management office for the Building. Building employees shall not perform any work or do anything outside of their regular duties, unless under special instructions from the office of Landlord.

18. Canvassing, soliciting and peddling in the Building are prohibited, and Tenant shall cooperate to prevent the same.

19. There shall not be used in any space, or in the public halls of the Building, either by Tenant or by its jobbers or others, in the delivery or receipt of merchandise, any hand trucks, except those equipped with rubber tires and side guards. No hand trucks, mail carts or mail bags shall be used in passenger elevators. All such devices shall only be used on the freight elevator.

20. All paneling or other wood products not considered furniture shall be of fire retardant materials. Before installation of such materials certification of the materials' fire retardant characteristics shall be submitted to Landlord or its agents, in a manner satisfactory to Landlord.

21. Tenant shall not employ any persons other than the janitors retained by Landlord (who will be provided with passkeys into the offices) for the purpose of cleaning or taking charge of the Premises. It is understood and agreed that except to the extent proven to be caused by the gross negligence or willful misconduct of Landlord, Landlord shall not be responsible to any tenant for any loss of property from rented premises, however occurring, or for any damage done to furniture or other effects of any tenant by the janitor or any of its employees.

22. No sunscreen or other films shall be applied to the interior surface of any window glass. All glass, locks and trimmings in or upon the doors and windows of the Building shall be kept whole, and when any part thereof shall be broken, the same shall be immediately replaced or repaired and put in order at Tenant's expense under the reasonable direction and to the reasonable satisfaction of Landlord, and shall be left whole and in good repair.

23. Landlord will post on the Building directories one name only for Tenant at no charge. All additional names which Tenant shall desire put upon said directories must be first reasonably consented to by Landlord, and if so approved, a reasonable charge to Tenant will be made for each additional listing as prescribed by Landlord to be paid to Landlord by Tenant.

24. Landlord reserves all vending rights for the Building as a whole. Tenant reserves vending rights with respect to its operations within the Premises.

25. Parking facilities supplied by Landlord for Tenant, if any, shall be used by vehicles that may occupy a standard parking area only. Moreover, the use of such parking facilities shall be limited to normal business parking and shall not be used for a continuous parking of any vehicle regardless of size.

26. The Building shall be a smoke-free environment including vapor and e-cigarettes, and Tenant's employees, agents, contractors, licensees and invitees shall refrain from smoking in the Premises, the common areas of the Building, or on the Building grounds, except in those areas, if any, designated by Landlord as smoking areas.

27. Landlord requires any equipment that requires a water connection to be connected with copper tubing. Plastic tubing is strictly prohibited.

28. Scheduling of deliveries and vendors must be done with the Management Office ***at least 24 hours*** in advance of delivery or service performed. *Requests may be submitted through the Axis Work Order System.* Any and all unscheduled deliveries and vendors will be turned away. All vendors seeking to perform work at the Building or the Premises must provide Landlord with a Certificate of Insurance meeting the buildings insurance requirements then in effect.

29. If work requires that the building systems be shut down for any reason, Tenant must first coordinate through the management office such activity allowing no less than five (5) business days for management to notify the tenant body, and must, at the Tenant's expense, perform any activities relating to restoration of that service. If at any time the Tenant accidentally causes the building system to fail or go in to alarm, the Tenant will be responsible for any damage related to such outage and **will be fined \$150.00** to cover expense of a false alarm call from the City of Atlanta Fire Department.

30. Photographs and videos are not permitted in the common areas of the building or surrounding premises without the prior consent of building management.

31. Mechanical or electrical equipment that is connected to a base building system (i.e. chill water, etc.) OR housed within a base building space (electrical, mechanical, MDF room, etc.) shall be maintained by a licensed and bonded contractor. It is also recommended that, for equipment that is proprietary to Tenant's operations (i.e. supplemental HVAC, air compressor, vacuum pump, etc.), Tenant should enter in to a maintenance contract with Tenant's electrical or mechanical contractor to ensure adequate periodic maintenance is completed. Proof of adequate insurance coverage shall be provided to Property Management in advance of work being done on the equipment.

32. Landlord reserves the right to modify or delete any of the foregoing Rules and Regulations and to make such other rules and regulations as in its reasonable judgment may from time to time be needed for the safety, care and cleanliness of Landlord's Property, and for the preservation of good order therein. Landlord shall not be responsible to any tenant for the non-

observance, or violation, of any of these Rules and Regulations by other tenants, but Landlord shall not discriminate in its enforcement of these Rules and Regulations.