

THE CENTURY  
RULES AND REGULATIONS

1. The sidewalks, entrances, passages, courts, elevators, vestibules, stairways, corridors, or halls, shall not be obstructed or encumbered by any Tenant or used for any purpose other than ingress or egress to and from the Leased Premises.
2. No sign, picture, lettering, notice or advertisement of any kind shall be painted or displayed on or from the windows, doors, roof or outside walls of the structure in which the Leased Premises are located. All of Tenant's interior sign painting or lettering shall be done in a manner approved by Landlord, and the cost thereof shall be paid by Tenant. 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 for such removal to the Tenant.
3. No curtains, blinds, shades, screens, awnings, or other projections shall be attached to or hung in, or used in connection with any window or door of the leased Premises or outside wall of the building without the prior written consent of the Landlord. If curtains or venetian blinds are provided in the Leased Premises, Tenant shall use such care and diligence to protect them as may be required by Landlord.
4. Any carpet cemented down shall be installed with a releasable adhesive.
5. The water and wash closets and other plumbing fixtures shall not be used for any purpose 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 who, or whose servants, employees, agents, visitors, licensees or invites, shall have caused the same. No person shall waste water by interfering or tampering with the faucets or otherwise.
6. No electric current shall be used by Tenant except that furnished or approved by Landlord. No electric or other wires for any purpose shall be brought into the Leased Premises without Landlord's written permission specifying the manner in which same may be done.
7. No Tenant shall mark, paint, drill into, or in any way deface any part of the Leased Premises or the structure of which they form a part. No boring, cutting or stringing of wires shall be permitted, except with the prior written consent of the Landlord, and as the Landlord may direct.
8. No bicycle or other vehicle, no dog, bird or other animal shall be brought in offices, halls, corridors, or elsewhere in building by Tenant, its servants, employees, agents, visitors, licensees or invitees.
9. Tenant shall not cause or permit unusual or objectionable odors to be produced upon or permeate from the Lease Premises, including duplicating or printing equipment or data processing equipment emitting noxious fumes. Tenant shall not disturb any occupants of this or neighboring structures or premises by the use of any musical instruments, radio, television, loud speaker, or by any unseemly or disturbing noise.
10. No Tenant shall throw anything out of the doors, windows, or down any passageways or elevator shafts. No area outside of the Leased Premises shall be used for storage at any time.

11. All loading, unloading, receiving or delivery of goods, supplies or disposal of garbage or refuse shall be made only through entryways provided for such purposes and indicated by Landlord.
12. Tenant is not permitted to use any part of the structures in The Century including, but not limited to, common areas for any manufacturing, storage, or sale of merchandise, or property of any kind, or for lodging or sleeping, gambling or for any immoral or illegal purpose. No intoxicating beverages shall be sold in the Leased Premises or the structure of which the Leased Premises are a part without prior written consent of Landlord.
13. All safes, office furniture, equipment or other heavy articles shall be carried in or out of the Leased Premises only at such times and in such manner as shall be prescribed in writing by Landlord, and Landlord shall in all cases have the right to specify the proper location of any such safe, equipment or other heavy article within the Leased Premises and which shall only be used by Tenant in a manner which will not interfere with or cause damage to the Leased Premises or the structure in which located, or to the other tenants or occupants of said structure. Tenant shall be responsible for any damage to the structure in The Century or the property of its tenants or others and injuries sustained by any person whomsoever resulting from the use or moving of such articles in or out of the Leased Premises, and shall make all repairs and improvements required by Landlord or governmental authorities in connection with the use or moving of such articles. If approved by Landlord, all repairs or improvements by Tenant shall be made only at such times and in such manner as shall be prescribed by Landlord.
14. Tenant shall not install or operate any steam or gas engine or boiler or carry on any mechanical business in the Leased Premises, or use oil, burning fluids, camphene or gasoline for heating or lighting, or for any other purpose. No article deemed extra hazardous on account of fire or other dangerous properties, or any explosive, shall be brought into the Leased Premises. This prohibits the use of hot plates (cooking) and only approved electric percolators shall be permitted.
15. Landlord will furnish Tenant with two keys for each lock on the doors of the Leased Premises. Additional keys must be made at Tenant's expense, but only by Landlord. No additional locks or bolts of any kind shall be placed upon any of the doors or windows by any Tenant, nor shall any changes be made in existing locks or the mechanism thereof. Each Tenant must, upon the termination of its tenancy, restore to the Landlord all keys of stores, offices and toilet rooms, either furnished to or otherwise procured by such Tenant and in the event of the loss of any keys so furnished, such Tenant shall pay to Landlord the cost thereof.
16. Landlord shall have the right to prohibit any advertising by Tenant which, in Landlord's opinion, tends to impair the reputation of the building or its desirability as building for offices, and upon written notice from Landlord, Tenant shall refrain from or discontinue such advertising.
17. The Landlord reserves the right to exclude from the building between the hours of 7 p.m. and 8 a.m., Monday through Friday, after 2:00 p.m. on Saturday, and at all hours on Sundays and legal holidays all person who do not present a pass for access to The Century signed by the Landlord. The Landlord will furnish passes to persons for whom Tenant requests such pass and Tenant shall be liable to the Landlord for all acts of such persons.
18. Canvassing, soliciting, or peddling in The Century is prohibited and each Tenant shall cooperate to prevent the same.
19. Vending machines will not be permitted to be installed by anyone but the Landlord. If Landlord permits the installation of other vending machines, they will be installed by the same company that the Landlord has under contract and under the same terms and conditions of said contract between the Landlord and the vending machine company.

20. Wherever the word "Tenant" occurs, it is understood and agreed that it shall mean Tenant's associates, agents, clerks, servants, invitees and visitors. Wherever the word "Landlord" occurs, it is understood and agreed that it shall mean Landlord's assigns, clerks, servants, invitees and visitors.
21. Tenant shall not waste electricity or air conditioning. Tenant shall not adjust any control whatsoever.
22. Landlord shall have the right to enter upon the Leased Premises at all reasonable hours for the purpose of inspecting the same and to perform cleaning and janitorial services and for making any repairs and for any other reasonable purposes.
23. Landlord shall have the right to enter the Leased Premises at hours convenient to the Tenant for the purpose of exhibiting the same to prospective tenants within the sixty (60) day period prior to the expiration of this Lease (or earlier if Tenant has evidenced an earlier intent of a desire not to renew its Lease), and may place signs advertising the Leased Premises for rent on the windows and doors of said premises at any time within said sixty (60) day period.
24. Landlord reserves the right at any time, and from time to time, to rescind, alter or waive, in whole or in part, any of these Rules and Regulations when it is deemed necessary, desirable, or proper, in Landlord's judgement, for its best interest or the best interests of the tenants in The Century.
25. No Tenant shall place or permit to be placed, on any part of the floor or floors of the space demised to such Tenant a load exceeding the floor load per square foot which such floor was designed to carry and which is allowed by law.
26. Additional security or janitorial service required by a Tenant will be contracted through the Landlord using the same company that the Landlord has under contract to provide the service. Tenant shall not employ or contract with any person to do cleaning or perform janitorial services in the Leased Premises without prior written consent from the Landlord.
27. Tenant shall not use the name of The Century for any purpose other than that of the business address of Tenant, and shall not use any picture or likeness of the building in any circulars, notices, advertisements or correspondence.
28. Tenant assumes responsibility for protecting the Leased Premises from theft, robbery and pilferage. Tenants shall be responsible for locking all doors.