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**RULES AND REGULATIONS OF THE BUILDING REFERRED TO HEREIN,
WHICH CONSTITUTE A PART OF THE LEASE**

These Rules are published by the owners of the building for the purpose of acquainting Lessees of Regulations in force at all times. They are intended to instruct Lessees in the department necessary to the proper maintenance and care of the building, and are intended only for the good of all concerned, Lessees and Lessors alike.

The driveways and loading zones must be kept free of parked automobiles.

2. No awning, shade, sign, advertisement, or notice shall be inscribed, painted or affixed on or to any part of the building except by the written consent of the Lessors, and except it be of such color, size and style and in such place upon or in the building as may be designated by the Lessors. If the Lessee desires window blinds in addition to those, if any, already in and owned by the Lessors, they must be put in the manner as directed by the Lessors, and paid for by the Lessee.

3. When electric wiring of any kind is introduced it must be connected as directed by the Lessors, and no boring or cutting for wires will be allowed except with the consent of the Lessors. The location of telephones, telegraph instruments, electric appliances, call boxes, etc., shall be prescribed by the Lessors. No apparatus of any kind shall be connected with the electric wiring without the written consent of the Lessors.

4. The Lessee shall not do anything in the premises, or bring or keep anything therein, which will in any way increase or tend to increase the risk of fire, or which shall conflict with the regulations of the Fire Department or the fire laws, or with any insurance policy on the building or any part thereof, or with any rules or ordinances established by the Board of Health; and they shall not use any machinery therein which may cause any noise or vibration to the floors or walls, or which by its weight might injure the floors of the building.

5. The Lessors shall prescribe the weight, size and position of all safes, used in the building, and such safes shall in all cases stand on wood or metal of such size as shall be designated by the Lessors. All damage done to the building by putting in or taking out, or maintaining a safe, shall be repaired at the expense of the Lessee. Articles of unusual size or weight are not permitted in the building.

6. The Lessee shall not conduct any auction on said premises and shall not store goods, wares or merchandise on the leased premises, except for Lessee's own personal use.

7. All freight must be moved into, within and out of the building under the supervision of the Lessors, and according to such regulations as may be posted in the office of the building, but the Lessors will not be responsible for the loss or damage of such freight from any cause. All moving of furniture or equipment into or out of the building by tenants, shall be done at such time and in such manner as may be directed by the Lessors or their Agent.

8. The requirements of the Lessee will be attended to only upon application at the office of the building. Employees shall not perform any work nor do anything outside of their regular duties unless under special instruction from the office, and no employee shall admit any person (Lessee or otherwise) to any office without specific instructions from the office or the building.

9. All keys shall be obtained from the Lessors and all keys shall be returned to the Lessors upon the termination of this lease. The Lessee shall not change the locks or install other locks on the doors without written consent of Lessors.

10. Lessee shall see that the windows and doors of said leased premises are closed and securely locked, all lights extinguished and all water outlets turned off before leaving the building.

11. Lessee shall give prompt notice of any accident to or defects in the plumbing, water pipes, electric wire, or heating apparatus, so that same may be attended to promptly.

12. In order to insure proper use and care of the premises, neither the tenant nor any employee of the tenant shall:

- (a) Keep animals or birds on the premises.
- (b) Use premises as sleeping apartments
- (c) Maintain or utilize bicycles or other vehicles on the premises.
- (d) Make improper noises or disturbances of any kind, sing, play or operate any musical instrument, radio or television set without first securing consent of Landlords.
- (e) Engage in or permit games of chance or any form of gambling or immoral conduct in or about the leased premises.
- (f) Mark or defile elevators, toilet rooms, walls, windows, doors or any part of the building.
- (g) Allow any furniture, packages or articles of any kind to remain in corridors except for short periods incidental to moving same in or out of building or to cleaning or rearranging occupancy of leased space.
- (h) Deposit wastepaper, dirt or other substances in corridors, stairways, elevators, toilets, rest rooms, or any other part of the building not leased to him.
- (i) Fasten any article, drill holes, drive nails or screws into walls, floors, doors or partitions, or otherwise mar or deface any of them by paint, paper or otherwise, unless written consent is first obtained from the landlords.
- (j) Operate any machinery within the building except customary motor-driven office equipment, such as dictaphones, calculators, electric typewriters, and the like. Special electrical or other motor-driven equipment used in the trade or profession of the tenant may be operated only with the prior consent of the Landlords.
- (k) Tamper or interfere in any way with windows, doors, locks, air conditioning controls, heating, lighting, electric, plumbing fixtures.
- (l) Install or operate vending machines of any kind in the leased premises without written consent of Landlords.

13. The Landlords reserve the right at all time to exclude boot-blacks, newsboys, loiterers, vendors, solicitors and peddlers, from the building, and to require registration, satisfactory identification and credentials from all persons seeking access to any part of the building outside of ordinary business hours. The Landlords will exercise their best judgment in the execution of such control but shall not be held liable for the granting or refusal of such access.

14. The Landlords shall have the right to prohibit any advertising by the tenant which, in their opinion, tends to damage the reputation of the building or its desirability as a building for offices, and upon written notice from Landlords, the tenant shall discontinue any such advertising.

15. Toilet rooms and other water apparatus shall not be used for any purposes other than those for which they were constructed.

16. The Landlords reserve the right to exclude the general public from the building upon such days and at such hours as in the Landlords' judgement will be for the best interests of the building and its tenants

17. The Lessors reserve the right at any time to rescind any one or more of these rules and regulations, or to make such other and further reasonable rules and regulations as in the Lessors' judgment may from time to time be necessary for the safety, care and cleanliness of the premises, and for the preservation of order herein.

[Signature]