

## **BUILDING RULES AND REGULATIONS**

1. BUILDING ONE, LOCATED AT THE TOP OF THE HILL, IS PRIVATE PROPERTY AND FOR LANDLORD'S EXCLUSIVE USE ONLY. The driveway leading up the hill is a private drive, and Tenants are advised to direct their employees and guests to enter the site at Building Two. Refer to the 'Dimensional Place Site Map' handout.
2. THE PARKING GARAGE ROOFTOP GARDEN IS FOR LANDLORD'S EXCLUSIVE USE ONLY. Tenants and their employees and guests are invited to utilize the Building Two outdoor amenity area, located just outside the Building Two entrance. Refer to the 'Dimensional Place Site Map' handout.
3. On any given day, some 1,000+ vehicles are exiting our campus. Refer to the 'Dimensional Place Exit Map' handout for guidelines on leaving the property safely and efficiently.
4. Building Operating Hours are 7:00 a.m. – 6:00 p.m. Monday through Friday and 8:00 a.m. – 12:00 p.m. on Saturday. Building Holidays recognized include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
5. Noise levels are to be restricted during business hours for the quiet enjoyment of others. Tenants, their invitees or guests are not permitted the use of musical instruments, including speaker systems, radios or singing, to make loud or unseemly noises, etc. where it becomes disruptive to others. In the event noise levels increase to the point of disruption, Tenant will be advised by Building Management or Security to discontinue noisy activity immediately.
6. Janitorial services will be performed on a nightly basis, Monday thru Friday. Night crew will remove all trash and recycling contents placed directly into their respective bins. Night crew will not remove any contents found on countertops, personal workstations, common area tables, etc. unless specifically requested and directed by Tenant to do so. Lastly, the night crew will not remove anything located outside or next to bins unless specifically labeled 'TRASH' or 'BASURA'.
7. The green field on the south side of the parking garage is a leech field for wastewater. Use of this area is prohibited. Refer to the 'Dimensional Place Site Map' handout.
8. All deliveries must be dropped off at the Building Two loading dock located at the south end of the building. This includes all food, office supplies, furniture, equipment, etc. Refer to the 'Dimensional Place Site Map' handout.
9. ABSOLUTELY NO LADDERS, CARTS, DOLLIES OR TOOLS OF ANY KIND ARE ALLOWED THROUGH THE LOBBY OR THE PASSENGER ELEVATORS. Tenant contractors/vendors should use the loading dock door to enter the building and the freight elevator or stairs to access upper floors.
10. All vendors and contractors are required to check in with Security at the Building Two loading dock. Vendors and contractors must be pre-registered via the Work Access Form and have a valid Certificate of Insurance on file prior to their arrival. Please coordinate with the Property Management office if there are any questions.
11. Ride share pick-up/drop-off is located at the circle drive outside the front entrance of Building Two. Drivers are encouraged to pull all the way through the circle drive to avoid blocking the entrance/exit of the parking garage. Refer to the 'Dimensional Place Site Map' handout.
12. Parking for Tenant and their guests is available on the lower two levels of the parking garage (Lower Level 1 and Lower Level 2). Levels 1-5 are for Landlord's exclusive use. All contractors and vendors will be directed to park on Level 3.

13. The sidewalks, entrances, passages, corridors, halls, elevators, and stairways in the Building shall not be obstructed by Tenant or used for any purposes other than those for which same were intended as ingress and egress. At no time shall any Tenant permit its employees, agents, contractors or invitees to loiter in the common areas or elsewhere in or about the Building.
14. Photography and video are prohibited in and around the building apart from inside Tenant's Leased Premises at Tenant's discretion.
15. Smoking shall not be permitted in any part of the building including loading dock, courtyards and all common areas and in no event will smoking be permitted within 30' of the exterior doors to the building. Tenant shall not permit its employees, invitees or guests to smoke inside the Leased Premises or the lobbies, passages, corridors, elevators, vending rooms, rest rooms, stairways or any other area shared with other tenants in the building, or permit its employees, invitees, or guests to loiter at the building entrances for the purposes of smoking. Smoking will only be allowed in the designated smoking area located on Level 3 of the parking garage in the northwest corner.
16. No birds or animals of any kind shall be brought into the building (other than trained assist dogs or unless otherwise specified in this Lease).