

## BUILDING RULES & REGULATIONS

***\*Rules & regulations may be updated or changed at any time at Building Management's discretion.***

1. Sidewalks, doorways, vestibules, halls, stairways and other similar areas shall not be obstructed by tenants or used by any tenant for any purpose other than ingress and egress to and from the leased premises and for going from one to another part of the Building. No Tenant, employee or invitees of any Tenant, shall go upon the roof of the Building except as authorized by Building Management.
2. Plumbing, fixtures and appliances shall be used only for the purpose for which designed, and no sweepings, rubbish, rags, Hazardous Material as defined herein, or other unsuitable material shall be thrown or placed therein. Damage resulting to any such fixtures or appliances from misuse by a tenant or such tenant's agents, employees or invitees, shall be paid by such tenant, and Building Management shall not in any case be responsible therefore.
3. No signs, advertisements or notices shall be painted or affixed on or to any windows or doors or other part of the Building except of such color, size and style and in such places as shall be first approved in writing by Building Management; such places shall be first approved in writing by Building Management. No nails, hooks, or screws shall be driven or inserted in any part of the Building except as a part of the hanging of normal office art, and except by the building maintenance personnel nor shall any part of the Building be defaced by tenants. No curtains or other window treatments shall be placed between the glass and the Building standard window treatments. Building Management has the right to remove any such sign, advertisement, graphic or notice without notice to and at the expense of the Tenant.
4. Building Management will provide and maintain an alphabetical directory board for all tenants in the main lobby of the Building and no other directory shall be permitted unless previously approved by Landlord in writing.
5. Building Management shall provide all locks for doors in each tenant's leased premises, at the cost of such tenant, and no tenant shall place any additional lock or locks on any door in its leased area without Building Management's prior written consent. A reasonable number of keys to the locks on the doors in each tenant's leased premises shall be furnished by Building Management to each tenant, at the cost of such tenant, and the tenants shall not have any duplicate keys made.
6. With respect to work being performed by tenants in any leased premises with the approval of Building Management, all tenants will refer all contractors, contractors' representatives and installation technicians rendering any service to them to Building Management for Building Management's supervision, approval and control before the performance of any contractual services. This provision shall apply to all work performed in the Building including, but not limited to, installations of telephones, telegraph equipment, electrical devices and attachments, and any and all installations of every nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment and any other physical portion of the Building.

7. Movement in or out of the Building of furniture or office equipment, or dispatch or receipt by tenants of any bulky material, merchandise or materials which requires the restricted use of elevators or stairways, or movement through the Building entrances or lobby shall be restricted to such hours as Building Management shall designate. All such movement shall be under the supervision of Landlord and in the manner agreed between the tenants and Building Management by prearrangement before performance. Such prearrangement initiated by a tenant will include determination by Building Management, and subject to its decision and control, as to the time, method, and routing of movement and as to limitations for safety or other concern which may prohibit any article, equipment or any other item from being brought into the Building. The tenants are to assume all risks as to the damage to articles moved and injury to persons or public engaged or not engaged in such movement, including equipment, property and personnel of Building Management if damaged or injured as a result of acts in connection with carrying out this service for a tenant from the time of entering the Project to completion of work; and Building Management shall not be liable for acts of any person engaged in, or any damage or loss to any of said property or persons resulting from, any act in connection with such service performed for a tenant.
8. Building Management shall have the power to prescribe the weight and position of safes and other heavy equipment or items, which shall in all cases, to distribute weight, stand on supporting devices approved by Building Management. All damages done to the Building by the installation or removal of any property of a tenant, or done by a tenant's property while in the Building, shall be repaired at the expense of such tenant. Building Management shall have the right to employ, at Tenant's sole cost, structural engineers to evaluate Tenant's compliance with this rule.
9. A tenant shall notify the Building Management when safes or other heavy equipment are to be taken in or out of the Building, and the moving shall be done under the supervision of the Building Management, after written permission from Building Management. Persons employed to move such property must be acceptable to Building Management.
10. Corridor doors, when not in use, shall be kept closed.
11. Each tenant shall cooperate with Building Management's employees in keeping its leased premises neat and clean. Tenants shall not employ any person for the purposes of such cleaning other than the Building's cleaning and maintenance personnel. Building Management shall be in no way responsible to the tenants, their agents, employees, or invitees for any loss of property from the leased premises or public areas or for any damages to any property thereon from any cause whatsoever.
12. To ensure orderly operation of the Building, no water, newspapers or the like shall be delivered to any leased area except by persons consented to by Building Management.
13. Should a tenant require telegraphic, telephone, annunciator or other communication service, Building Management will direct the electrician where and how wires are to be introduced and placed and none shall be introduced or placed except as Building Management shall direct.
14. Tenants shall not make or permit any improper, objectionable or unpleasant noises or odors in the Building or otherwise interfere in any way with other tenants or persons having business with them.

15. Nothing shall be swept or thrown into the corridors, halls, elevator shafts or stairway. Empty cartons, boxes or other large items to be discarded are to be broken down and placed within the Tenant's space and labeled trash.
16. No heavy machinery of any kind shall be operated by any tenant in its leased premises without the prior written consent of Building Management, nor shall any tenant use or keep in the Building any inflammable or explosive fluid or any other Hazardous Material.
17. No portion of any tenant's leased premises shall at any time be used or occupied as sleeping or lodging quarters.
18. No pets or animals shall be brought or kept within the Tenant's leased area. This includes fish and aquariums of any type. Animals which provide assistance to the visually impaired are welcome.
19. Building Management reserves the right to rescind any of these rules and regulations and to make such other and further rules and regulations as in its sole judgment shall from time to time be deemed appropriate for the safety, protection, care and cleanliness of the Building, the operation thereof, the preservation of good order therein and the protection and comfort of the tenants and their agents, employees and invitees, which rules and regulations, when made and written notice thereof is given to tenant, shall be binding upon it in like manner as if originally herein prescribed.
20. Building Management will not be responsible for lost or stolen personal property, money or jewelry from tenant's leased premises or public or common areas regardless of whether such loss occurs when the area is locked against entry or not.
21. Any additional services, not required by lease to be performed by Building Management, which Tenant requests Building Management to perform and which are performed by Building Management shall be billed to Tenant at Building Management's cost plus fifteen percent (15%) unless otherwise stated in lease.
22. Smoking is prohibited in all areas of the Building except where expressly permitted by Building Management, if any. Building Management reserves the right to relocate or eliminate any such areas where smoking is permitted, at any time.
23. All tenant modifications resulting from remodeling on or to the Premises must conform to the City of Charlotte and Mecklenburg County Building and Fire Codes in addition to base building specifications. Tenants shall obtain prior approval from Landlord for any such modifications and shall deliver "As Built" plans to the Building Management Office upon completion except as otherwise permitted in the Lease. The contractor conducting the renovation is subject to The Carillon Contractor Rules and Regulations while performing work in the Building.
24. Tenants may not place any items on the exterior balconies of the Building without obtaining Landlord's prior written consent.
25. Space heaters, candles other portable heating and cooling devices are prohibited.

26. Tenants and their approved contractors may only use copper piping lines in the connection of kitchen/breakroom appliance to the Building's domestic water system.
27. For your safety, Building Management requires that all persons who enter or leave the Building after hours or on a weekend, shall identify themselves to the Courtesy Staff in the lobby by registration or otherwise. Building Management reserves the right to search any suspicious parcels.
28. Building Management reserves the right to exclude or expel from the Building any person who, in the Building Management's judgment, is intoxicated or under the influence of liquor or drugs or who is in violation of any of the Rules and Regulations.
29. For your safety, Building Management requires that all chemical products used within your suite have a Material Safety Data Sheet (MSDS Sheet) on file within your firm. This is also required for all vendors or contractors working in your premises.
30. Tenants shall not cook, otherwise prepare or sell any food or beverages in or from the premises. Tenant may install and maintain vending machines, coffee/beverage stations and food warming equipment and eating facilities for the benefit of its employees and guests, provided the same are maintained in compliance with applicable laws and regulations and do not disturb other Tenants in the Building with odor, refuse or pests.
31. No firearms are permitted in the Building. A concealed weapons permit does not authorize a person to carry a concealed handgun on this property. The carrying of a concealed or unconcealed weapon on these "premises" by anyone other than a sworn law enforcement officer in the performance of official duties is prohibited. This policy is made in accordance with North Carolina General Statutes 14-415.11. "Premises" includes this Building, other buildings in this complex, as well as walkways, common areas, the park area, and the parking garage.
32. Building Management reserves the right to revise, amend, or rescind any of these Rules and Regulations without notice and to make such other Rules and Regulations as in its judgment shall, from time to time, be needful for the safety, protection, care, and cleanliness of the Building, the operation thereof, the preservation of good order therein, and the protection and comfort of Tenants.