

1. Technology Centers (TC) reserves the right to close and lock the Building on Saturdays, Sundays and legal Holidays, and on other days between the hours of 5:00pm and 8:00am the following day. If Lessee uses the Premises during such periods, Lessee shall be responsible for securely locking the building entrance door it may have opened for entry as well as arming the security alarm system.
2. Lessee shall not suffer or permit the obstruction of any Common Areas. Including driveways, walkways and stairways.
3. TC reserves the right to refuse access to any persons TC in good faith judges to be a threat to the safety, reputation, or property of the Office Building and its occupants.
4. Lessee shall not make or permit any noise or odors that annoy or interfere with other Lessees or persons having business within the Office Building.
5. Lessee shall not keep animals or birds within the Office Building, and shall not bring bicycles, motorcycles or other vehicles into the area not designated as authorized for same.
6. Except for licensed Assistant Animals, no pets are allowed unless approved by TC.
7. Lessee shall not make, suffer or permit litter except in appropriate receptacles for that purpose.
8. Lessee shall not alter any lock or install new or additional locks or bolts.
9. Lessee shall be responsible for the inappropriate use of any toilet rooms, plumbing or other utilities. No foreign substances of any kind are to be inserted therein.
10. Lessee shall not deface the walls, partitions or other surfaces of the premises or the Office Building. Approval is required to add nails and/or screws into brick.
11. Lessee shall not suffer or permit anything in or around the Premises or Building that causes excessive vibration or flooring loading in any part of the Office Building.
12. Furniture, significant freight and equipment shall be moved into or out of the building only with the TC's knowledge and consent, and subject to such reasonable limitations, techniques and timing, as may be designated by TC. Lessee shall be responsible for any damage to the Office Building arising from any such activity.
13. Lessee shall not employ any service or contractor for services or work to be performed in the Building, except as approved by TC.
14. Lessee shall return all keys at the termination of its tenancy and shall be responsible for the cost of replacing any keys that are lost.
15. No window coverings, shades or awnings shall be installed or used by Lessee.
16. No Lessee, employee or invitee shall go upon the roof of the Building.
17. Lessee shall not suffer or permit smoking or carrying of lighted cigars or cigarettes in areas reasonably designated by TC or by applicable governmental agencies as non-smoking areas.
18. Lessee shall not use any method of heating or air conditioning other than as provided by TC.
19. Lessee shall not install, maintain or operate any vending machines upon the Premises without the TC's written consent.
20. The Premises shall not be used for lodging or manufacturing, cooking or food preparation.
21. Lessee shall comply with all safety, fire protection and evacuation regulations established by TC or any applicable governmental agency.
22. TC reserves the right to waive any one of these rules or regulations, and/or as to any particular Lessee, and any such waiver shall

not constitute a waiver of any other rule or regulation or any subsequent application thereof to such Lessee.

23. Lessee assumes all risks from theft or vandalism and agrees to keep its Premises locked as may be required.
24. TC reserves the right to make such other reasonable rules and regulations as it may from time to time deem necessary for the appropriate operation and safety of the Office Building and its occupants. Lessee agrees to abide by these and such rules and regulations.
25. Lessee and Lessee's meeting attendee(s) shall not park next to or in the alley behind the Office Building. Lessee must be responsible in informing meeting attendee(s) on parking regulations and that the lot adjacent to the building is not permitted.
26. Lessee shall dispose of additional trash and boxes in the trash container outside, not the kitchen or other areas within the building.
27. Please note that children should not be left unsupervised in the building.

Meeting/Event Rooms

28. Rent includes 4 hours of Conference Room usage per office suite. No accrual time will be brought forward to the following month for unused time.
29. Conference Room can be booked on a first-come-first-serve basis. Charges for the spaces vary depending on membership type and location. Once members have exceeded free monthly conference room hours charges will incur.
30. Conference Room is available Monday through Friday between 8:00am to 5:00pm PST. Conference rooms can be available upon request at other times based on TC's discretion.
31. Conference Room usage is incurred at 1 hour increments regardless if a meeting is held and completed within 10 minutes. There will be no refunds or time accruals for another meeting for unused time.
32. Lessee must strictly adhere to the reserved conference room usage time especially if there are back-to-back reservations made by other parties to not exceed the allocated time.
33. A 15-minutes buffer time should be taken into consideration when reserving back-to-back meetings to allow for the Conference Room to be cleared and any cleaning to be performed before the next meeting takes place.
34. Lessee must notify TC by email or phone at least 24 hours in advance for any cancellation or changes to an existing reserved Conference Room scheduled time. The scheduled time will assumed as used and applicable charges for the booked time will be taken into account if failing to make cancellation for unused reserved time.
35. Conference Room Usage is for professional business meetings only and should not include any inappropriate functions or gatherings that will otherwise disrupt the business operations of other tenants within the building.
36. Strictly no removal of furniture and equipment from the Conference Room.
37. Bringing in additional furniture, electrical appliances such as coffee-maker, large stereo speakers, microwave, toasters cooking appliances is strictly prohibited.
38. During a meeting presentation, please keep noise at a minimum and respectable level to avoid disrupting surrounding tenants.
39. Customers and tenants are required to adhere to maximum capacity limits for every TC space they are occupying.

High-Speed Internet Usage:

40. System Back-ups (if any) to be performed after hours.
41. Large file(s) downloads/uploads to be performed during off-peak hours prior to 8AM or after 5PM.
42. No hosting allowed within the data network.