



LIVE OAK
G O T T E S M A N

**MIRA VISTA
BUILDING RULES AND REGULATIONS**

1. Sidewalks, doorways, vestibules, halls, stairways and similar areas shall not be obstructed by tenants or their officers, agents, servants, and employees, or used for any purpose other than ingress and egress to and from the leased premises and for going from one part of the Building to another part of the Building.
2. Plumbing fixtures and appliances shall be used only for the purposes for which constructed, and no sweeping, rubbish, rags or other unsuitable material shall be thrown or placed therein. Any stoppage or damage resulting to any such fixtures or appliances from misuse on the part of a tenant or such tenant's officers, agents, servants, and employees shall be paid by such tenant.
3. No signs, posters, advertisements, or notices shall be painted or affixed on any of the 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 the Building Manager. No nails, hooks or screws shall be driven into or inserted in any part of the Building, except by building maintenance personnel.
4. Directories will be placed by the Landlord, at Landlord's own expense, in conspicuous places in the Building. No other directories shall be permitted.
5. Tenant shall not do anything, or permit anything to be done, in or about the Building, or bring or keep anything therein, that will in any way increase the possibility of fire or other casualty, or obstruct or interfere with the rights of, or otherwise injure or annoy, other tenants, or do anything in conflict with the valid pertinent laws, rules, ordinances or regulations of any governmental authority.
6. Tenant shall notify the Building Manager when safes or other heavy equipment or furniture are to be taken into or out of the building. Moving of such items shall be done under the supervision of the Building Manager after receiving written permission. Landlord shall have the power to prescribe the weight and position of safes or other heavy equipment which may overstress any portion of the floor. All damage done to the Building by the improper placing of heavy items which overstress the floor will be repaired at the sole expense of the Tenant.
7. Corridor doors, when not in use, shall be kept closed.
8. All deliveries must be made via the service entrance and service elevator during normal working hours which hours will be determined by Landlord from time to time. Prior approval must be obtained from the Landlord for any deliveries that must be received after normal working hours.
9. Each tenant shall cooperate with Building employees in keeping the premises neat and clean.

10. Nothing shall be swept or thrown into the corridors, halls, elevator shafts or stairways. No birds, animals or reptiles, or any other creatures, shall be brought into or kept in or about the Building without the prior written consent of Landlord.

11. Tenant shall refer all contractors, contractor's representatives and installation technicians rendering any service to Tenant, to Landlord for Landlord's supervision, approval and control before performance of any contractual service. This provision shall apply to all work performed in the Building, including, without limitation, installation of telephone, telegraph equipment, electrical devices and attachments and installations of any nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment or any other physical portion of the Building.

12. Tenants shall not make or permit any unseemly, disturbing or improper noises in the Building, or otherwise interfere in any way with other tenants, or persons having business with them.

13. No machinery of any kind, other than ordinary office machines such as typewriters and calculators, shall be operated on the lease premises without the prior written consent of Landlord. No equipment of any kind shall be operated on the leased premises that could in any way annoy any other tenant in the Building. No space heaters or fans shall be operated in the Building, without landlord's prior written consent.

14. Tenants, employees, or agents, or anyone else who desires to enter the Building after normal working hours will be required to sign in upon entry and sign out upon leaving, giving the location during their stay and their time of arrival and departure.

15. The Landlord has the right to evacuate the Building in event of emergency or catastrophe.

16. All electrical fixtures hung in the leased premises must be of a quality, type, design, bulb color, size and general appearance approved by Landlord.

17. All tenants, employees, agents and/or invitees of tenants shall be prohibited from carrying any weapons within the premises or common areas.