



## 2023 BUILDING RULES

Landlord established and will update from time to time Building Rules with the intent of establishing a safe and professional work environment and allowing good neighborly relations between tenants and building visitors. Tenants will comply with the Building Rules and will cause all of their agents, employees, invitees, and visitors to do so.

**Exterior Doors/Fire Doors.** Exterior doors and fire doors should never be propped open. If Tenant sees one propped open, Tenant will close it immediately.

**Noise.** Any speech or music that is clearly audible in a neighboring suite will be considered in violation of the Building Rules.

- Please keep the working environment as quiet as possible.
- Avoid loud conversations with colleagues and visitors.
- Please limit the volume on speakerphones, radios, etc.

**Children.** Children are welcome at the Building, but it is important to supervise them and keep a quiet and professional working environment.

### **Parking Lot Etiquette.**

- Cars must be parked entirely within the striped sidelines.
- Personal vehicles will not be parked on the premises for more than 24-hours consecutively.
- Compact space parking is limited to cars with a wheel-track narrower than 5'6" measured from the outside edges of the rear wheels.
- No car maintenance is allowed in the parking lot.
- Trucks, vans, large SUVs and any protruding vehicle should be parked at the rear of the Building.
- Only passenger vehicles may be parked in the parking areas, unless otherwise approved by Landlord in writing.
- Landlord has the right to ticket or tow cars to enforce parking limits and rules at Tenant's sole expense.

**Trash Dumpsters.** No hazardous waste is allowed in the dumpsters. Tenant will store all its trash in proper receptacles within its Leased Premises. Trash and recycling materials must not be placed on the ground next to the dumpsters. (Dumpster keys are available to all tenants). All trash disposals will be made in accordance with directions issued from time to time by Landlord.

**Smoking and Vaping.** The Colorado Clean Indoor Air Act (CCIAA) **does not allow smoking of any kind inside the Building.** This includes all tobacco and marijuana products. Vaping and e-cigarettes are also prohibited inside the Building.

- Smoking is only permitted outside the building in areas 25-feet or more from an entryway.
- Tenant is required to supervise its employees and guests and make sure they obey the law.
- Landlord further prohibits smoking on the Building's balconies.
- Landlord will keep outdoor receptacles for Tenant's use for cigarette butts at the proper distance from the Building's entryways.

**Balconies.** Tenant has been advised by Landlord and Tenant agrees and acknowledges that Tenant, Tenant's agents, employees, invitees, and visitors shall at no time for any reason whatsoever use, access, enter, or have any rights in or to the Building's balconies. Tenant assumes all liability for any of its agents, employees, invitees, and visitors who may violate this provision. Landlord specifically disclaims any and all liability related to a violation of this provision.

**Common Areas.** Tenant will not obstruct sidewalks, entrances, halls, or stairways in and about the Building. Tenant will not place objects against glass partitions or doors or windows that would be unsightly from the exterior of the Building and will promptly remove any such objects upon notice from Landlord. Tenant will not locate or store any equipment materials, supplies, or other property outside of the interior of the Building.

**Soliciting.** Canvassing, soliciting, and peddling in or about the Building is prohibited and Tenant will cooperate to prevent the same.

**Prohibited Uses.** The Leased Premises may not be used for cooking (as opposed to heating of food), lodging, sleeping, or for any immoral or illegal purpose. For clarity, nothing contained in the foregoing will be deemed to prohibit Tenant from using microwaves, toasters, coffee makers, or similar devices within the Leased Premises in connection with Tenant's general office use of the Leased Premises.

**Leased Premises Protection.** Tenant will make its own arrangements for protecting its space from theft, robbery, and pilferage, which may include keeping valuable items locked-up and doors locked and other means of entry to the Leased Premises closed and secured at times the Leased Premises is not in use.

**Deliveries.** Tenant's initial move-in and subsequent deliveries of heavy or bulky items, such as furniture, safes, and similar items will be made only outside of business hours and/or only in such manner as Landlord from time to time prescribes in writing. No deliveries may be made which unreasonably impede or interfere with other tenants or the operation of the Building.

**Building Access.** In case of epidemic, pandemic, invasion, riot, public excitement, or other commotion, Landlord reserves the right to limit or prevent access to the Building during the continuance of the same by closing the doors or taking other appropriate steps. Landlord will in no case be liable for damages for any error or other action taken with regard to the admission to or exclusion from the Building of any person at any time. Persons entering the Building will be required to do so in accordance with such reasonable regulations as Landlord may from time to time establish (consistent, however, with Tenant's rights of access to and from the Building as set forth in the Lease). Persons entering or departing from the Building may be questioned as to their business in the Building, and Landlord may require the use of an identification card or other access device or procedures, and/or the registration of persons as to the hour of entry and departure, nature of visit, and other information deemed necessary for the protection of the Building. Tenant will cooperate with all such procedures.

**Violation of Laws or Building Rules.** Landlord reserves the right to exclude or expel from the Building any person who, in Landlord's Judgment is intoxicated or under the influence of liquor or drugs or who is in violation of any of the Building Rules or any laws.

**Maintenance Requests.** Tenant's service or other requests regarding the operation of the Building will be made by appropriate application to Landlord's building management office by an authorized individual.

**Keys and Locks.** Landlord shall initially furnish Tenant with a reasonable number of keys for the Building, Tenant's mailbox, the dumpster, and the Leased Premises. Additional keys may be furnished by Landlord upon a written request by Tenant and at Tenant's sole expense at the following rates:

- \$75.00 per Building key/key card
- \$25.00 per mailbox key
- \$10.00 per dumpster key
- \$10.00 per Leased Premises key.

All such keys shall remain the property of Landlord. Upon termination or expiration of this Lease or a termination of possession of the Leased Premises, Tenant shall surrender to Landlord all such keys and all keys to any locks on doors entering or within the Leased Premises. If Tenant does not surrender such keys to Landlord upon expiration of this Lease or termination of possession, then Tenant will incur a charge of \$200.00.