

AMENITY SPACE RULES & REGULATIONS

EXHIBIT A: RULES & REGULATIONS

AMENITY CENTER RESERVATIONS

- Provided there is a fully, executed Rules and Regulations Agreement on file the Amenity Center may be reserved by contacting LaJoyce Gross at LaJoyce.Gross@columbia.reit.
- Reservations will be accepted at a maximum of ninety (90) days before the planned event date. Tenants shall also be allowed to reserve a maximum of five (5) days per calendar month, based on availability.
- Building Management reserves the right to deny reservations to a Tenant or group requesting exclusive use of the amenity. Additionally, Management reserves the right, at any time, to deny reservations to any Tenant or group who abuses the Amenity Center rules and regulations.
- Damage or missing items resulting from abuse or misuse of the Amenity Center will be billed to the Tenant.
- Management reserves the right to cancel any reservation as circumstances may dictate.
- Tenant must notify Landlord of any caterers in advance and supply a current Certificate of Insurance.

HOURS OF OPERATION AND USAGE

- The Amenity Center is open to Tenants and their visitors, during regular building business hours, Monday - Friday from 8:00am - 5:00pm.
- Gatherings during this time from the same tenant organization should be limited to ensure that the amenity can be enjoyed by all registered building occupants.
- Please ensure that during hours noted above all food is contained to the areas in which you are present and not left in a centralized location for serving.
- The Amenity Center may be reserved after business hours with prior approval from Building Management, from 5:00pm to 10:00pm, Monday through Friday and Saturday, 8:00am to 10:00pm.
- Please see Exhibit "B" for associated fees and charges for additional costs for HVAC services and after hours associated fees and charges.

CANCELLATIONS

- For reservation cancellations, please notify Building Management twenty-four (24) hours in advance of the event. Building Management reserves the right to charge a cancellation fee of \$100 per day to the Tenant for continuous cancellations not made twenty-four (24) hours in advance.

SECURITY

- Management will not be responsible for articles left in any of the Amenity Center. All personal property must be removed at the conclusion of each day.
- Special events and after-hours events may require the presence of security at the expense of the Tenant. The need for security presence is based on Management's discretion.
- Please see Exhibit "B" for associated fees and charges.

LIABILITY

- Tenant will be liable for any damages to the Amenity Center, including furniture, equipment, or otherwise.
- Alcohol and musical entertainment are prohibited without the prior written approval and execution of a Special Events License Agreement.
- Use of Sternos and/or any open flames are prohibited due to the Buildings Fire Code.
- Any events where alcoholic beverages are served must have a signed Special Events License Agreement on file with the Landlord.
- Tenant must provide proof of host liquor liability insurance coverage in order to serve alcoholic beverages.
- Any entertainment or music provided shall be kept at a reasonable volume.
- No objects shall be thrown off/from the terrace.

CLEANING

- Trash and general cleaning are provided during business hours.
- Tenant shall be responsible for cleaning of Amenity Center/Terrace in the event of an after-hours use.
- Nothing may be attached to the building walls, windows, or doors.
- Please see Exhibit "B" for associated fees and charges.

SERVICES PROVIDED

- Cable television is provided as a courtesy service. A member of the Management team may assist with specific channel requests.
- Wireless Internet is provided as a courtesy to Tenants and guests. In order to provide quality wireless Internet service to everyone utilizing the Amenity Center, please refrain from streaming or downloading large files or large amounts of data. Downloading illegal or inappropriate content is strictly prohibited and usage rights may be permanently revoked.
- Furniture located within the Amenity Center may not be relocated or removed without the prior written approval of Building Management. Additional costs to the Tenant may be incurred if furniture is moved without approval and must be moved back to its original position. Please do not stand on or place feet on the furniture.
- The Amenity Center is not to be used for lying down or sleeping.

OCCUPANCY

- Amenity space - 21 Occupants
- Amenity Terrace - 62 Occupants

EXHIBIT B: FEE SCHEDULE

CLEANING

- Cleaning services required for after-hour events will be charged at a flat rate of \$300.

HVAC SERVICES

- OT HVAC may be provided for the amenity space at a rate of \$75/hour with a 4-hour minimum.

SECURITY SERVICES

- Should additional security be required for any after-hours events, at the discretion of Landlord or request of the Tenant, the rate is \$52/hour.

Rates reflected are subject to change at Landlord's discretion.