

Ptarmigan at Cherry Creek

Building Rules and Regulations

BUILDING RULES AND REGULATIONS

The following rules and regulations have been included in your Lease and shall apply, where applicable, to the Premises, the Building, the parking garage, the Property and the appurtenances. Capitalized terms have the same meaning as defined in the Lease.

1. Windows, glass doors, and any lights or skylights that reflect or admit light into the halls or other public places of the Building will not be covered or obstructed.
2. The water fountains, wash closets, and toilets will not be used for any purpose other than those for which they were constructed, and the expenses of any breakage, stoppage, or damage resulting from the violation of this rule will be borne by Tenant who, or whose agents, servants, or licensees, have caused it.
3. Tenant will not mar, paint, drill into, or in any way deflect the walls, ceilings, partitions, floors, wood, stone, or iron work.
4. Tenant will not bring or keep anything in the Premises that will in any way obstruct or interfere with the rights of other tenants or in any way injure or annoy them or those having business with them.
5. Tenant will not use any method of heating other than that supplied by Landlord including but not limited to space heaters.
6. No freight, furniture, or bulky matter of any description will be received into the Building between the hours of 7:30 a.m. and 6:00 p.m. Monday thru Friday.
7. Tenant will not cause any unnecessary labor by reason of carelessness and indifference to the preservation of good order and cleanliness in the Premises and in the Building.
8. No animals, except seeing-eye and hearing dogs and other dogs necessary for physically challenged persons, will be allowed in the offices, halls, corridors and elevators of the Building.
9. Tenant may not store vehicles in the parking facilities of the Building or leave any vehicle in such parking facilities for more than 3 days.
10. Sidewalks, doorways, vestibules, halls, stairways and other similar areas shall not be obstructed by Tenant or used by Tenant for any purpose other than ingress and egress to and from the Premises. No rubbish, litter, trash, or material shall be placed, emptied, or thrown in those areas. At no time shall Tenant permit Tenant's employees to loiter in Common Areas or elsewhere about the Building or Property.
11. No signs, advertisements or notices shall be painted or affixed to windows, doors or other parts of the Building, except those of such color, size, style and in such places as are first approved in writing by Landlord. All tenant identification and suite numbers at the entrance to the Premises shall be installed by Landlord, at Tenant's cost and expense, using the standard graphics for the Building. Except in connection with the hanging of lightweight pictures and wall decorations, no nails, hooks or screws shall be inserted into any part of the Premises or Building except by the Building maintenance personnel without Landlord's prior approval, which approval shall not be unreasonably withheld.

12. Landlord may provide and maintain in the first floor (main lobby) of the Building an alphabetical directory board or other directory device listing tenants, and no other directory shall be permitted unless previously consented to by Landlord in writing.

Ptarmigan at Cherry Creek

Building Rules and Regulations

13. Tenant shall not place any lock(s) on any door in the Premises or Building without Landlord's prior written consent, which consent shall not be unreasonably withheld, and Landlord shall have the right to retain at all times and to use keys or other access codes or devices to all locks within and into the Premises. A reasonable number of keys to the locks on the entry doors in the Premises shall be furnished by Landlord to Tenant at Tenant's cost, and Tenant shall not make any duplicate keys. All keys shall be returned to Landlord at the expiration or early termination of this Lease.
14. All contractors, contractor's representatives and installation technicians performing work in the Building shall be subject to Landlord's prior approval, which approval shall not be unreasonably withheld, and shall be required to comply with Landlord's standard rules, regulations, policies and procedures, which may be revised from time to time.
15. Movement in or out of the Building of furniture or office equipment, or dispatch or receipt by Tenant of merchandise or materials requiring the use of elevators, stairways, lobby areas or loading dock areas, shall be restricted to hours reasonably designated by Landlord. Tenant shall obtain Landlord's prior approval by providing a detailed listing of the activity. If approved by Landlord, the activity shall be under the supervision of Landlord and performed in the manner required by Landlord. Tenant shall assume all risk for damage to articles moved and injury to any persons resulting from the activity. If equipment, property, or personnel of Landlord or of any other party is damaged or injured as a result of or in connection with the activity, Tenant shall be solely liable for any resulting damage or loss.
16. Landlord shall have the right to approve the weight, size, or location of heavy equipment or articles in and about the Premises, which approval shall not be unreasonably withheld. Damage to the Building by the installation, maintenance, operation, existence or removal of Tenant's Property shall be repaired at Tenant's sole expense.
17. Corridor doors, when not in use, shall be kept closed.
18. Tenant shall not: (1) 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; (2) solicit business or distribute, or cause to be distributed, in any portion of the Building, handbills, promotional materials or other advertising; or (3) conduct or permit other activities in the Building that might, in Landlord's sole opinion, constitute a nuisance.
19. No inflammable, explosive or dangerous fluids or substances shall be used or kept by Tenant in the Premises, Building or about the Property without Landlord's prior written consent. Tenant shall comply with all Laws pertaining to and governing the use of these materials and Hazardous Substances by Tenant, and shall remain solely liable for the costs of abatement, clean up, and removal.
20. Tenant shall not use or occupy the Premises in any manner or for any purpose which might injure the reputation or impair the present or future value of the Premises or the Building. Tenant shall not use, or permit any part of the Premises to be used, for lodging, sleeping or for any illegal purpose.
21. Tenant shall not take any action which would violate Landlord's labor contracts or which would cause a work stoppage, picketing, labor disruption or dispute, or interfere with Landlord's or any other tenant's or occupant's business or with the rights and privileges of any person lawfully in the Building ("Labor Disruption"). Tenant shall take the actions necessary to resolve any Labor Disruption, and shall have pickets removed and, at the request of Landlord, immediately terminate any work in the

Ptarmigan at Cherry Creek

Building Rules and Regulations

22. Premises that gave rise to the Labor Disruption, until Landlord gives its written consent for the work to resume. Tenant shall have no claim for damages against Landlord or any Landlord Related Parties, nor shall the Commencement Date of the Term be extended, as a result of the above actions.
23. Tenant shall not install, operate or maintain in the Premises or in any other area of the Building, electrical equipment that would overload the electrical system beyond its capacity for proper, efficient and safe operation as determined solely by Landlord. Tenant shall not furnish cooling or heating to the Premises, including, without limitation, the use of electronic or gas heating devices, without Landlord's prior written consent. Tenant shall not use more than its proportionate share of telephone lines and other telecommunication facilities available to service the Building.
24. Tenant shall not operate or permit to be operated a coin or token operated vending machine or similar device (including, without limitation, telephones, lockers, toilets, scales, amusement devices and machines for sale of beverages, foods, candy, cigarettes and other goods), except for machines for the exclusive use of Tenant's employees and invitees.
25. Bicycles and other vehicles are not permitted inside the Building or on the walkways outside the Building, except in areas designated by Landlord.
26. Landlord may from time to time adopt systems and procedures for the security and safety of the Building, its occupants, entry, use and contents. Tenant, its agents, employees, contractors, guests and invitees shall comply with Landlord's systems and procedures.
27. Landlord shall have the right to prohibit the use of the name of the Building or any other publicity by Tenant that in Landlord's sole opinion may impair the reputation of the Building or its desirability. Upon written notice from Landlord, Tenant shall refrain from and discontinue such publicity immediately.
28. No smoking shall be permitted in the Building or on the Property.
29. Landlord shall have the right to designate and approve standard window coverings for the Premises and to establish rules to assure that the Building presents a uniform exterior appearance. Tenant shall ensure, to the extent reasonably practicable, that window coverings are closed on windows in the Premises while they are exposed to the direct rays of the sun.
30. Deliveries to and from the Premises shall be made only at the times, in the areas and through the entrances and exits reasonably designated by Landlord. NO CARTS, LADDERS, DOLLIES etc are to be brought in through the lobby doors (Main, East or West) Tenant shall not make deliveries to or from the Premises in a manner that might interfere with the use by any other tenant of its premises or of the Common Areas, any pedestrian use, or any use which is inconsistent with good business practice.
31. The work of cleaning personnel shall not be hindered by Tenant after 5:30 p.m., and cleaning work may be done at any time when the offices are vacant. Windows, doors and fixtures may be cleaned at any time. Tenant shall provide adequate waste and rubbish receptacles to prevent unreasonable hardship to the cleaning service.

Security Awareness

To keep the building as secure as possible, we ask that you immediately report any suspected unauthorized people you might see to security at 377-2573.

Even with these systems in place, there is always the possibility of criminal activity occurring. Following are some simple steps that you can take to minimize the potential for becoming the victim of crime.

1. Always lock your door or doors when leaving the office, even it is momentarily. Be sure to take your keys with you as our security guard personnel do not have access to the individual tenant suite.
2. Hang wraps away from the entrance to the office where they cannot be easily stolen while you are busy.
3. Always put your valuables out of sight. If you keep any amount of cash in the office, it should be locked in an office safe. Postage stamps should be locked there as well.
4. Keep purses and gift packages out of sight and locked inside a cabinet or desk, if possible.
5. Lock desks when not seated at them.
6. Be alert for solicitors, peddlers and strangers.
7. If an unauthorized person comes to your office to do work, check identification with the Management Office. Building employees can be identified by uniform.
8. Do not let anyone into the building as you enter with your access card, and advise security should anyone do so.
9. Be aware that the stairwells do not allow access to individual floors. Emergency exits are on the 5th floor and 1st floor.
10. When working after hours, lock the doors to your suite.
11. Do not leave your vehicle unlocked. Lock all valuables in the trunk. Secure convertible tops, t-tops and windows. Open vehicles are prime targets for thefts and vandalism.
12. When going to your vehicle, get your door keys ready. Be alert for suspicious people in the garage; report such to security.

13. Look at your vehicle as you approach for missing hub caps, broken glass or other abnormal circumstances. Look inside of your vehicle before entering.
14. If you are parked in the building garage or on the surface lot and would like an escort to your car after hours, please contact Security at 377-2573.