

## **EXHIBIT A**

### **RULES AND REGULATIONS for BurlingtonWorks**

#### **Golden Rule:**

Be a good neighbor. Tenants should treat other tenants as they would like to be treated.

#### **Common Areas:**

- **Kitchen:** All tenants have access to the kitchen area and use of all of its appliances. Tenants must use their own dishes, cups, utensils, etc. Tenants may not leave any dishes in the sink or anywhere in the kitchen. Use of the refrigerator is open to all tenants, but no unsealed items can be stored overnight or for any extended period of time.
- **Bathrooms:** All tenants and their guests have access to the bathrooms. No personal items can be left in the bathrooms.
- **Waiting Room and Hallways:** Will be cleaned daily and vacuumed weekly by a cleaning service. Tenants must keep these areas clear of personal items or trash.
- **Conference Room:** Conference room and equipment is available to all tenants on an as scheduled basis. Tenants are expected to clean and lock up the room after each use.

#### **Smoking:**

There will be no smoking in common areas, individual offices, parking garage, or in front of the building.

#### **Drinking/ Drug Use:**

No illicit drug use will be permitted anywhere on the premises. Alcohol can only be consumed in the privacy of a tenant's office and should always be in moderation. It will not be permitted in common areas, parking garage, or near the building.

#### **Office Cleanliness:**

Tenants shall keep and maintain the premises in a clean and sanitary condition at all times. Tenants are responsible for keeping their own offices clean. This means that they should not create any externalities for other tenants such as a bad look or smell. Tenants are also responsible for all trash. There is a dumpster that each tenant will have access to dispose of any trash created on the premises. Every other weekend each office will be vacuumed by cleaning staff. There will also be steam cleaning once a year.

#### **Peaceful Enjoyment:**

Tenants shall conduct themselves and require other persons on the premises with the tenants' consent to conduct themselves in a manner that will not disturb other tenants' or neighbors' peaceful enjoyment of the premises. Tenants will comply with all reasonable requests from landlord and neighbors with respect to noise and smell, as well as following all terms of any local noise ordinances, which may apply.

#### **Pets:**

Dogs are allowed but must be approved first by the landlord. Tenants may be asked to provide proof of shots and sign a separate pet agreement. Dogs are not allowed in common areas except to enter and exit the building and must be on leash and attended while doing so. The landlord reserves the right to revoke canine privileges for any reason. No cats.

**After Hours:**

Tenants will have access to their office 24/7 unless there is some kind of emergency. Though tenants have access 24/7 they are not allowed to stay overnight.

**Parking:**

Monthly parking passes for the adjacent garage can be purchased on a monthly basis through Corporate Plaza parking. There will be a bike rack in the front of the building, which is free. The landlord is not responsible for any missing or damaged bikes.

**Artwork:**

Tenants can decorate their office as they wish as long as there is nothing that can be considered explicit, inappropriate or make others uncomfortable. Any artwork that the landlord deems inappropriate must be taken down immediately