



## Tenant Rules and Regulations

One Boston Place maintains certain rules and regulations as a courtesy to our tenants. While we have endeavored to minimize our formal Rules and Regulations, the following rules have been established to maintain the positive environment that initially attracted you as a tenant. We anticipate your cooperation.

Please note that the term "Tenant" as used in these Rules and Regulations includes its officers, agents, employees, vendors, clients and guests.

1. **After-Hours Access:** Owner reserves the right to require that persons entering the building after normal building hours identify themselves and establish their right to enter or leave the Building.
2. **Animals:** Tenant shall not bring into the building, or keep in or around the premises any animal without the prior written consent of the owner. Service animals are permitted in the building in compliance with federal law.
3. **Antennas & Wires:** Tenant shall not install any antenna or aerial wires, radio or television equipment, or any other type of equipment, inside or outside of the building, without the owner's prior written approval. Tenant may operate personal radios and/or televisions inside the premises leased or occupied by it, provided noise from such equipment is not audible outside the premises.
4. **Bicycles:** Bicycles are prohibited inside the building. A bicycle rack is available on the building plaza.
5. **Blind Closing:** Each Tenant shall cooperate with the owner in obtaining maximum effectiveness of the cooling system by closing blinds or drapes when the sun's rays fall directly on windows of the premises leased or occupied by Tenant.
6. **Building Image:** Tenant shall not advertise the business, profession or activities of the Tenant in any manner which violates the letter or spirit of any code of ethics adopted by any recognized association or organization, or use the name of the building for any purpose other than that of the business address of the Tenant, or use any picture or likeness of the building or the building name or logo in any letterheads, envelopes, circulars, or notices, without the owner's express written consent, which consent may be unreasonably withheld.

7. **Entrance/Egress Obstruction:** Tenant shall not block or obstruct any of the public sidewalk entries, parking areas or courtyards adjacent to the building, passageways, doors, corridors, elevators, elevator doors, freight elevator lobbies, hallways or stairways of the building. Tenant shall not place, empty, or throw any rubbish, litter, trash or material of any nature into such areas, or permit such areas to be used at any time except for entrance or egress.
8. **Finish Materials:** All carpets, fabrics and furniture purchased for premises leased or occupied by Tenant shall conform to local and state fire codes.
9. **Flammable Fluids:** Tenant shall not bring into the premises or the building any flammable fluids or explosives without written permission of the Owner.
10. **Glass Panel Doors:** Glass panel doors that reflect or admit light into the passageways or into any place in the Building shall not be covered or obstructed by Tenant. Tenant shall not permit, erect or place drapes, furniture, fixtures, shelving, display cases or tables, lights, signs or advertising devices in front of or in proximity to interior or exterior windows, glass panels, or glass unless the same shall have first been approved by the owner.
11. **Handtrucks:** No handtrucks are allowed in lobby or passenger elevators. Any handtrucks used in any space or public halls of the building, either by tenants or by others, shall be equipped with rubber tires and safeguards.
12. **Hazardous Materials:** All hazardous materials must be disposed of safely and in full compliance with federal, state, and local laws.
13. **Induction units:** Induction units must be kept clear of obstruction at all times to maximize building air flow and avoid damage to the HVAC system. No materials may be stored on top of induction units at any time.
14. **Lamp Disposal:** Fluorescent light bulbs often contain mercury and are generally designated as hazardous waste. All hazardous materials must be disposed of safely and in full compliance with federal, state, and local laws.
15. **Life Safety:** Life Safety awareness is of the utmost importance in the building. Each Tenant is responsible for designating Fire Marshals and other Life Safety personnel to fulfill the tenant obligations under the current Life Safety Plan.
16. **Large Item Disposal:** Tenants are responsible for the disposal of crates, boxes, and other materials which will not fit into office wastepaper baskets. Under no circumstances shall Tenant set such items in public hallways, freight vestibules, or other common areas of the building. If Tenant wishes to dispose of such items prior to 6:00 p.m., tenants may do so by calling the management office to arrange for a billable porter service. No materials may be left in freight elevator vestibules at any

time.

17. **Locks:** No locks which are incompatible with the master keying system shall be placed on any door in the building at any time. Owner will maintain passkeys to all leased or occupied premises in order to perform routine maintenance and respond to any emergency conditions. All tenant keys shall be returned to the owner promptly upon termination of each lease.
18. **Material Movement:** The movement of furniture, equipment, machines, merchandise or material within, into or out of the leased premises and the building shall be restricted as to time, method and routing as determined by the owner, and in all such moves the tenant shall assume all liability and risk to property, personnel, the premises leased or occupied by it, and the building.
19. **Motorized Vehicles:** The building does not maintain garaging or storage facilities for automobiles, motorcycles, mopeds, scooters, or any other gas or electric powered vehicles. No motorized vehicles may be stored on the building plaza.
20. **Noise:** Tenant shall not permit the operation of any musical or sound-producing instruments, devices, or other equipment which may be heard outside the leased premises or the building, or which may emanate electrical waves which will impair radio or television reception from or in the building.
21. **Odor:** Tenant shall maintain building air quality standards by avoiding the use of high-VOC paint, lacquer, or other materials producing strong smelling odors.
22. **Owner's Reservation of Rights:** Owner reserves the right to rescind, alter or waive any rule or regulation at any time prescribed for the building when, in its judgment, it deems it necessary, desirable or proper for its best interest and for the best interests of tenants, and no alteration or waiver of any rule or regulation in favor of one tenant shall operate as an alteration or waiver in favor of any other tenant. Owner shall not be responsible to any tenant for the non-observance or violation by any other tenant of any of the rules or regulations at any time prescribed for the Building.
23. **Plumbing Systems:** The plumbing facilities, lavatories and janitor closets shall not be used for any purposes other than those for which they are designed, and no rubbish, rags, sweepings, and/or any other harmful damaging or foreign substance of any kind shall be thrown in them, and the expense incurred from any breakage, stoppage, or damage resulting from a violation of this provision shall be borne by the tenant. Paper towels are not to be flushed down toilets.
24. **Premises Infestation:** If the premises become infested with vermin due to tenant deliveries or acts or omissions of the tenant, the tenant at its sole cost and expense shall cause such premises to be exterminated from time to time, to the satisfaction of the owner, and shall employ such exterminators as shall be approved by the owner.

25. **Recycling:** The State of Massachusetts has various laws and restrictions regarding the environmentally prudent removal and disposal of trash and recyclable materials. These rules apply to the "generators" of these materials. The building has a recycling program in place in order to assist the "generators," e.g., tenants, in complying with the various requirements and restrictions. Each tenant shall cooperate with the building by participating in the program.
26. **Roof Access:** Admittance to the roof of the building is restricted to maintenance personnel and antennae licensees and is not otherwise permitted without the written consent of owner.
27. **Sales or Auctions:** No space in the building shall be used for manufacturing, public sales or auctions.
28. **Communications Cabling:** If a tenant desires communications cabling, alarm or other utility or service connections installed or changed, such work shall be done at the expense of the tenant, with the prior written approval and under the direction of the owner.
29. **Signs & Advertising:** No sign, door plaque, advertisement or notice shall be displayed, painted or affixed by the tenant in or on any part of the outside or inside of the building without prior written consent of the owner.
30. **Smoke-Free:** In compliance with the Massachusetts Smoke-free Workplace Law, smoking is prohibited throughout the building. Additionally, One Boston Place does not permit smoking within 25 feet of building entrances or air intakes.
31. **Soliciting & peddling:** Canvassing, soliciting, peddling, and distribution of handbills and other advertising material in the building is prohibited. Tenants shall cooperate to prevent the same and shall promptly report such activities to the management office.
32. **Utility Closets** – Building utility closets shall not be used for storage of any kind and all doors shall be kept locked and clear of obstruction at all times.
33. **Vibration** – Tenants shall avoid causing disruptive vibrations, such as those caused by exercise equipment or machinery.
34. **Weapons:** Owner has the right, but not the obligations, to restrict tenants from bringing into the building, or keeping on the premises, any weapon including but not limited to firearms, knives and similar items.