

PS Executive Centers, Inc.
Rules & Regulations
Schedule 3

1. **ADVERTISING AND SIGNS:** Unless expressly permitted by CENTER, no sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed to any part of the outside or inside of the Premises.
2. **CLOSING AND LOCKING OF DOORS:** CLIENT shall be responsible for the closing and locking of all doors in and to the Premises. CLIENT shall pay for any damage resulting from neglect of this rule.
3. **OFFICE EQUIPMENT:** Unless CENTER gives prior written consent in each and every instance, CLIENT shall not install or operate any office equipment in or about the Premises other than personal computers and printers, calculators, facsimiles and dictation equipment, printer/fax/scan/copy multi-purpose (desktop version).
4. **NIGHT ENTRY:** All persons desiring to enter or leave the Premises between the hours of 6 p.m. and 8 a.m. daily, and during all hours on Sundays and legal holidays, may be required to identify themselves by registration and/or by other means satisfactory to CENTER, and to establish to the satisfaction of CENTER their right to enter and leave the Premises.
5. **NOISES AND OTHER NUISANCE:** CLIENT shall not make or permit any noise or odor that is objectionable to other occupants of the Premises to emanate from the Premises.
6. **SMOKING:** CLIENT agrees smoking is prohibited in the facility.
7. **FURNITURE AND HEAVY ARTICLES:** Furniture and all large articles shall be brought into the Premises or removed therefrom at such times and in such manner as CENTER shall direct and at CLIENT' sole risk and responsibility.
8. **CLEANING & PAINTING:** Upon vacating an office or offices in the CENTER, CLIENT will be charged for carpet cleaning and repainting at a cost not to exceed \$300 per office.
9. **MEETING ROOMS:** CLIENT shall be responsible for leaving all meeting rooms in a clean and tidy condition after each use. This includes putting all garbage in the trash cans provided and cleaning up any spills. CLIENT shall pay any expenses incurred from neglect of this rule.

CLIENT will be charged a cancellation fee of 100% if scheduled amphitheater, conference room or meeting room if not cancelled within 24 hours of scheduled time. CLIENT will be charged a cancellation fee of 100% if scheduled training room and food commitment is not cancelled within 1 week of scheduled time.

CENTER reserves the right to reassign the location of CLIENT's meeting reservation provided CENTER has a good business reason for doing so.

Any meeting room allowance included in the base services fee shall be subject to the availability of said room. If an advanced booking is made, it may be superseded by that of a fee-paying CLIENT. Unless canceled by CENTER, all advance bookings are subject to the cancellation fee described above.

10. **INTERNET ACCESS:** The T-1 Internet Basic Service offered by CENTER is intended for browsing and downloading activities in a shared environment. Premium Service is available for hosting and public access, or any application requiring extensive bandwidth or downloads.

Excessive use of bandwidth may impact the Basic Service to other users and will be brought to Client's attention. Unless corrected, CENTER reserves the right to upgrade Client to Premium Service at the current prevailing cost.

Clients must maintain their own Security Software, Firewall, and Microsoft Updates. If Client machine becomes infected with a virus, they will be removed from the Network until their machine is cleaned successfully.

11. **CONCEALED WEAPONS:** CENTER prohibits any person from carrying a concealed handgun or other deadly weapon into the Premises. No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto the Premises. CLIENT acknowledges this regulation, and agrees that CLIENT, and CLIENT's visitors, guests, employees and associates shall fully comply.
12. **OCCUPANCY:** Client shall use and occupy the premises for general office purposes only and all clients and visitors shall present themselves in a professional manner and business attire.
13. **ADDITIONAL RULES:** CENTER reserves the right to make such other and further rules and regulations as in its judgment may from time to time be needful or desirable for the safety, care and cleanliness of the Premises and for the preservation of good order therein in accordance with the Agreement.

The latest version of these Rules & Regulations is posted on our website at www.psoffices.com/rules.htm

