

Schedule B

RULES AND REGULATIONS

Provider has adopted these Rules and Regulations for the purpose of assuring Member of the quiet enjoyment of the Suite. Member agrees to abide by the Rules and Regulations so long as Member remains in occupancy of the Premises.

- (1) THE STANDARD HOURS OF OPERATION. Shall be 8:30 a.m. to 5:30 p.m. and Saturdays, 9:30 a.m. to 12:30 p.m. For usage hours beyond the standard hours of operation, additional pricing is available.
- (2) SIGNAGE. Member shall not display, inscribe, maintain or affix any sign placard, picture, advertisement, name, notice, lettering or direction on any part of the outside or the inside of the property without consent of the Provider.
- (3) BUSINESS ADDRESS. Member shall not in any manner use the name to the property for any purpose other than that of the business address of the Member, or use any picture, likeness of the Property, in any letterheads, envelopes, circulars, notices, advertisements without the Provider's express consent in writing.
- (4) ELECTRICITY, WATER, HEAT, AIR CONDITIONING, AND OTHER UTILITIES. Member shall not unnecessarily waste electricity, water, heat, or air conditioning or other utilities or services
- (5) SAFETY AND SECURITY. Member shall cooperate and comply with any reasonable safety or security programs developed by the Provider and/or the Provider's Landlord.
- (6) CONFERENCE ROOM. Member may use the conference room on a reservation basis only. Member may not have a standing or a permanent reservation of the conference room.
- (7) MAIL, SORTING AND RECEPTION. Provider agrees to provide mail sorting and reception services as reasonably required by MEMBER from 8:30 a.m. to 5:30 p.m. Monday through Friday (except holidays). Provider strives to provide excellent mail sorting and reception services and will make its best effort to provide same; however, Member recognizes that mail sorting and reception services are never perfect and, therefore, Member waives any and all claims against Provider for any errors or omissions with respect to said mail sorting and reception services. Further, upon termination of this Agreement, Provider will write on all mail "Return to Sender" and return to post office. Provider will not store mail nor place a forwarding address on it unless Member pays the then-prevailing charge as defined by the Provider for said service.
- (8) PHOTOCOPYING AND FAX. Provider will provide all fax, scan, and photocopy services for the premises and Member shall not be permitted to install fax or photocopy machines in the Premises. If Member uses these services outside of the quantities included within their monthly program, charges for these services will appear on Member's Membership Fee statement and shall be paid together with the monthly Membership Fee for the Premises. Member recognizes that photocopy and fax machines do breakdown. Member acknowledges that the Provider is not responsible for machine breakdowns and that in any such event Provider will respond in a timely manner to repair such machines.
- (9) PROFESSIONAL CONDUCT. If Member conducts him or herself or his business in such a manner that reflects unfavorably on them or the Suite, Provider may terminate this Agreement on 15 days notice to Member and any Membership Fee paid in advance will be returned to Member on a pro rate basis. Provider further reserves the right to exclude, expel from the Suite or terminate this Agreement of (on 5 days notice to Member) any person who, in the sole judgment of the Provider, is abusive to Provider's employees, Members or visitors to the Premises, is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do any act in violation of any violence of any of these rules and regulations or applicable laws.
- (10) SMOKING. Smoking is expressly prohibited in all areas of the Suite and the front entrance area.
- (11) CONTRABAND- Possession of illegal drugs or of firearms, alcoholic beverages or other contraband on the premises is prohibited.
- (12) AMENDMENTS. Provider may, without further notice, make changes or adopt any such other and further rules and regulations which in its sole judgment may be necessary for the proper operation of the Suite. Member agrees to abide by all such rules and regulations hereinabove stated and any additional rules and regulations which are adopted. So long as Member is not in violation of it's obligations under the Agreement or these rules and regulations, Provider shall observe the rules and regulations.

MEMBER

Business Name - If Applicable

Name & Last Name

Signature

Date

PROVIDER

Office Divvy, LLC

Name & Last Name

Signature

Date