

1. **Business Center Rules.** In the event of any inconsistency between the provisions of the Business Center Rules and the Terms and Conditions of the Member Service Agreement (MSA), the Business Center Rules shall control. Business Center Rules are subject to change at the sole discretion of the Business Center and Member shall read and be bound by any changes:
 - a. Member will occupy and use the premises during the term for the use specified in the service agreement and no other purpose. Member will not perform any actions contrary to those listed in overall building lease.
 - b. Member will not display, inscribe, print, paint, maintain or affix on any place in or about the Building any sign, notice, legend, direction, figure, or advertisement.
 - c. No additional locks or similar devices will be attached to any door or window without Triad Office Solution's written consent.
 - d. Member will not use the Premises for any illegal or immoral purpose.
 - e. Unless Triad Office Solutions gives advance written permission, member will not install or operate any machinery, refrigerating or heating device or air-conditioning apparatus in or about the premises. Member will not install or operate any material or device deemed hazardous to life, limb, or property.
 - f. Member will not advertise its business, profession or activities of members conducted in the building in any manner which violates the letter or spirit of any code of ethics adopted by any recognized association or organization pertaining to such business, profession, or activities, and will not use the name of the building for any purpose other than that of the business address of the member.
 - g. Member will not use the premise for housing accommodations or lodging or sleeping purposes.
 - h. Member must obtain prior approval from Triad Office Solutions for hire of any contract work within their contracted office space.
 - i. The halls, passages, exits and entrances will not be obstructed by the member or used for any purpose other than for ingress to and egress from its premises.
 - j. Member will not use, keep, or permit to be used any foul or noxious gas or substance in the premises. Member will not participate in any activity or manner that may be offensive or objectionable to Triad Office Solutions or other occupants of the building such as noise, odors and/or vibrations, or interfere in any way with other members.
 - k. Member agrees, at its sole cost and expense, to comply with all present and future laws, orders, and regulations of all state, federal, municipal, and local governments.
 - l. Member will not mark, paint, drill or bore into, cut, or string wires in, lay linoleum or other floor coverings in, or in any way deface any part of its premises, except with Triad Office Solutions' prior written consent and as Triad Office Solutions may direct.
 - m. Triad Office Solutions reserves the right to exclude or expel from the office any person who, in the judgement of Triad Office Solutions, is intoxicated or under the influence of liquor or drugs, or who will likely act in violation of these rules and regulations.
 - n. Triad Office Solutions must be notified by member immediately for any major spills or other damages caused.
 - o. Member will not use candles, potpourri warmers, hot pots or any other open flame or heating element.
2. **Conference Room and Day Office Cancellation Policy.** All conference room and day office reservations have a minimum 48-hour cancellation policy. Failure to cancel any reservation more than 48 hours in advance will result in Member being charged the full price of the reservation.
3. **Conference Room and Day Office Use.** Members may reserve conference rooms and the day office with Triad staff or online. Members must adhere to the time allotted in reservation. Members are responsible for including appropriate times for setup and cleanup in member reservations. Members/Guests are responsible for cleaning up room after meeting has concluded.
4. **Mail and Deliveries.** For plans including business address services, mail receipt and sorting will be provided by the Business Center during the weekdays. Member must comply with any applicable State or Federal laws regarding mail receipt and distribution, including the completion of Mail Form 1583, which gives the Center permission to accept mail on your behalf. Member releases the Business Center from any liability arising out of or incurred in connection with any mail or packages received on behalf of the Member. Upon termination of services, the terminating member shall make mail forwarding arrangements with the U.S. Postal Service and other applicable companies. Triad Office Solutions is not responsible for holding Member's mail after termination period has ended.
5. **Furniture and Personal Items.** Members may bring furniture into the Member's dedicated space on prior written approval of the Business Center. The building may have furniture move-in restrictions that must be complied with and may require Members to schedule furniture move-ins in advance. Member will be responsible for any damage to the building or Business Center from the moving of furniture. Member shall not remove any furniture that belongs to the Business Center or the Building. Member must remove any furniture brought into dedicated space upon termination of the MSA. A Removal and Disposal Fee (minimum of \$100 per item) will be charged at the sole discretion of the Business Center for any of Member's furniture left in the space. Member may be charged a \$50 fee (minimum) for leaving personal items and personal items left behind will be immediately disposed of by the Business Center.
6. **Damage, Alterations and Additions.** Members shall not paint, paper, or puncture walls or ceiling, change floor coverings, or in any way alter the office or furnishings without the prior written approval of the Business Center, which may be granted or withheld at the sole discretion of the Business Center. No additional locks or bolts of any kind shall be placed upon any of the doors or furniture, nor shall any changes be made to existing locks. Any modifications or renovations made by Member on approval, or any modifications made by the Business Center at the Member's request, shall be removed by Member at Member's expense, and the Office returned to its original condition upon the termination of the MSA. If a Member does not return an office to its original condition or if the office is otherwise damaged by Member, Member may be charged a Restoration Fee in addition to the Cleaning Fee.

- 7. **Children and Pets.** Children are not to be left unattended in common areas, and like our adult members must not be disruptive to others and must adhere to all workplace rules and policies. Pets (other than service animals) are not allowed in the Business Center. Members will notify the Business Center and register all service animals prior to bringing service animals into the Business Center. Also, Members must keep service animals in their leased space. If service animals are in common areas, they are required to be on a leash.
- 8. **Cameras.** For the benefit of all members, the Business Center will install security cameras throughout the office. It is the Member's responsibility to inform his/her guests of the ongoing recording by the security cameras. All entrants into the facility provide unrestricted consent to this practice.
- 9. **Parking.** The Lefleur Bluff Tower offers free parking for all members and guests. Guest parking is available at the front of the building in the marked parking. Additional parking is available at the sides and rear of the building.
- 10. **Building Rules and Amenities.** Members shall abide by all Building Rules of Lefleur Bluff Tower while in the building, interior and exterior common areas and parking. Be advised that although Members have 24/7 access to the Business Center, the Building Rules and Business Center Rules still apply after hours.
- 11. **Kitchen Usage.** Please help us keep the kitchen and break area clean and tidy. Please immediately clean spills on floors, countertops, refrigerator, or microwave. Please place dirty dishes in dishwasher, instead of the sink. We recommend, but do not require, that food placed in the refrigerator be labeled with your name. All perishable items not removed by 4PM each Friday will be discarded (as well as their containers) by the Business Center Manager and the refrigerator will be cleaned out of any perishable items Friday afternoon each week. Members will store alcohol or tobacco products in kitchen or break area.

Acknowledged and Accepted by Member:

Acknowledged and Accepted by Business Center Representative:

Printed Name

Printed Name

Signature

Signature

Date

Date