

**AIRPORT SOUTH CORPORATION
101 HOLSUM WAY, SUITE A
GLEN BURNIE, MD 21060
410-766-2855**

ALL TENANTS

STAIRWAY DOORS

In order to provide the best possible service to all of our tenants and guests, the stairway doors will be locked at 5:00 pm daily.

All tenants have 24 hour, 7 days a week access to the building but you will have to meet your guest after 5:00 pm for entry.

By working together we will all benefit.

The Management

RULES AND REGULATIONS

- R-1. Canvassing, soliciting and peddling in the building are prohibited, and each Lessee shall cooperate to prevent the same.
- R-2. No hand trucks shall be brought into or used in or about the building except those equipped with rubber tires and side guards, and no hand trucks shall be permitted on the marble floors on the first floor of the building.
- R-3. Each Lessee, before closing and leaving the demises premises, shall see that all windows are closed and that all entrance doors are locked.
- R-4. Lessor reserves the right to exclude from the building, between the hours of 6:00 p.m. and 8:00 a.m. and at all hours on Sundays and legal holidays, all persons who do not present a pass to the building signed by Lessee's representative. Lessee shall be responsible for any person for whom such a pass is issued.
- R-5. Lessee shall not request building employees to perform any work or do anything outside of the regular duties, unless consent is obtained from the office of the building.
- R-6. The sidewalks, entrances, passages, elevators, stairways and corridors shall not be obstructed or encumbered by any Lessee.
- R-7. Lessee shall not cover or obstruct the sashes, sash doors, skylights, windows and doors that reflect or admit light and air into the halls, passages or other public places in the building nor shall any bottles, parcels or other articles be placed on windowsills or in the halls, passageways, stairway or other public places in the building.
- R-8. No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by any Lessee on any part of the outside or inside of the building without the prior written consent of Lessor. In the event of the violation of the foregoing by any Lessee, Lessor may remove same without any liability and may charge the expense incurred by such removal to the Lessee violating this rule. Interior signs on doors and directory tablet shall be inscribed, painted or affixed for each Lessee by Lessor at the expense of such Lessee and shall be of a size, color and style acceptable to Lessor.
- R-9. No showcases or other articles shall be put in front of or affixed to any part of the exterior of the building nor placed in the halls, corridors or vestibules of the building without consent of Lessor.
- R-10. No awnings, window air conditioning units or other projections shall be installed without the prior written consent of Lessor. No curtains, blinds, shades, screens shall be attached to or hung in or used in connection with any window or door of the building without the prior written consent of Lessor. Such awnings, air conditioning units, projections, curtains, blinds, shades, screens or other fixtures must be of a quality, type, design and color and attached in a manner approved by the Lessor.
- R-11. Lessor reserves the right for the operation of vending machines in the building of which the leased premises are part. Lessee shall not operate any vending machine nor will it allow any vending machines to be operated in the leased premises.
- R-12. The water and water closets and other plumbing fixtures shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags or other substances shall be thrown therein. All damage resulting from any misuse of the fixtures shall be borne by the Lessee.
- R-13. No Lessee shall mark, paint, drill into or in any way deface any part of the building. No boring, butting, stringing or attaching of wires shall be permitted except with the prior written consent of the Lessor and as the Lessor may direct. No Lessee shall install any electrical appliance or equipment such as, but not limited to, business machines, heaters, grills, toasters, fans, etc., without the prior written consent of the Lessor. No Lessee shall lay linoleum or other similar floor covering so that the same shall come in direct contact with the floor of the building, and if linoleum or other similar floor covering is desired to be used, an interlining of builder's deadening felt shall be first be affixed to the floor by paste or other material that is soluble in water, the use of cement or other similar adhesive being expressly prohibited.
- R-14. No Lessee shall cause or permit any unusual or objectionable odors to be produced upon or permeate from the demised premises, and no cooking shall be done or permitted by any Lessee on said premises without the prior written consent of Lessor.
- R-15. No Lessee shall make or permit to be made any unseemingly or disturbing noise or vibration, or disturb or interfere with other occupants of the building or those having business with them. No Lessee shall throw anything out of the doors, windows or skylights or down passageways, elevator shafts of stairways.
- R-16. No Lessee shall at any time bring or keep upon the demised premises any inflammable, combustible or explosive fluid, chemical or substance.
- R-17. No additional locks or bolts of any kind shall be placed upon any doors or windows by any Lessor nor shall any changes be made in the existing locks or the mechanisms thereof. Each Lessee must, upon the termination of Lessee's tenancy, leave the doors and windows in the demised premises in the like condition to that at the outset of said Lease and must restore to Lessor all keys to rooms, closets and toilets.
- R-18. All removals or the carrying in or out of any safes, freight, furniture or bulky material of any description, must take place during the hours which the Lessor or its agent may determine from time to time. Lessor reserves the right to inspect all freight to be brought into the building and exclude from the building all freight which violates any of the rules or regulations of the Lessor.
- R-19. No Lessee shall purchase spring water, ice, towels or other like service from any company or person not approved by Lessor.

R-21. Lessee shall not use the name of the building for any purpose other than that of the business address of Lessee and shall never use any picture or likeness of the building in any circulars, notices, advertisements or correspondence without Lessor's prior written consent. Lessee shall not advertise the business, profession or activities of Lessee 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.

R-22. No bicycles, vehicles or animals of any kind shall be brought into or kept in or about the premises or the building.

R-23. The demised premises shall not be used for lodging or sleeping or for any immoral or illegal purposes.

R-24. In addition to all other liabilities for breach of any provision of these Rules and Regulations, Lessee shall pay to Lessor all damages caused by such breach. The violation of such provision may also be restrained by injunction.

R-25. The Rules and Regulations which form a part of this Lease may be amended at any time upon written notice from Lessor and shall apply with equal effect not only to Lessee, but also to the employees, agents, servants and invitees of Lessee, as well as those having business with Lessee.

R-26. Floor pads must be used under desk chairs in carpeted areas at all times.

R-27. Parking of all bicycles and motorcycles is limited to parking areas designated for such vehicles.

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GLEN BURNIE, MD 21060
410-766-2855

August 13, 2015

2301 Annapolis Rd H.B., MD
All Tenants at Airport South *21061*

In order to provide the best possible trash removal service for the building, we have recently changed to Bay Area Disposal.

Rules for All Tenants

1. Only trash generated in your operations can be placed in the dumpster.
2. All containers must be broken down flat before placing in dumpster.
3. No office furniture, equipment or hazardous materials may be placed in this dumpster.
4. Never leave containers of trash outside the dumpster. Hold in your facility until dumpster is empty.

Please call 443-618-2963 if you observe someone who does not comply with these dumpster rules. By working together everyone will benefit.

The Management