

**CHARLOTTE GATEWAY VILLAGE, LLC  
BUILDING RULES AND REGULATIONS  
FOR OFFICE TENANTS**

Please refer to your Lease for any additional or alternate rules and regulations that may apply.

For the purposes of this document, the terms "Landlord" and "Manager" shall refer to Charlotte Gateway Village, LLC and Cousins Properties, Inc., respectively. Unless otherwise expressly provided herein, the term "Landlord" shall be construed to also include Manager. The term "Tenant" shall be deemed to include its agents, employees, contractors, guests and invitees. The term "Demised Premises" shall refer to Tenant's occupied space. The term "Building" shall refer to either 800 or 900 West Trade Street.

1. Canvassing, soliciting and peddling in the Common Areas are prohibited. Without Landlord's prior written permission, Tenant may not solicit business or distribute or cause to be distributed, in any portion of the Building, handbills, promotional materials or other advertising.
2. Landlord may provide and maintain in the main lobby of the Building a directory device listing tenants and no other directory shall be permitted unless previously consented to by Landlord in writing. The cost to modify Tenant's listing in the directory will be borne solely by Tenant.
3. No signs, advertisements or notices shall be painted or affixed to windows, doors or other parts of the Building, except those of such color, size, style and in such places as are first approved in writing by Landlord. All tenant identification and suite numbers at the entrance to the Demised Premises (excluding signage or any graphic on any entrance door to the Demised Premises) shall be installed by Landlord, at Tenant's cost and expense, using the standard graphics for the Building.
4. Landlord shall have the right to designate and approve standard window coverings for the Demised Premises and to establish rules to assure that the Building presents a uniform exterior appearance. Tenant shall ensure, to the extent reasonably practicable, that window coverings are closed on windows in the Demised Premises while they are exposed to the direct rays of the sun.
5. Sidewalks, doorways, hallways, vestibules, lobbies, service elevators, stairways and similar areas shall not be obstructed nor shall refuse, furniture, boxes or other items be placed therein by Tenant, or used for any purpose other than ingress or egress to and from the Demised Premises, or for going from one part of the Building to another part of the Building.
6. Tenant shall notify Manager when safes or other heavy equipment are to be taken in or out of the Building, and such moving shall only be done after written permission is obtained from Landlord on such conditions as Landlord shall require. Damage to the Building by the installation, maintenance, operation, existence or removal of Tenant's property shall be repaired at Tenant's sole expense.
7. All contractors, contractor's representatives and installation technicians performing work in the Building shall be subject to Landlord's prior approval and shall be required to comply with Landlord's work access policies and procedures, which may be revised from time to time.
8. Tenant shall cooperate with Landlord's reasonable restrictions upon the removal of furniture, desktop computer equipment, or other large items from the Building after business hours. Landlord accepts no responsibility for loss due to theft.
9. Movement in or out of the Building of furniture or office equipment, or dispatch or receipt by Tenant of merchandise or materials must be made via the loading dock, service elevators, and rear entry to the Demised Premises during normal working hours, and in accordance with Manager's work access policies and procedures. Delivery after normal business hours is subject to charges incurred by Landlord for after-hours personnel if required. Tenant shall assume all risk for damage to articles moved and injury to any persons resulting from the activity. If equipment, property, or personnel of

Landlord or of any other party is damaged or injured as a result of or in connection with the activity, Tenant shall be solely liable for any resulting damage, loss or injury.

10. No obstructions, goods or delivery vehicles shall be left unattended outside of the Demised Premises or shall in any way obstruct the Common Area, any pedestrian use, or other tenants.
11. Plumbing fixtures – including restroom commodes – and appliances shall be used only for the purposes for which constructed, and no unsuitable material shall be placed therein.
12. No machinery of any kind other than cash registers and business computers shall be operated on the Demised Premises without the prior written consent of Landlord. Tenant shall not use or keep in the Building any flammable or explosive fluid or substance, any illuminating materials, or any compressed gas containers or tanks. No space heaters or fans shall be operated in the Building.
13. Helium balloons are not permitted within the Building or Demised Premises.
14. Only animals assisting handicapped persons may be brought into or kept in or about the Building.
15. No bicycles, motorcycles or similar vehicles will be allowed in the Building or in the Common Areas. Such devices must be stored in areas designated by Landlord. Tenant may keep bicycles in Demised Premises on the condition that they are brought into and out of the Building through the loading dock and service elevators.
16. Landlord has the right to evacuate the Building in the event of an emergency or catastrophe.
17. Tenant shall comply with reasonable parking rules and regulations as may be posted and distributed from time to time.
18. No portion of the Building shall be used as an overnight accommodation.
19. Tenant shall not do, or permit anything to be done in or about the Building, or bring or keep anything therein, that will in any way increase the rate of fire or other insurance on the Building, or on property kept therein or otherwise increase the possibility of fire or other casualty.
20. Tenant will not locate furnishings or cabinets adjacent to mechanical rooms or electrical access panels or over air conditioning outlets so as to prevent operating personnel from servicing such units as routine or emergency access may require. Cost of moving such furnishings for Landlord's access will be charged against Tenant's account. Only personnel designated by Landlord may work on the lighting and air conditioning equipment of the Building.
21. Smoking is not permitted in the Building. Smoking – including electronic cigarettes – is permitted only at designated smoking areas in Common Area, such areas being subject to change by Landlord.
22. Tenant is responsible for accounting for the whereabouts of its employees after an evacuation of the Demised Premises and/or the Building. Tenant shall maintain an updated list of its employees and shall appoint a contact person, who shall promptly let Manager and emergency personnel know which, if any, of its employees are unaccounted for after an evacuation.
23. Corridor doors shall be kept closed when not in use. Stairwell doors shall be kept closed at all times. Tenant shall lock office doors leading to corridors and turn out lights at the close of the working day.
24. Tenant shall not cause or permit any improper noises in the Building, or allow any unpleasant odors to emanate from the Demised Premises, or otherwise conduct or permit other activities in the Building which may, in Landlord's sole opinion, constitute a nuisance or interfere with, injure or annoy in any way other tenants, or persons having business with them.

25. Except for the hanging of lightweight pictures and wall decorations, no nails, hooks or screws shall be driven into or inserted into the Demised Premises or Building without Landlord's prior approval.
26. Except for the hanging of lightweight items, nothing may be suspended from the ceiling grid in any part of the Demised Premises.
27. Except for normal office vending machine services, and routine business lunch meetings, business receptions or events in the Demised Premises, no food and/or beverages shall be distributed from the Demised Premises without prior written approval of the Manager. Tenant shall not operate or permit to be operated a coin or token operated vending machine or similar device (including, without limitation, telephones, lockers, toilets, scales, amusement devices and machines for sale of beverages, foods, candy, cigarettes, and other goods), except for machines for the exclusive use of Tenant.
28. Landlord shall have the right at all times to retain and use keys or other access codes or devices to all locks within and into the Demised Premises. No additional locks shall be placed upon any doors without the prior written consent of Landlord. All necessary keys shall be furnished by Landlord, and the same shall be surrendered upon termination of the Lease. At such time, Tenant shall then give Landlord or its agent all relevant information regarding any Tenant security system, including, but not limited to, an explanation of the combination or access code to all locks, keypads and all other security or locking devices on the doors or vaults. No duplicates of such keys shall be made by Tenant or its employees. Additional keys shall be obtained only from Landlord, for a fee equal to Landlord's cost.
29. Tenant shall comply with Landlord's systems and procedures for the security and safety of the Building and Property, its occupants, entry, use and contents. Landlord reserves the right at all times to require registration or satisfactory identification or credentials from all persons seeking access to any part of the Building. Landlord shall not be liable for the granting or refusal of such access.
30. Handtrucks, dollies, luggage carts and similar wheeled carriers are not permitted in the Building's main lobby. All employees and invitees of Tenant (including mail carriers) using such equipment shall be required to use the loading dock and service elevator. Pallet jacks are strictly prohibited in the Building. Landlord does not provide "lock-out" service or otherwise afford entry to the Demised Premises to persons who do not have keys.
31. Without Landlord's prior written permission, Tenant may not conduct or sponsor any event or activity for employees, the general public, or other invitees in the Common Areas.
32. Tenant shall not install, operate or maintain in the Demised Premises or in any other area of the Building, electrical equipment that is not typical office equipment and that would overload the electrical system as determined reasonably by Landlord. Tenant shall not furnish cooling or heating to the Demised Premises, including, without limitation, the use of electric or gas heating devices, without Landlord's prior written consent. Tenant shall not use more than its proportionate share of telephone lines and other telecommunication or data facilities available to service the Building provided that Tenant's proportionate share is sufficient for typical office use.
33. House plants and live vegetation are not permitted in the Demised Premises.
34. Tenant shall not use or occupy the Demised Premises for any purpose which would be reasonably likely to injure the reputation or impair the present or future value of the Demised Premises or the Building.