

ADDENDUM
“RULES OF
OCCUPANCY”
(as of 4/1/2023)

“LG” means Lessee and Lessee’s invitees, employees, clients, guests, and affiliates.

- 1) Lessee shall not exceed occupancy of the Office Space beyond one person per 50 usable square feet in the Office Space.
- 2) LG’s actions must not disrupt other lessees’ enjoyment. Disruptions include, but are not limited to odors, noises, and visual disruptions.
- 3) LG must not move, re-arrange or damage building components and accoutrements. Lessor will charge LG for damage.
- 4) LG must maintain professional behavior and business attire.
- 5) No pets, emotional support animals, comfort animals or other animals are allowed; provided, however, (a) a “person with a disability” (as defined is in Texas Human Resources Code. Chapter 121, the “Code”) may have use of a “service animal” or “assistance animal” (as such terms are defined in the Code), (b) a “service animal” or “assistance animal” in training accompanied by an approved trainer, as provided under the Code, is permitted, and (c) a person with a “disability” (as defined in the Americans with Disabilities Act (the “ADA”)) may bring their “service animal” (as defined in the ADA).
- 6) Lessee must attend all LGs under the age of 16 at all times. At no time should children under the age of 16 be unaccompanied in the Common Areas.
- 7) Smoking, including e-cigarettes and vaping, is prohibited in or within 50 feet of building exteriors. Butts must be disposed of in appropriate containers.
- 8) Alcohol is prohibited on the Premises without the prior consent of Lessor. Any conference booking or private event that includes alcohol must be approved by Lessor in advance and, if approved, Lessee must provide proof of special insurance obtained by Lessee and Lessee must hire a TABC certified bartender to serve the alcohol.
- 9) LG may not canvas, peddle, or solicit in any way. No advertising is allowed except the designated corkboards.

- 10) LG must not prop-open any exterior door.
- 11) LG must supply and use surge protection for all electric devices. Lessee is responsible for noncompliance resulting in fire department fines.
- 12) LG must abide by the internet use rules set forth in this Lease.
- 13) LG must not cause excessive utility-use beyond reasonably normal office standards
- 14) LG must receive Lessor approval for signs. Signs are limited to interior window and hall placard locations.
- 15) LG must maintain clean and keep hygienic Office Space conditions, and not litter or create disarray anywhere at the Office Suites Building.
- 16) LG must protect floor finishes by providing floor protection: plastic chair mats under all moveable chairs. Failure to do so may result in additional fees for carpet replacement.
- 17) LG is prohibited from hosting an event or activity in any common area without written approval by Lessor.
- 18) LG is prohibited from using Common Areas for photography or videography during business hours.
- 19) LG is prohibited from moving or rearranging common area and conference room furniture and décor.
- 20) LG is prohibited from taking excess community amenity supplies such as coffee supplies, dry erase markers, printing paper, etc.
- 21) LG is prohibited from placing any personal property outside of their Office Space, including noise machines, furniture, shelves, etc.