

1. You must make a reservation before using any of the shared meeting spaces defined as Guest Office, Small Meeting Room, and Conference Room. You may make a reservation by sending an email to the business center manager, calling the business center manager, or using the web-based reservation calendars found at [http://yoursmartofficesolution.com/meeting\\_solutions.html](http://yoursmartofficesolution.com/meeting_solutions.html). You must verify that your reservation does post to the calendar. If you are found to be using the shared meeting space without a reservation, you will be charged for a full day at the standard reservation rate as defined in the [YSOS Policy for Use](#). The charge will be in addition to any other fees due.
2. No guest or client may conduct a meeting with any other guest or client in the business lounge without prior written consent of Your SMARTOFFICE Solution staff. If you are found to be conducting a meeting in the business lounge, you will be charged for an equal amount of time at the standard hourly rate as defined in the [YSOS Policy for Use](#).
3. Your employees and Guests will conduct themselves in a businesslike manner; proper business attire will be worn at all times; the noise level will be kept to a level so as not to interfere with or annoy other clients and you will abide by the directives regarding security, keys, parking and other such matters common to all occupants.
4. You agree to use chair mats and desk pads in the Office and any damage from failure to use these will be your responsibility. You will not affix anything to the windows, walls or any other part of the Office, the furniture or the Building or make alterations or additions to the Office, the furniture or the Building without prior written consent, and as determined in our sole discretion.
5. You will not prop open any corridor doors, exit doors or doors connecting corridors during or after business hours.
6. All corridors and halls shall not be obstructed by you or used for any purpose other than egress and ingress.
7. No advertisement or identifying signs, other than provided by us or other notices shall be inscribed, painted or affixed on any part of the corridors, doors or public areas.
8. You shall not move any heavy or bulky materials such as furniture into or out of the Building or Premises without our prior written consent and then only during such hours that we shall approve. You agree to pay for any damage associated with moving or installing furniture, equipment, appliance or other articles into the Building or Premises.
9. You shall not, without prior written consent, store or operate in the Office or the Building any computer (excepting one personal computer) or any other large business machine, reproduction equipment, eating equipment, stove, stereo equipment, or other mechanical amplification equipment, vending or coin operated machine, refrigerator or coffee equipment, or conduct mechanical business therein, do any cooking therein, or use or allow to be used in the building, oil burning fluids, gasoline, kerosene for heating, warming or lighting. No article deemed hazardous on account of fire or any explosives shall be brought into the Building. No offensive gases, odors or liquids will be permitted. The carrying of deadly weapons is prohibited.
10. You shall not install any antenna or aerial wires, radio or television equipment, or any other type of equipment inside or outside the Building, without our prior written consent. You shall not permit any equipment or device within the Building that will impair radio or television broadcasting or reception from or in the Building.
11. The electrical current shall be used for ordinary lighting purposes only unless written permission to do otherwise shall first have been obtained from us in our sole discretion at an agreed cost.
12. If you require any special installation or wiring for electrical use, telephone equipment or otherwise, such wiring must be approved by us in advance, in our sole discretion, evidenced in writing, and , if approved, shall be done at your expense by the personnel we designate.
13. You may not conduct business in the hallways, reception area or any other area except in your designated Office without our prior consent.
14. You will bring no animals other than seeing-eye dogs in the company of blind persons in the building.
15. You shall not remove furniture, fixtures or decorative material from any portion of the Building.
16. You will not use any portion of the Building for manufacturing or storage of merchandise except as such storage may be incidental to general office purposes.
17. You will not occupy or permit any portion of the Building to be occupied or used for the manufacture, sale, gift or use of liquor narcotics, tobacco, or firearms in any form.
18. You will not use any portion of the Building for lodging or sleeping for any immoral or illegal purposes.
19. No additional locks or bolts of any kind shall be placed upon any of the doors or windows of the Building by you nor shall any changes be made on existing locks or their mechanisms.
20. You shall, before leaving your Office unattended for an extended period of time, close and securely lock all doors and shut off all lights and other electrical apparatus. Any damage resulting from failure to do so shall be paid by you.
21. Canvassing, soliciting and peddling in the building and/or parking lot are prohibited and you shall not solicit other clients for any business or other purpose without our prior written approval.
22. All property belonging to you or any of your employees, advisees, guests or invitees shall be at the risk of such person only and neither we nor our agent shall be liable for any damages, theft or misappropriation.
23. If you do not remove any of your property from the Building by the End of Term, at our option, you shall be conclusively presumed to have conveyed all such property to us under your License Agreement as a bill of sale without further payment or credit by us to you and we may remove the same and you shall promptly pay us all costs of such removal.
24. If any of your checks for payment of fees or any obligation hereunder are dishonored by the financial institution on which the check is drawn, you shall pay us a service charge of \$25.00 for each dishonored check in the addition to repayment of the dishonored check. If two or more checks are dishonored by your bank in a twelve month period, we will require during the balance of your Term, payment by cashier's check or other form acceptable to us in our sole discretion. Your failure to comply therewith will constitute a material breach and permit us to terminate your License Agreement.
25. The Building is a smoke free facility and smoking of any kind shall be prohibited in each Office and all public areas, including meeting rooms, kitchen and clerical areas. No smoking of any kind shall be permitted at any time inside the Building or at the front entrance of such facility. Smoking shall be permitted only in such areas designated by us or provided elsewhere in the building.
26. The Building shall not be used to sell or otherwise distribute services that are in competition with us. Nor can the Building be used as a retail outlet, barber or beauty shop, employment bureau, school or classroom, doctor's office or for commercial document reproduction.

*We shall have no responsibility to you for the violation or non-performance by any other of our clients of any of the rules and regulations but shall use reasonable efforts to uniformly enforce all rules and regulations.*