

SAYRE INCUBATOR, INC. - d/b/a – THE ENTERPRISE CENTER **BUILDING RULES AND REGULATIONS**

These Building Rules and Regulations (“Building Rules”) shall apply to all Clients, and/or Tenants, of The Enterprise Center (“TEC”), for the use of 'TEC's' facility located at 703 S. Elmer Ave., Sayre, PA 18840.

1. Upon Termination or expiration of a Tenant’s Lease Agreement or a Client’s affiliation with “TEC”, the Tenant and/or the Client, as applicable, shall immediately surrender all keys to “TEC”, and failure to do so will result in the Tenant and/or Client, as applicable, being charged to change or reprogram all applicable locks and security devices. Each Client and Tenant shall be responsible for the full cost of replacement for any lost or stolen keys/key fobs.
2. No Tenant or Client shall place any additional locks or security devices of any kind upon any of the doors or windows or change or remove any existing locks or other security mechanisms of “TEC” facility.
3. Tenants and Clients will ensure that all doors are securely locked, and water faucets, lights and machinery are turned off before leaving “TEC” Facility. Tenants may not prop open any doors with rocks, bricks, etc. if they leave the building.
4. All Tenants are required to park in the parking lot of “TEC”.
5. Tenant spaces within “TEC” Facility are private and no authorized Tenant or Client shall be permitted to enter or remain in any Tenant Space without the express invitation or permission of the applicable Tenant.
6. Subject to availability, Tenants and Clients, from 7 am – 9 pm will have access to Conference Rooms/Court Yard and other common areas within “TEC” Facility on a minimum 24-hour notice.
7. Tenants and Clients are responsible for using all common areas, including Conference Rooms, and Kitchens, appropriately and in accordance with “TEC” policies and procedures. Following use of Conference rooms or other space within “TEC” Facility, Tenants and Clients shall ensure that the space is in the same clean condition as prior to the Tenant’s or Client’s use.
8. Tenants and Clients must limit food and drink to designated areas with “TEC” Facility. Alcoholic beverages are not permitted within “TEC” Facility, without prior written approval from “TEC”.
9. “TEC” Facility is a non-smoking building. Smoking or carrying a lit tobacco product is prohibited within “TEC” Facility and within twenty (20) feet from any entrance to “TEC” facility. NOTE: There is one (1) designated smoking area, around back at the Dock.
10. No Tenant or Client will block or restrict access to any sidewalks, entrances, ramps, driveways, passages, elevators, stairways, halls or other areas of “TEC” Facility.
11. All areas and fixtures within “TEC” facility will be used only for the purpose for which they were designed or constructed and the expense of any breakage, stoppage, or damage resulting from violation of this rule will be borne by the Tenant or Client whose employees, agents, or visitors caused it.

12. All items belonging to "TEC" must remain inside the building. Any equipment that is checked out, (IT equipment, projectors, etc.) must NOT be taken outside the building.
13. No tenant or Client will sweep or throw any debris into the halls, elevators, stairways or other common areas of "TEC" facility.
14. No Tenants or Clients shall carry, use or store any wastes, materials, or substances that are infectious, combustible hazardous, toxic, or radioactive or that are regulated by any local, state, or federal law with "TEC" facility at any time.
15. Tenant space and common areas shall not be used as a residence or for sleeping.
16. Tenants and Clients must obtain prior written consent from "TEC" before affixing exhibiting, inscribing, or painting any sign, advertisement, notice or other lettering on or within any part of "TEC" facility. Tenants will not mark, paint, drill into, or in any way deface any part of "TEC" facility.
17. Building finishes are to be Landlord's standard finishes for the building.
18. Canvassing, peddling, soliciting and distribution of handbills or any other written materials within "TEC" facility are prohibited without "TEC" prior written approval.
19. "TEC" reserves the right to make such other rules and regulations as in its judgement may from time to time to be needed for the safety, care and cleanliness of "TEC" Facility.
20. Tenants must attend mandatory meetings as determined by "TEC" management.
21. No Tenant or Client shall install any window coverings without "TEC" management's approval of window covering, and fastening system.
22. No animals; other than "Service" animals are allowed in the building – without permission from the Building Manager.