

## **EXHIBIT D**

### **RULES AND REGULATIONS**

1. The sidewalks, entrances, passages, courts, elevators, vestibules, stairways, corridors of halls shall not be obstructed or encumbered by Tenant or used for any purpose other than ingress and egress to and from the Leased Premises.

2. No awnings or other projections shall be attached to the outside of the Building without the prior written consent of the Landlord. No curtains, blinds, shades, or screens shall be attached to, hung in, or used in connection with any window or door of the Leased Premises without the prior written consent of the Landlord. Such awnings, projections, curtains, blinds, shades, screens or other fixtures must be quality type, design and color, and attached in the manner approved by the Landlord.

3. No sign advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by any tenant on any part of the outside or inside of the Leased Premises or Building without the prior written consent of the Landlord. In the event of the violation of the foregoing by Tenant, the Landlord may remove the same without any liability, and may charge the expense incurred by such removal to Tenant. Interior signs on doors shall be inscribed, painted or affixed for Tenant by the Landlord at the expense of Tenant, and shall be of a size, color and style acceptable to the Landlord. Landlord reserves the right to install and maintain a sign or signs on the exterior and on the roof of the Building.

4. The sashes, sash doors, skylights, windows and doors that reflect or admit light and air into the halls, passageways, or other public places in the Building shall not be covered or obstructed by Tenant, nor shall any bottles, parcels or other articles be placed on the window ledges.

5. No showcase or other articles shall be put in front of or affixed on any part of the exterior of the Building nor placed in the halls, corridors or vestibules, without prior written consent of the Landlord.

6. The water, wash closets and other plumbing fixtures shall not be used by Tenant for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags or other substance shall be thrown therein. All damages caused by, or resulting from, any misuse of the fixtures by Tenant or its servants, employees or agents shall be borne by Tenant.

7. Tenant shall not mark, paint, drill into or in any way deface any part of the Leased Premises or the Building of which they form a part. No boring, cutting or stringing of wires shall be permitted except with the prior written consent of Landlord as it may direct. Tenant shall not lay linoleum, or similar floor covering, so that the same shall come in direct contact with the floor of the Leased Premises, and if linoleum or other similar floor covering is desired to be used, an interlining of builder's deadening felt shall be first affixed to the floor by a paste or other similar material soluble in water, the use of cement or other similar adhesive material expressly prohibited.

8. No bicycles, vehicles, birds, or animals of any kind, except service animals, shall be brought into or kept in or about the Leased Premises or Building by Tenant, and no cooking shall be done or permitted by Tenant on the Leased Premises or Common Areas. However, Tenant is permitted to have a break-room with microwave, coffee, soft drinks, candy and other items for use by Tenant's employees, servants, agents or visitors. Tenant shall not cause or permit any unusual or objectionable odors to be produced upon or permeate from the Leased Premises.

9. Tenant shall not use the Leased Premises or any space in the Building for manufacturing, or for the sale of property or of any kind at auction.

10. Tenant shall not make or permit to be made, any unseemly or disturbing noises or disturb or interfere with tenants or occupants of the Building or any neighboring buildings in the Research Park or those having business with them. Tenant shall not throw anything out of the doors, windows or skylights, or down the passageways of the Building.

11. No additional locks or bolts of any kind shall be placed upon any of the doors or windows by Tenant, nor shall Tenant make any changes in existing locks or the mechanism thereof, without the prior written approval of Landlord, which approval shall not be unreasonably withheld. Tenant will be supplied, free of charge, with two keys for each door on the Leased Premises. Tenant must, upon the termination of its tenancy, restore to Landlord all keys of stores, offices and toilet rooms, either furnished to or otherwise procured by such Tenant.

12. All removals or the carrying in or out of any safes, freight, furniture or bulky matter of any description must take place during the hours which Landlord or its agent may reasonably determine from time to time. The Landlord reserves the right to prescribe the weight and position of all safes which must be placed upon two-inch plank strips to distribute the weight. The moving of safes with other fixtures or bulky matter of any kind must be previously approved and scheduled with the Chief Engineer of the Building. Tenant agrees that it shall not place a load upon any floor of the Leased Premises exceeding the floor load per square foot area which such floor was (and is) designed to carry and which is allowed by law. Business machines and mechanical equipment shall be placed and maintained by Tenant at Tenant's expense in settings sufficient, in Landlord's judgment, to absorb and prevent vibration, noise and annoyance.

13. Tenant shall not occupy or permit to be occupied any portion of the Leased Premises as an office for a public stenographer or a public typist, for the manufacture or sale of liquor, illegal substances or tobacco in any form, as a barber or manicure shop, or as an employment bureau. Tenant shall not advertise for laborers giving an address at Leased Premises, without prior written consent of Landlord, which consent shall not be unreasonably withheld.

14. Tenant shall not open, or permit to be opened, any windows in the Leased Premises at any time.

15. Tenant shall not use the Leased Premises for lodging or sleeping, or for any immoral or illegal purpose.

16. Tenant shall not burn candles, incenses or permeate odors of any kind in or about their Lease Premises or Building.

17. Tenant shall not use space heaters of any kind in the Leased Premises.

18. All Tenant requirements or requests shall be submitted in writing to the Management Office of the Landlord located in the Advanced Technology Center located at 2021 Lakeshore Drive, Suite 420, New Orleans, Louisiana 70122 or via email to [dfredricks@unofoundation.org](mailto:dfredricks@unofoundation.org), with a copy to [ghammarstrom@unofoundation.org](mailto:ghammarstrom@unofoundation.org). Landlord will address Tenant requirements or requests as soon as practicable after Landlord receives Tenant's written notice.

19. Tenant agrees to promptly comply with all present and future laws, ordinances and regulations, and all requirements, of all Governmental Authorities as the same may be amended from time to time, all lawful directions of public officials applicable to the Leased Premises the policies of the University of New Orleans, as amended from time to time. For the current policies of the University of New Orleans, please refer to <http://www.uno.edu/president/administrative-policies>.

