

and/or any government agency. Tenant shall distribute to everyone using the Building and Premises a copy of these Guidelines and all fire drill safety and handicap material provided to it by the County or any governmental agency. **If an audible fire alarm is sounded in the Building or on the Premises, Tenant must take immediate and prudent actions to evacuate everyone from the Building or Premises through designated exits.** Tenant shall notify County in writing of the emergency contact information of two on-site employees or representatives who are responsible for emergency evacuations or fire drills for their Premises. Tenant is responsible for notifying the County in writing of any changes to such assignments. Each Tenant will notify the County of any handicapped occupants or other individuals who may require special assistance in the event of an emergency.

10. County will direct installers or contractors where telephone and network cables are to be placed. No boring or cutting will be allowed without the County permission. Any item that must be attached to the building must first be approved by the County.
11. User has full 24/7 use of the Premises. The County is not liable for damages related to unauthorized or attempted entry. County reserves the right to prevent access to the Building or Premises during extraordinary circumstances (ex. invasion, mob, fire alarm, bomb threat, riot, public excitement, etc.) for the safety of occupants and protection of the Building or Premises.
12. County reserves the right to exclude or expel from the Building or Premises any person who, in the judgment of County, is intoxicated or under the influence of alcohol or drugs, is acting in violation of any of these guidelines or is considered a threat to the safety of others.
13. No weapons of any kind are allowed.
14. No machines of any description shall be installed or operated in the Building or on the Premises without the County's written permission.
15. No soliciting is allowed on the Premises.
16. The County controls and operates the Common Area(s), which include public facilities, heating and air conditioning for the benefit and safety of the occupants.
17. Please keep all entrances locked when not in use. All emergency fire exit doors must remain clear (inside and out) and locked when not in use.
18. All exterior areas will be kept clean and free from dirt and garbage and are not to be used as storage areas, unless in a shipping container and only preapproved areas inside and out (Drexel Property)
19. Only County approved bike storage racks and refuse containers should be used.
20. When no longer needed, please return all keys and security access cards to County.
21. No electrical cooking related appliances of any kind are allowed.
22. Sinks are to be used for hand washing, fruit washing and baby formula. No grease or food in any sink drains.
23. No space heaters, floor fans or floor lamps are allowed.
24. The building is a County owned facility; we ask that no plants, gardens, murals, drawings, or unapproved artwork be attached to interior or exterior premises.

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