

WVC & LCC Tenants Rules & Regulations



ATTACHMENT I

RULES AND REGULATIONS

1. No sign, placard, picture, advertisement, name or notice shall be inscribed, displayed or painted or affixed on or to any part of the outside or inside of the building without the written consent of Lessor and Lessor shall have the right to remove any such sign, placard, picture, advertisement, name or notice without notice to and at the expense of Lessee.

All approved signs or lettering on doors shall be printed, painted, affixed or inscribed at the expense of Lessee by a firm or person approved by Lessor.

If the Lessor by a notice in writing to Lessee shall object to any curtains, blinds, shades or screens attached to or hung in or used in connection with any window visible from the outside of the Building, such use of such curtains, blinds, shades or screens shall be forthwith discontinued by the Lessee. No awning shall be permitted on any part of the Premises.

2. The Directory of the Building will be provided exclusively for the display of the name and location of Lessees (firms and agencies) only and Lessor reserves the right to exclude any other names therefrom.
3. The sidewalks, halls, passages, exits, entrances, elevators and stairways shall not be obstructed by any Lessee or used for any purpose other than for ingress and egress from the respective Premises. The halls, passages, exits, entrances, elevators, stairways, balconies and roof are not for the use of the general public and the Lessor shall in all cases retain the right to control and prevent access thereto by all persons whose presence in the judgment of the Lessor shall be prejudicial to the safety, character, reputation and interests of the Building or its Lessees; provided that nothing herein contained shall be construed to prevent such access to persons with whom the Lessee normally deals in the ordinary course of Lessee's business unless such persons are engaged in illegal activities. No Lessee, its employees or invitees shall be permitted upon the roof of the Building without prior approval and permission of Lessor.
4. Lessee shall not alter any lock or install any new or additional locks or any bolts on any door of the Premises without prior written consent of Lessor. In the event of any alteration or the installation of any lock or bolt, Lessee agrees to hold Lessor harmless from any or all claims arising from any such alteration or installation.
5. The toilet rooms, toilet, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever shall be thrown therein and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the Lessee who, or whose employees or invitees shall have caused it.

6. Lessee shall not overload the floor of the Premises or mark, drive nails, screw or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof, without Lessor's permission, which permission shall not be unreasonably withheld.
7. No furniture, freight or equipment of any kind shall be brought into the Building without the consent of Lessor and all moving of the same into or out of the Building shall be done at such time and in such manner as Lessor shall designate. Lessor shall have the right to prescribe the weight, size and position of all safes and other heavy equipment brought into the Building and also the times and manner of moving the same in and out of the Building. Safes or other heavy objects shall, if considered necessary by Lessor, stand on wood strips of such thickness as is necessary to properly distribute the weight. Lessor will not be responsible for loss or damage to any such safe or property from any cause and all damage done to the Building by moving or maintaining any such safe or other property shall be repaired at the expense of Lessee.
8. Lessee shall not employ any person or persons other than the janitor of Lessor for the purpose of cleaning the Premises. Except with the written consent of Lessor no person or persons other than those approved by Lessor shall be permitted to enter the Building for the purpose of cleaning the same. Lessee shall not cause Lessor any unnecessary labor by reason of Lessee's carelessness or indifference in the preservation of good order and cleanliness within the Premises. Lessor shall in no-wise be responsible to any Lessee for loss of property within the Premises, however occurring.
9. Lessee shall not permit or suffer the Premises to be occupied or used in a manner offensive or objectionable to the Lessor or other occupants of the Building by reason of noise, odors and/or vibrations, or interfere in any way with other Lessees or those having business therein, nor shall any animals or birds be brought in or kept in or about the Premises of the Building.
10. Lessee shall not use or keep or permit to be used in the Premises or the Building any noxious gas, kerosene, gasoline or inflammable or combustible fluid or material, or use any method of heating or air-conditioning other than that approved in writing by the Lessor.
11. Lessor will direct electricians as to where and how telephone and telegraph wires are to be introduced. No boring or cutting for wires will be allowed without the consent of Lessor. The location of telephones, call boxes and other office equipment affixed to the Premises shall be subject to the approval of Lessor.
12. Each Lessee, upon the termination of the tenancy, shall deliver to the Lessor the keys of offices, rooms and toilet rooms which shall have been furnished the Lessee. Lessee shall turn over Premises to Lessor in "broom clean condition", removing ALL trash, furniture, etc. and discarding same appropriately. Furniture, file cabinets, old equipment must be disposed of properly and NOT discarded in the Building trash bins.
13. No Lessee shall cause linoleum, tile, carpet or other similar floor covering to be affixed to the floor of the Premises in any manner except as approved by the Lessor. The expense of repairing any damage resulting from a violation of this rule or the removal of any floor covering shall be borne by the Lessee by whom or by whose contractors, employees or invitees, the damage shall have been caused.

14. All day on Sundays and nationally recognized holidays, and on all other days between the hours of 6:00 p.m. and 7:00 a.m. the following day, access to the Building, or to the halls, corridors, elevators, or stairways in the Building, or to the Premises may be refused unless the person seeking access is known to the person or employee in the Building in charge and has a pass or is properly identified. The Lessor shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In case of invasion, mob, riot, public excitement, or other commotion the Lessor reserves the right to prevent access to the Building during the continuance of the same by closing the doors otherwise, for the safety of the Lessees and protection of property in the Building and the Building.
15. Lessee, before leaving the Premises daily, shall see that the exterior doors of the Premises are closed and securely locked, observe strict care that all water faucets or water apparatus are shut off, and that all electricity, gas or air-conditioning equipment under Lessee's direct control are likewise shut off or under approved automatic control, so as to prevent waste or damage.
16. Lessor reserves the right to exclude or expel from the Building any person who, in the judgment of Lessor, is intoxicated or under the influence of liquor or drugs, or who shall in any manner do any act in violation of any of the rules and regulations of the Building.
17. Any requirements or complaints of Lessee must be directed to the Office of the Building. Employees of Lessor may not perform any work or do anything outside of their assigned duties unless under specific instructions from the Office of the Building. No employee may admit any person (Lessee or otherwise) to any office during security hours without specific instructions.
18. No vending machine or machines of any description shall be installed, maintained or operated upon the Premises without the written consent of the Lessor.
19. It is mandatory that your organization/office to send the MSDS Data Sheets (Material Safety Data Sheets) of your office/organization to the Building Management Office on a regular basis, per the OSHA Hazard communication standard (29 CFR 1010.1200) for any and all products that are used in your office/organization that contain hazardous chemicals. This does not include the products used by the Building's janitorial crew. A copy of the MSDS sheets should be accessible to everyone in your office/organization if ever needed.

CERTIFICATE OF LIABILITY INSURANCE (COI)

20. A COI is a must for ALL tenants to submit to the Building Management Office ever year that the organization/office is a tenant at the Woodruff Volunteer Center.
21. A COI is a must for all tenant's vendors and or contractor delivering and or doing working at the Woodruff Volunteer Center.
22. It is a strong requirement that you obtain, and send the Building Management Office a completed COI for **ALL** vendors and or contractors whom you've selected and or agreed with, to conduct service for you in Woodruff Volunteer Center Building, and or the Loudermilk Center.
23. You must consult with the Building Management V. President and General Manager of all intention to alter and or make any changes to the structure of your suite and or the Woodruff Volunteer Center Building for approval. Changes to structure which includes but are not limited to: - Electrical, Plumbing, Painting, Demolition, Installation, Window(s) Tinting, Signs and Appliques, at WoodruffVolunteerCenter@am.jll.com at least one (3) months in advance of all changes.

NOT ACCEPTABLE COI

24. **ACCORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)

<p>PRODUCER</p> <p style="text-align: center; font-size: 24pt; font-weight: bold;">SAMPLE</p>	Serial#	<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</p> <p style="text-align: center;">COMPANIES AFFORDING COVERAGE</p> <p>Company A ABC INSURANCE COMPANY</p> <p>Company B</p> <p>Company C</p> <p>Company D</p>
INSURED		<p>TENANT/VENDOR NAME</p> <p>ADDRESS</p>

COVERAGES
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COI	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
1	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT <input type="checkbox"/>	123456789	1/1/01	1/1/02	GENERAL AGGREGATE \$2,000,000
	PRODUCTS \$1,000,000				
	PERSONAL & ADV INJURY \$1,000,000				
	EACH OCCURRENCE \$1,000,000				
	FIRE DAMAGE \$100,000				
					MED EXP (Any one person) \$5,000
2	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>				COMBINED SINGLE LIMIT \$
					BODILY INJURY (Per Person) \$
					PROPERTY DAMAGE \$
					AUTO ONLY EA ACCIDENT \$
3	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				EACH ACCIDENT \$
					AGGREGATE \$
					EACH OCCURRENCE \$
4	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				AGGREGATE \$
					AGGREGATE \$
5	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY THE PROPRIETOR/PARTNERS/ EXECUTIVE OFFICERS ARE <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				EL EACH ACCIDENT \$
					EL DISEASE - POLICY LIMIT \$
					EL DISEASE - EA EMPLOYEE \$
					EL DISEASE - EA EMPLOYEE \$
OTHER					
DESCRIPTORS OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS					
CERTIFICATE HOLDER					
<p>CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL endeavor TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE (03/12/2010/10/11)</p>					

ACCEPTABLE COI

SAMPLE Certificate

DATE (MM/DD/YYYY) 3

<p>PRODUCER</p> <p style="text-align: center; font-size: 24pt; font-weight: bold;">SAMPLE</p>	Serial#	<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>
INSURED		<p>CONTACT NAME: _____ FAX: _____</p> <p>PHONE: _____ FAX: _____</p> <p>INSURER(S) AFFORDING COVERAGE: _____</p> <p>INSURER A: _____</p> <p>INSURER B: _____</p> <p>INSURER C: _____</p> <p>INSURER D: _____</p> <p>INSURER E: _____</p>

COVERAGES
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COI	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
1	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT <input type="checkbox"/>				GENERAL AGGREGATE \$2,000,000
	PRODUCTS \$1,000,000				
	PERSONAL & ADV INJURY \$1,000,000				
	EACH OCCURRENCE \$1,000,000				
	FIRE DAMAGE \$100,000				
					MED EXP (Any one person) \$5,000
2	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>				COMBINED SINGLE LIMIT \$3,000,000
					BODILY INJURY (Per Person) \$
					PROPERTY DAMAGE \$1,000,000
					AUTO ONLY EA ACCIDENT \$
3	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				OTHER THAN AUTO ONLY: \$
					EACH ACCIDENT \$
					AGGREGATE \$
4	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$
					AGGREGATE \$
5	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY THE PROPRIETOR/PARTNERS/ EXECUTIVE OFFICERS ARE <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				EL EACH ACCIDENT \$500,000
					EL DISEASE - POLICY LIMIT \$
					EL DISEASE - EA EMPLOYEE \$
					EL DISEASE - EA EMPLOYEE \$
OTHER					
DESCRIPTORS OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS					
<p>JONES LANG LASALLE AMERICAS, INC. UNITED WAY OF GREATER ATLANTA, INC. JONES LANG LASALLE SERVICES, INC., WOODRUFF VOLUNTEERS SERVICE CENTER, LOUDERMILK CONFERENCE CENTER AND THE ATLANTA REGIONAL COMMISSION ARE LISTED AS ADDITIONAL INSURED WITH REGARDS TO GENERAL LIABILITY.</p>					
CERTIFICATE HOLDER					
<p>CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL endeavor TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE</p>					