

# Tenancy Rules

The following rules have been prepared to ensure the smooth running of the campus for all patrons of the University.

1. The Tenant must not cover or obstruct any sprinklers, floors, skylights, glazed panels, ventilators and windows that reflect or admit light or air into passageways or into any part of the Building or cover or obstruct any lights or any other means of illumination in the Building.
2. No window curtains, blinds, screens, decals, graphics, signs or awnings may be installed without the Landlord's approval and if approved, any window furnishings must be made of non-flammable material.
3. No television or radio mast or antenna may be affixed to any part of the Building and no musical instrument, radio, amplifier, television, audio visual or other sound or picture producing equipment may be used or operated in the Premises or in any part of the Building unless such equipment is not audible or visible from outside the Premises. Digital menu boards visible from immediately outside the Premises may be permitted at the Landlord's discretion.
4. The Tenant must not use or install any method of cooling or heating the Premises other than as approved by the Landlord in writing.
5. The Tenant must use or receipt, delivery or other movement of any goods, wares or merchandise or articles of bulk or quantity:
  - a. only the designated loading dock or short term parking areas nearest their building;
  - b. only such parts of the Common Areas of the Building;
  - c. at such times as the Landlord (or any other person nominated by the Landlord as having control of such areas) may from time to time permit; and
  - d. the Tenant must generally comply with all reasonable requirements of the Landlord in regard to such matters.
6. No rubbish or waste may at any time be burned in the Building or on the Campus.
7. The Tenant must:
  - a. ensure that all food and waste bins are kept closed and clean;
  - b. ensure that all waste bins and wheels are in a clean condition prior to movement through Common Areas;
  - c. not leave empty or unemptied bins in Common Areas;
  - d. not accumulate property or rubbish in the Premises or adjacent thereto; and
  - e. ensure that removal of refuse and waste are undertaken during times approved by the Landlord.
8. Tenant must not use or permit to be used the Common Areas or any part of them for:
  - a. any business or commercial purpose; or
  - b. the display or advertisement of any goods or services; or
  - c. generally for any purposes other than its intended purpose or such other purpose approved by the Landlord in writing.
9. No nails, screws or hooks may be driven into any parts of the Building without the Landlord's prior written consent nor must any explosive power-driven method of fixing articles to ceilings, walls or floors be used.
10. Any footpaths, entrances, passages, arcades, halls, lifts, escalators, staircases, fire doors and escape doors must not be obstructed by the Tenant and persons under its control or be used by them for any other purpose than for ingress to or egress from the Premises.
11. The toilets and other water supply apparatus and any tea rooms and the Landlord's equipment therein must not be used for any purpose other than that for which they were constructed and no tea leaves, sweepings, rubbish, rags, paper towels, sanitary products, ashes or other substance may be placed in them.

The cost of making good any damage resulting to such apparatus or otherwise from such misuse by the Tenant and persons under its control (including, without limitation, the cost of repairing, renewing, reinstating or replacing such apparatus, equipment or other thing) must be borne by the Tenant.
12. All keys (including security access devices) belonging to or forming part of the Building held by the Tenant during its occupancy whether the same have been provided by the Landlord or made or procured by the Tenant for its own use must be surrendered to the Landlord on the termination of the tenancy and the Tenant must not cause any duplicate or facsimile of them to be made.
13. The Tenant and persons under its control must not make or permit any improper or unseemly noises in the Building or its surrounds, or interfere in any way with other tenants or persons in the Building or on the Campus, or mark or otherwise defile the Building or the Campus.
14. The Tenant must use the passenger lifts (if any) only for the carriage of passengers and must not except with the prior express consent of the Landlord or its building supervisor use them for the carriage of goods.

## Tenancy Rules (continued)

16. The Tenant and persons under its control must not use any dumbwaiter lift/s for the carriage of persons.
17. The Tenant must give to the Landlord prompt notice of any accident to or defect in the Building or any of the Services connected to the Building.
18. The Tenant must not prepare or cook food other than in any areas which may be provided and which are approved by the Landlord for the purpose.
19. Notwithstanding that doors to service ducts, cupboards, and garden terraces (if applicable) may be located within the Premises the Tenant must not position furniture or equipment so as permanently to obstruct access to them, and the Tenant must allow the Landlord access to them.
20. The Tenant and persons under its control must not make or permit access to any plant room in the Building.
21. The Tenant and persons under its control must not interfere with any Landlord Services Infrastructure including electrical fittings or equipment within the Building.
22. The Tenant and the persons under its control must not smoke in any part of the Premises, the Building or the Campus. If required by the Landlord, the Tenant must install signs in the Premises stating that smoking is prohibited.