

## **EXHIBIT E RULES AND REGULATIONS:**

Tenant will abide by and enforce upon its agents and employees (in addition to the terms, covenants and conditions of the Lease) the following Rules and Regulations.

1. Landlord recognizes the following national holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, and Christmas  

Landlord shall have the right to close and keep locked all entrance and exit doors of the Building before and after Normal Business Hours, and during such additional hours as Landlord may deem advisable for the adequate protection of the Building and the property of the tenants; provided, however, that Tenant shall have access to the Building and the Premises 24 hours per day, seven days per week via swipe card subject to commercially reasonable security measures instituted by Landlord from time to time. Landlord will provide swipe cards at a ratio of 3:1,000 Rentable Square Feet occupied by the Tenant. Additional or Replacement swipe cards will be made available at a price of \$12 per card. At the end of the natural lease termination the cards are to be returned to Landlord. Failure to do so will result in a \$50 charge per card assessed against the Tenant's deposit.

Landlord shall also have the right to control and prevent access by all persons whose presence, in the judgment of Landlord, shall be prejudicial to the safety, character, reputation and interest of the Building and its tenants. Landlord shall not be liable for any claims or damages which may arise with regard to the admission or exclusion of any person from the Premises or the Building. Nothing herein shall be construed as preventing access to persons with whom Tenant normally deals in the ordinary course of Tenant's business, unless such persons are engaged in illegal activities. Furthermore Tenant is also open on all Sundays and on all national holidays with the exception of Christmas and Thanksgiving. Landlord will provide services to Tenant on those days for Tenants space only.
2. The sidewalks, passages, exits, entrances, elevators and stairwells shall not be obstructed by Tenant or used for any purpose other than for ingress and egress. Any form of loitering in any of these areas is not permitted. Tenant shall not be permitted at any time to go up on the roof of the Building without the express permission of the Landlord.
3. A Building directory will be provided exclusively for the display of the names and suite numbers of Tenant and the other tenants in the Building. Landlord reserves the right to exclude any additional names of Tenant from the Building directory. Tenant will be permitted to one listing on the directory, and shall seek Landlord's prior written approval and consent to place additional name(s) on the Building directory. Tenant may be charged for the placement of any additional name(s). Tenant must provide Landlord with the business name.
4. Tenant shall not place, affix or otherwise install signs, neon signs, awnings, shades or other coverings on, over or in the windows or on the exterior of the Premises. The windows of the Building shall not in any way be covered or obstructed by Tenant. All signs or lettering on doors shall be printed, painted, affixed or inscribed at Tenant's expense, in a manner and by a person or entity approved by Landlord.
5. No television or radio aerial or like structure, or satellite dish or receiver, shall be erected or installed on the roof or exterior walls of the Premises or Building, or on the grounds, without in each instance, the prior written consent of Landlord.
6. The toilets, urinals, washbasins and other plumbing apparatus shall not be used for any purpose other than that for which they were constructed, and no rubbish, newspapers or other substances of any kind shall be thrown therein. Tenant shall not mark, nail, screw, drill, paint, or in any way deface the walls, ceilings, partitions or floors of the Common Areas. The expense of any damage resulting from a violation hereof shall be paid for by the Tenant who has, or whose employees have, caused such damage.
7. Landlord shall be notified prior to any moving of any office equipment, furniture, appliances, freight and/or other large objects in or out of the Premises or Building. Landlord shall designate the manner and time for the moving of such property. The person or entity employed to move such equipment in or out of the Premises or Building shall be an insured professional moving company or a person or entity otherwise acceptable to Landlord. Landlord shall not be responsible for loss of, or damage to, such property from any cause. Tenant acknowledges that any attempt to bring in or take out any furniture or other office equipment shall be prevented by the on-site security guard, unless prior arrangements have been made by Tenant with

Landlord.

8. No machinery of any kind will be permitted in the Premises without the written consent of Landlord. This shall not apply, however, to customary office equipment or trade fixtures or package handling equipment.
9. Landlord shall have the right to limit the weight and prescribe the position of all safes and other heavy equipment in the Premises in order to ensure that the weight is properly distributed and to prevent unsafe conditions. Safes or other heavy objects shall, if considered necessary by Landlord, stand on wood strips of such thickness as is necessary to evenly distribute the weight. Landlord shall not be responsible for any loss or damage to any such heavy equipment. Tenant shall pay the cost of repair for any and all damage done to the Premises and the Building by the moving or maintaining of such heavy equipment.
10. Tenant shall use only hand trucks equipped with rubber tires and side guards in the Premises or Building. The hand trucks are only permitted to transport items via the freight elevator, the main elevator lobby is strictly prohibited.
11. Electrical wiring of any kind shall be connected only as directed by Landlord. Tenant shall not bore or cut any wires in the Premises or in the Building, except with the prior written consent of Landlord, which consent shall not be unreasonably withheld, conditioned or delayed. The location of telephones, call boxes, etc., shall be designated by Landlord.
12. In order to prevent waste and damage, Tenant shall at all times when leaving the Premises ensure that all doors of the Premises are closed and securely locked. All water and water apparatus shall be shut off and all electricity turned off. Tenant shall pay for any damage to the Premises or the Building in the event of Tenant's negligence hereunder.
13. Tenant shall not lay linoleum, tile, carpet or other similar floor covering which results in the same becoming affixed to the floor of the Premises, except as approved by Landlord, which approval shall not be unreasonably withheld, conditioned or delayed. The cost of removal, repair and any damage resulting from a violation of this rule shall be paid for by Tenant.
14. Tenant shall store all trash and garbage within the Premises. No material shall be placed in trash boxes, receptacles or Common Areas if the material is of such a nature that it cannot be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in Missouri without being in violation of any law or ordinance. All garbage and refuse disposal shall be made only through entryways and elevators provided specifically for such purposes and at such times as Landlord shall designate.
15. Medical waste and any other waste human or material, the removal of which is regulated, shall be contracted for and disposed of by Tenant, at Tenant's expense, in accordance with all applicable laws and regulations.
16. No additional lock or locks shall be placed on any door in the Building unless Landlord's prior written consent has been obtained, which consent shall not be unreasonably withheld, conditioned or delayed. Landlord will furnish two (2) keys for the entry door or doors. Any additional keys required must be obtained from Landlord, at Tenant's cost, and neither Tenant their employees or agents shall have any duplicate keys made. Upon termination of the Lease, Tenant shall deliver to Landlord all keys furnished or in the alternative, at Landlord's option, Tenant shall pay Landlord the cost of replacing the keys or changing the lock or locks.
17. Tenant shall not use or keep in the Premises or the Building any kerosene, gasoline or flammable or combustible fluids. Tenant shall not use, generate, manufacture, sell, release or discharge, dispose of or transport to and from the Premises or Building any hazardous materials, as defined in the Lease or in any applicable federal, state or local statute, or allow its employees, agents or contractors to do so. Any tenant who knows or who has reason to know that any such hazardous material is being used, generated, manufactured, produced, stored, released, discharged or disposed of in the Building must give written notice of such condition to Landlord.
18. Tenant shall comply with all fire and security regulations that may be issued from time to time by Landlord. Tenant shall provide Landlord with the name of a designated responsible employee to represent Tenant in all matters pertaining to such fire or security regulations.
19. Overtime heating, ventilation and air conditioning requested by Tenant shall be billed on an hourly basis at

rates set by Landlord as provided in the Lease.

20. Tenant, its employees, agents or guests shall not make or permit any loud, unusual, offensive or obnoxious noises, nor interfere in any way with other Tenants in the Building or those persons having business with them. Violation of this permits building security to remove, and potentially permanently ban, the person in question from the University Tower Premises.
21. Tenant shall not allow the Premises or Building to be used for the storage of merchandise held for sale to the general public or conducts any sale of any merchandise from the Premises or Building without Landlord's prior written consent.
22. Tenant shall not allow the Premises to be used for lodging. Cooking shall not be done or permitted by any tenant in the Premises, except the use by Tenant of Underwriter Laboratory approved equipment for brewing coffee, tea, or similar type beverages, and a microwave, and provided that the use is in accordance with all applicable federal, state, city codes, ordinances, rules and regulations.
23. No vending machine or machines of any description shall be installed, maintained or operated upon the Premises without the prior written consent and approval of Landlord.
24. Tenant shall not bring into or keep any animal or bird in the Premises or in the Building, except seeing-eye dogs which are for purposes of aiding and assisting the visually impaired.
25. Tenant shall use, at Tenant's sole cost and expense, such pest extermination contractor as Landlord may direct and at such intervals as Landlord may require.
26. Tenant or its employees, agents, etc. shall not use the parking area for any purpose other than the parking of motor vehicles, without the prior written approval of Landlord.
27. Solicitation is not permitted. Tenant or its employees, agents, etc. shall not disturb, solicit, or canvass any occupant of the Building and shall cooperate to prevent the same. Tenant marketing material, stands or signage (other than previously approved Building Standard suite identification signage) or anything of the kind shall not be permitted in the common areas, hallways, parking garage, elevators or lobbies unless previously approved by the Landlord. Entry doorways to suites must remain closed at all times.
28. Tenant shall be required to notify the property manager of the Building in the event Tenant requires the services of Landlord. Landlord's employees or agents are not authorized to perform any work other than their regular duties unless under special instructions from Landlord.
29. Landlord reserves the right upon written notice to Tenant to amend, modify or waive any of the Rules and Regulations at any time when, in Landlord's reasonable judgment, it is necessary for the safety, cleanliness, preservation of order or the efficient operation of the Building.
30. Other agreements: Tenant shall be permitted computers, servers and a microwave oven not to exceed 800 watts in the Premises.
31. Outgoing mail is to be dropped into the mail slot on the first floor. Landlord has no responsibilities should mail be placed in the mail tubes located on the west side of the floor - they are no longer in service and have been capped off.
32. Building Tenant(s) are permitted to reserve one of the Conference Room(s) located on the 2<sup>nd</sup> Floor for free of charge for a maximum of four (4) hours per calendar month. If Tenants require further need of the Conference Rooms during the same calendar month, they will be charged according to the following fee Schedule:

<i>Conference Room</i>	<i>Type</i>	<i>Rentable Square Feet</i>	<i>Maximum Occupancy</i>	<i>Per Hour after 4 Hours</i>	<i>Day Rate for 8+ hours</i>
Room A	Large	791	46	\$35.00	\$180.00
Room B	Small	299	18	\$25.00	\$170.00
Room C	Large	790	49	\$35.00	\$180.00

33. The Building is a smoke-free Building. Smoking is strictly prohibited within the Building. Smoking shall only be allowed in areas designated as a smoking area by Landlord. Tenant and its employees, representatives, contractors or invitees shall not smoke within the Building or throw cigar or cigarette butts or other

substances or litter of any kind in or about the Building, except in receptacles for that purpose. Landlord may, at its sole discretion, impose a charge against monthly rent of \$50.00 per violation by tenant or any of its employees, representatives, contractors or invitees, of this smoking policy.

34. With Landlord approval, prior to commencement of any Tenant Improvement Work; Tenants Trade and Sub Trade Contractors will be required to provide evidence of insurance to the Landlord, naming the Landlord as the additional insured.
35. Postage is to be placed in the mail bins found on the first floor close to the service elevator. UPS & FedEx can be found on the first floor in the south stairwell.
36. Visitor pick up and drop off at the main entrance of the building, is permitted. However if a guest is waiting for a ride and loitering in the lobby, this is not permitted. This interferes with the day to day operations of the building. If you have a guest to the University Tower, they are required to park in either the garage or in the uncovered parking lots out front. Guests with disabilities and needing assistance are required to enter and exit through the first floor, main and garage, entrances which are handicapped accessible. Cars are not permitted to park out in front of the building nor outside the building entrances in the garage. Anyone dropping off or picking up at the main entrance will promptly be redirected by building security to the parking garage or lot.

All city and county ordinances, now in effect and those which later come into effect, shall be observed by tenants in the use of the Building and its Premises. Landlord's failure to enforce any rule or regulation shall not constitute a waiver and shall not prevent Landlord from enforcing any rule or regulation in the future. In the event of any conflict between these Rules and Regulations or any modified Rules and Regulations from time to time issued by Landlord and the Lease provisions, the Lease provisions shall govern and control.

