

OVERNIGHT PARKING REQUEST FORM

Please complete the below form and have your primary contact submit a work order with this form attached. This form must be submitted on or before 3PM of the start date of the request and must be approved by security before overnight parking is permitted.

PPF OFF 100 Cambridgepark Drive, LLC, PPF OFF 125 Cambridgepark Drive, LLC, PPF OFF 150 Cambridgepark Drive, LLC Longfellow Property Management, LLC and any successor in interest thereof is not responsible for vehicles parked in the parking lots. Any unauthorized vehicles or vehicles that are improperly parked may be subject to a parking violation ticket or towed at the owner's expense.

EMPLOYEE INFORMATION (Please print clearly)

Full Name _____

Company _____

Email _____

Telephone Number _____

Vehicle Make _____ Model _____ Color _____

Plate Number _____ State _____

Start Date _____ End Date _____ (3 night maximum in any given week)

Emergency Contact Name _____ Telephone Number _____

Signature _____ Date _____

Overnight Parking Policies/Procedures

- An overnight parking form needs to be filled out by 3:00 PM and submitted into the work order system on or before the start date of the requested time frame.
 - If a form is received after 3:00 PM for the same day request, it will not be approved
- Any overnight forms dropped off directly to the security desk, will not be approved. A work order must be placed by the point of contact.
- The employee must wait for security to approve the overnight request before leaving their car in the appropriate location.
- If the request is approved, the employee should not be parking in a prime spot (spots on the 1st/2nd floor, front row etc.) The further away, the better.
- If the request is not approved, there will be a note in the work order as to why it was not approved.
- An employee may leave their car overnight for no more than 3 consecutive nights in a given week and no more than 6 total nights in a given month.

Building Rules and Regulations

The following rules and regulations have been formulated for the safety and well-being of all tenants of the building and to insure compliance with governmental and other requirements.

Strict adherence to these rules and regulations is necessary to guarantee that every tenant will enjoy a safe and undisturbed occupancy of its premises in the building.

1. The entrances, lobbies, passages, corridors, elevators, halls, courts, sidewalks, vestibules, and stairways shall not be encumbered or obstructed by Tenant, Tenant's agents, servants, employees, licensees or visitors or used by them for any purposes other than ingress or egress to and from the Premises. Landlord shall have the right to control and operate portions of the Building and the facilities furnished for common use of the tenants in such manner as Landlord deems best for the benefit of the tenants generally.
2. The moving in or out of all safes, freight, furniture, bulky matter of any description shall take place during the hours which Landlord may determine from time to time. Landlord reserves the right to inspect all freight and bulky matter to be brought into the Building and to exclude from the Building all freight and bulky matter which violates any of these Rules and Regulations of the Lease of which these Rules and regulations are a part. Landlord reserves the right to have Landlord's structural engineer review Tenant's floor loads on the Premises at Tenant's expense.

3. Tenant, or the employees, agents, servants, visitors or licensees of Tenant shall not at any time place waste or discard any rubbish, paper, articles, or objects of any kind whatsoever outside the doors of the Premises or in the corridors or passageways of the building. No animals or birds (other than fish in a fish tank) shall be brought or kept in or about the Building. Bicycles shall not be permitted in the Building (unless located in the designated bike room).
4. Tenant shall not place objects against glass partitions or doors or windows or adjacent to any common space which would be unsightly from the Building corridors or from the exterior of the Building and will promptly remove the same upon notices from Landlord.
5. Tenant shall not make noises, cause disturbances, create vibrations, odors (other than ordinarily acceptable tenant kitchen odors in the building) or noxious fumes or use or operate any electric or electrical devices or other devices that emit sound waves or are dangerous to other tenants and occupants of the Building or that would interfere with the operation of any device or equipment or radio or television broadcasting or reception from or within the Building or elsewhere, or with the operation of roads or highways in the vicinity of the Building, and shall not place or install any projections, antennae, aerials, or similar devices inside or outside of the Premises, without the prior written approval of Landlord.
6. Tenant may not (without Landlord's approval therefor, which approval will be signified on Tenant's Plans submitted pursuant to the Lease) and Tenant shall not permit or suffer anyone to: (a) cook in the Premises except as accessory to the use of a coffee room/kitchenette containing a microwave oven; (b) place vending or dispensing machines of any kind in or about the premises; (c) at any time sell, purchase or give away, or permit the sale, purchase, or gift of food in any form.
7. Tenant shall not:
 - use the Premises for lodging, manufacturing or for any immoral or illegal purposes.
 - use the Premises to engage in the manufacture or sale of, or permit the use of spirituous, fermented, intoxicating or alcoholic beverages on the Premises;
 - use the Premises to engage in the manufacture or sale of, or permit the use of, any illegal drugs on the Premises.
8. No awning or other projections (including antennae) shall be attached to the outside walls or windows. No curtains, blinds, shades, screens or signs other than those furnished by Landlord shall be attached to, hung in, or used in connection with any window or door of the Premises without prior written consent of Landlord.
9. No signs, advertisement, object, notice or other lettering shall be exhibited, inscribed, painted or affixed on any part of the outside or inside of the Premises if visible from outside of the

Premises. Interior signs on doors shall be painted or affixed for Tenant by Landlord or by sign painters first approved by Landlord at expense of Tenant and shall be of a size, color and style acceptable to Landlord.

10. Tenant shall not use the name of the Building or use pictures or illustrations of the Building in advertising or other publicity without prior written consent of Landlord. Landlord shall have the right to prohibit any advertising by Tenant which, in Landlord's opinion, tends to impair the reputation of the Building or its desirability for offices, and upon written notice from Landlord, Tenant will refrain from or discontinue such advertising.
11. Door keys for doors in the Premises will be furnished at the commencement of the Lease by Landlord. Tenant shall not affix additional locks on doors and shall purchase duplicate keys only from Landlord and will provide to Landlord the means of opening of safes, cabinets, or vaults left on the Premises. In the event of the loss of any keys so furnished by Landlord, Tenant shall pay to Landlord the cost thereof. Each tenant shall, upon the termination of its tenancy, restore to Landlord all keys or offices, storage and toilet rooms either furnished to, or otherwise procured by, such tenant.
12. Tenant shall cooperate and participate in all security programs affecting the Building.
13. Tenant assumes full responsibility for protecting its space from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed and secured.
14. Tenant shall not make any room-to-room canvass to solicit business from other tenants in the building, and shall not exhibit, sell or offer to sell, use, rent or exchange any item or services in or from the Premises as specified in its Lease. Canvassing, soliciting and peddling in the building are prohibited and Tenant shall cooperate to prevent the same. Peddlers, solicitors and beggars shall be reported to the Management Office.
15. Tenant shall not mark, paint drill into, or in any way deface any part of the Building or Premises. No boring, driving of nails or screws (except for picture hanging, etc.), cutting or stringing of wires shall be permitted, except with the prior written consent of Landlord, and as Landlord may direct. Tenant shall not construct, maintain, use or operate within their respective premises any electrical device, wiring or apparatus in connection with a loud speaker system or other sound system, except as reasonably required as part of communication system approved in writing by Landlord, prior to the installation thereof. Tenant shall not install any resilient tile or similar floor covering in the Premises except with the prior written approval of Landlord. The use of cement or other similar adhesive material is expressly prohibited.
16. Tenant shall not waste electricity or water and agrees to cooperate fully with Landlord to assure the most effective operation of the Building's heating and air conditioning and shall refrain

from attempting to adjust controls. Tenant shall keep corridor doors closed except when being used for access.

17. The water and wash closets and other plumbing fixtures shall not be used for any purposes other than those for which they were constructed, and no sweepings, rubbish, rags, or other substances shall be thrown therein. All damage resulting from misuse of said fixtures shall be borne by the tenant who, or whose servant, employees, agents, licensees, invitees, customers or guests shall have caused the same.
18. Building employees shall not be required to perform and shall not be requested by any tenant or occupant to perform, any work outside of their regular duties, unless under specific instructions from the office of the Managing Agent of the Building. The requirements of tenants will be attended to only upon application to Landlord, and any special requirements shall be billed to Tenant (and paid when the next installment of rent is due) in accordance with the schedule of charges maintained by Landlord from time to time or at such charge as is agreed upon in advance by Landlord and Tenant.
19. Tenant may request heating and/or air conditioning during other periods in addition to normal working hours by submitting its request in writing to the office of the Managing Agent of the building no later than 24 hours of the requested service date via the on-line Building [work order system](#). The request shall clearly state the start and stop hours of the “off-hour” service. The tenant shall be charged for such operation in the form of additional rent in accordance with lease terms.
20. No flammable combustible or explosive fluid, chemical or substance shall be brought into or kept upon the Premises, the Building or the Lot (other than those fluids or chemicals customarily used by tenants of other first-class office buildings in connection with office purposes and then only those types and quantities permitted under Landlord’s policies of insurance for the Building).
21. Landlord reserves the right to exclude from the building at all times any person who is not known or does not properly identify himself to the Property Management. Landlord may, at its option, require all persons admitted to or leaving the building between the hours of 6:00pm and 7:00am, Monday through Friday, and at any hour on Saturdays, Sundays and legal holidays, to register. Each tenant shall be responsible for all persons for whom it authorizes entry into the Building and shall be liable to Landlord for all acts or omissions of such persons.
22. Landlord reserves the right to inspect all freight to be brought into the Building and to exclude from the Building all freight which violates any of these rules and regulations. There shall not be used in any space or in the Building, either by any tenant or by jobbers or others in the delivery or receipt of merchandise, any hand trucks, except those equipped with rubber tires and side guards.