

## **RULES OF THE PARKVILLE COMMERCIAL UNDERGROUND (“PCU”)**

1. **Unique Services.** The PCU is the only commercial underground within the greater Kansas City area that is affiliated with a university. As a result of PCU’s ownership by Park University (“University”), Tenants have access to a wide variety of university services, including student workers and interns, faculty consultants, cafeteria, and catering. In addition, the University will consider other mutually beneficial relationships with PCU Tenants. Inquiries regarding any of these matters should be directed to the Director of Underground Safety/Facilities.
2. **PCU Access and Common Areas.** Tenants may access the PCU seven (7) days a week, subject to the conditions set forth elsewhere in these Rules. Common Areas may be used by Tenants, their employees and guests, provided that the use of the Common Areas is reasonable, considering Common Areas are used by other PCU Tenants. The Common Areas may not be used for permanent or temporary storage of personal property without the prior written consent of the University. Damages caused by a Tenant’s employees or guests will be charged to, and paid for, by that Tenant upon demand by the University.
3. **Security.** Tenants are responsible for the security of their leased Premises, including the installation of alarms and other security equipment as they deem prudent. The PCU entrances and exits are monitored by 24-hour cameras. In addition, University Campus Safety Officers patrol the University campus and the PCU as time permits. Tenant is responsible for locking doors to their premises and maintaining the physical security of their premises; University will not be burdened by losses and physical security due to tenant failure to assure physical security of their leased premises. Tenants are required to report to the Director of Underground Safety/Facilities all thefts, vandalism, damages or other losses, and to cooperate in the identification of persons who may be responsible. PCU Staff must have access to tenant premises 24X7 in order to handle any emergency issues.
4. **Inspection and Maintenance.** The University has adopted and implemented a PCU Inspection and Maintenance Program (“IMP”) in order to maintain the physical condition of the PCU. The IMP includes regular inspections and maintenance by the Director of Underground Safety/Facilities, and as needed, by third-party geological engineers. Tenants are to report to the Director of Underground Safety/Facilities any geologic conditions they believe should be inspected for possible remedial action. Reports should be directed to the Director of Underground Safety/Facilities, Park University, 8500 NW River Park Drive, # 135, Box 1B, Parkville, MO 64152 or [PCU@park.edu](mailto:PCU@park.edu) e-mail.
5. **Signs.** Prior to Sign Installation or Removal, Tenants must submit sign location and specs to Director of Underground Safety/Facilities for approval. Once approved, Tenants may display on the Tenant’s Premises the Tenant’s name and logo, provided that the color, size, style character and materials meet approved criteria. Tenant will be financially responsible for installing and removing signage. In addition, the Tenant’s name and pillar number will be installed by the PCU on the PCU directory located near the Mackenzie Entrance to the PCU.

No other signs, graphics, displays, advertisements, or lettering, will be installed, displayed, inscribed on or affixed to the PCU or anywhere on the campus. The University reserves right to remove any sign or other item prohibited by this rule.

6. **PCU Streets and Parking.** PCU streets are narrow and are used by vehicles that range from electric carts and personal passenger vehicles to vans and semi-trailers. In addition, parking in the PCU is extremely limited, especially during normal working hours. For these reasons, the use of the Common Areas is subject to the PCU's parking regulations. Overnight parking of vehicles or trailers is not permitted without prior written notice to and approval from Director of Underground Safety/Facilities. All traffic and parking signs within the PCU must be observed. Tenant's employees and guests may use any parking spaces specifically reserved for the Tenant and unreserved parking spaces. The speed limit is 15 miles per hour. Failure of offenders to observe the rules after warnings may result in them being prohibited from driving and parking in the PCU or on the University campus.
7. **Semi Trucks.** Roadways are confined, used by pedestrians and other vehicles. Trucks need to schedule deliveries to ensure adequate space for maneuvering. Once staged at a dock, tractors are to be turned off; idling is prohibited.
8. **Trash.** The University provides some trash containers for Tenants with minimal trash disposal. However, Tenants whose trash generation is excessive, are required to discuss their needs with the Director of Underground Safety/Facilities. Tenants should notify the Director of Underground Safety/Facilities of their intention to engage a trash service; Tenants with larger trash consumption will need to provide for their own trash service at a location approved by Director of Underground Facilities. The Director of Underground Safety/Facilities will designate trash locations. All trash in those containers will be regularly removed. Tenants may not overload the common trash containers, and may not deposit trash in the containers of other Tenants or of the University.
9. **Air Quality.** The PCU is served by an air circulation system that draws or exhausts air through roadways and a large air shaft. However, because the PCU is an enclosed space, and because air from the Common Areas is used to ventilate the leased Premises of the Tenants, and University spaces, it is essential to minimize air pollution, especially vehicle exhaust. Vehicle engines must be turned off when parked. In addition, Smoking is prohibited in the Parkville Commercial Underground and throughout the Park University Campus; Tenants must leave the premises for smoke breaks.
10. **Laws.** Tenants, their employees and guests are required to comply with all Federal, State, County and City laws, statutes, ordinances, regulations ("Laws"), and rules of the Parkville Commercial Underground and Park University campus.
11. **Cooperation.** Tenants are required to cooperate with the Director of Underground Safety/Facilities, all police and University campus safety officers, and other Tenants and PCU

users. Tenants are also required to cooperate in the investigation of crimes and other violations by University campus safety officers and police officers. The PCU reserves the right to bar violators from the University campus and the PCU.

12. **Rule Changes.** The University has the right to rescind, change or replace any of these Rules when it, in its sole judgment, deems necessary for the safety, care, convenience, and cleanliness of the PCU, provided that the PCU notifies the Tenants in advance of the effective date of such changes.