

EXHIBIT C-3

North Campus Research Complex (NCRC)

BUILDING RULES AND REGULATIONS – Service Providers

These Building Rules and Regulations ("Building Rules") shall apply to all Service Providers ("Service Providers") of _____, Ann Arbor, MI, 48109 at the University of Michigan's (the "University's") North Campus Research Complex ("NCRC Facility").

For purposes of these Building Rules, the term (i) "Service Provider" includes all representatives, employees, agents and visitors of a Service Provider and means a Service Provider that is leasing space (the "Service Provider") within the _____ space at the NCRC Facility pursuant to a Lease Agreement between the Service Provider and University.

1. It is the policy of the University that all faculty, staff, students, retirees, and other persons acting on behalf of the University, or gaining access to resources or services through the University, obtain and maintain a single, current Universal Identification Card (Mcard). The Mcard will serve as the Service Providers' identification and access card, and as such, all security and safety policies are to be adhered to when using the Mcard. Service Providers shall have their Mcard available at all times while on University property or in NCRC Facilities and may be asked to present such card as verification of their identification. For more information regarding the Mcard and other University policies regarding identification and access control cards, please visit <http://spg.umich.edu/pdf/601.13.pdf>.
2. For the safety and security of University NCRC occupants, Service Providers and Visitors, access to certain areas during business hours, and all areas after business hours, will be restricted. Access to the NCRC Facility for Service Providers will be limited to authorized individuals by interior and exterior security devices, such as keys and Mcards. External Service Providers will obtain these items through NCRC Facilities while OTT Venture Accelerator Service Providers will obtain theirs through the Venture Accelerator Manager. Each Service Provider must supply their designated NCRC Contact with a current list of all personnel to whom keys or Mcards will be issued, shall promptly inform NCRC Facilities of any changes to the list, and obtain from, and return to the University, any keys and Mcards of any personnel no longer accessing the NCRC Facility.
3. Upon termination or expiration of a Service Provider's Lease Agreement or a Service Provider's affiliation with _____, the Service Provider, as applicable, shall immediately surrender all keys and Mcards to their designated NCRC Contact, and failure to do so will result in the Service Providers, as applicable, being charged to change or reprogram all applicable locks and security devices. Each Service Provider shall be responsible for the full cost of replacement for any lost or stolen keys or Mcards, or keys or Mcards not returned following termination of the Service Provider's Agreement, as applicable, and must notify their designated NCRC Contact immediately of any lost or stolen keys or Mcards.
4. No Service Provider shall place any additional locks or security devices of any kind upon any of the doors or windows or change or remove any existing locks or other security mechanisms of the NCRC Facility.
5. Service Providers will ensure that all doors are securely locked, and water faucets, lights and machinery are turned off in Service Provider's Space before leaving the NCRC Facility at the end of each work day. Service Providers may not prop open any doors in the NCRC Facility with rocks, bricks, etc. as doing so will cause problems with the alarm system and with security.
6. Service Provider parking passes will be issued by Parking & Transportation. Service Providers are required to park in the designated parking lots. This also applies to all consultants hired by Service Providers who will be working with Service Providers for more than a one-month time period. Service Providers should not park in spaces designated for specific parking (i.e. service vehicles, visitors) at any

time, or Service Providers vehicle parked in such spaces shall be subject to removal from the premises at the owner's expense.

7. All Service Providers are required to display a parking tag at all times. All unauthorized vehicles are subject to removal from the premises at the owner's expense. Please refer to Parking and Transportation's policy on displaying tags at www.pts.umich.edu
8. The mailing address is: (your company name) c/o _____, 2800 Plymouth Rd., Building # _____, Room # _____, Ann Arbor, MI, 48109. Incoming mail can be picked up at the NCRC Central Service Center, located in Building 18, Room G019. Pick up and drop off is from 8:00am - 9:00am and 2:00pm - 3:00pm Monday through Friday. There is no weekend, holiday or season days mail delivery or pickup.
9. University and Service Providers within the NCRC Facility are private and no person shall be permitted to enter or remain in any University or Service Providers area without the express invitation or permission of the applicable Service Providers or University employee. Violation of this policy may result in removal from the NCRC Facility of any unauthorized person and any other appropriate action as determined by University.
10. Subject to availability, Service Providers will have access to specified conference rooms and other common areas within the NCRC Facility. Service Providers may schedule use of NCRC conference rooms and other common areas with reasonable advance notice through NCRC Facilities Administration, subject to availability and other factors, as determined by University.
11. Service Providers are responsible for using all common areas, including conference rooms, kitchens and restrooms, appropriately and in accordance with University and NCRC policies and procedures. Following use of conference rooms, common areas or other space within the NCRC Facility, Service Providers shall ensure that the space is in the same clean condition as prior to the Service Providers use. For a drawing or description of common areas please refer to your lease documents.
12. All visitors are required to register at the NCRC designated reception area and be accompanied by a representative of a Service Provider at all times while in the NCRC Facility. This includes consultants/visitors who are working with Service Providers, whether on a short-term or long-term basis. Under NO circumstances are consultants to have keys or Mcards for entry into the NCRC Facility on a permanent basis without the prior written consent of the University. Possession of these items by a consultant without University's consent may result in Service Providers eviction. Under NO circumstances are minors allowed in any laboratory sector of the NCRC Facility at ANY time.
13. Alcoholic beverages are not permitted within the NCRC Facility.
14. The University of Michigan is a non-smoking campus. Please refer to the University smoking policy <http://spg.umich.edu/pdf/601.04.pdf>.
15. No Service Providers will block or restrict access to any sidewalks, entrances, driveways, passages, elevators, stairways, halls or other areas of the NCRC Facility. No Service Providers will store any materials in hallways, corridors or other areas used for exiting or emergency evacuation. Delivery of merchandise or equipment to any Service Providers will be made in a prompt and efficient manner using only entrances, elevators and passageways designated by University for deliveries. If Service Providers are having compressed gasses or other hazardous materials delivered, the Service Providers must arrange to be present for the delivery. If large deliveries are made, they should be sent to the loading dock at Building 90, 2800 Plymouth Rd., Ann Arbor, MI 48109. The Service Providers must be present to receive deliveries.
16. All areas and fixtures within the NCRC Facility will be used only for the purpose for which they were designed or constructed and the expense of any breakage, stoppage, or damage resulting from violation of this rule will be borne by the Service Providers whose employees, agents or visitors caused it.

17. All items belonging to University must remain inside NCRC Facility.
18. No Service Providers will sweep or throw any debris into the halls, elevators, stairways or other common areas of the NCRC Facility. No Service Providers will use or store any foul or noxious gas or substance in the NCRC Facility or use the NCRC Facility in any manner offensive or objectionable to University.
19. All hazardous materials that have been approved in advance by University shall be moved and disposed of following the guidelines per the lease agreement. Deliveries of hazardous materials to the Premises are covered in Section 15 of these rules, above. The Service Providers shall not carry, use or store any Federal or State defined hazardous materials or hazardous wastes (including all chemicals, infectious materials and radioactive materials) outside of the Premises of the laboratory space, with the exception of small quantities of hazardous materials being transported to the core lab facilities. Transportation of hazardous materials to the core lab facilities must be less than 500ml volume and must be in a liquid-tight, non-breakable primary container within a liquid-tight non-breakable secondary container. Should the need arise to move these materials in excess of 500ml through common areas, the Service Providers shall contact the NCRC Research Services or their designee for any additional safety instructions and verbal approval prior to the move.
20. No Service Providers shall wear gloves, lab coat, or any other personal protective equipment, with the exception of safety glasses, into any common area, including hallways and elevators.
21. No pets or other animals are allowed at NCRC. For details, please refer to the Regents' Ordinance (<http://www.regents.umich.edu/ordinance.pdf>) - Article XIV: Animals.
22. Service Providers and common areas shall not be used as a residence or for sleeping.
23. No person shall disturb other occupants of the NCRC Facility by making loud or disturbing noises.
24. The toilets and other plumbing fixtures shall not be used for any other purpose than those for which they are designed. No sweepings, rubbish or other similar materials or substances shall be deposited therein.
25. All interns, temporary student employees of Service Providers, and other temporary employees, must comply with all building rules while in the building and under the employment of any Service Provider.
26. Service Providers must obtain prior written consent from University before affixing, exhibiting, inscribing, or painting any sign, advertisement, notice or other lettering on or within any part of the NCRC Facility. Service Providers will not mark, paint, drill into, or in any way deface any part of the NCRC Facility.
27. Service Providers shall not alter or renovate any mechanical, electrical, lighting, walls, floors, ceilings, or any surfaces.
28. No window treatments or objects shall be attached to, hung in or used in connection with any exterior of any door or window or from outside the building.
29. The University may prohibit any advertising.
30. Canvassing, peddling, soliciting of any type and distribution of handbills or any other written materials within the NCRC Facility are prohibited.
31. All special requests for modifications, changes, additional construction or additional items must be made in writing from Service Provider management, who will then consult with NCRC Facilities Administration. Please refer to your lease for more information.
32. University may waive any one or more of these Building Rules for the benefit of any particular Service Provider, but any such waiver by NCRC shall neither be construed as a waiver of any Building Rules in

favor of any other Service Provider or other person nor prevent NCRC from enforcing any Building Rules against any Service Provider or other person. These Building Rules are in addition to any Lease Agreement and in the event of any conflict between these Building Rules and the Lease Agreement between a Service Provider and the University, the terms of the Lease Agreement shall govern.

33. University reserves the right to make such other rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the NCRC Facility and for other business and professional reasons as determined by University.
34. The use of certain computer software and systems in the NCRC is prohibited; please refer to your Lease Agreement for further information on practices and policies concerning computer hardware and software at the NCRC Facility.
35. Bicycles are not permitted inside of NCRC buildings. Please use the bike racks located throughout the site ([see map](#)).
36. All Service Providers are required to provide emergency contacts to NCRC Facilities Administration and University and notify immediately of any changes.
37. Please refer to the University of Michigan Division of Public Safety & Security (DPSS) at <http://www.dpss.umich.edu/emergency-management> and OSEH at www.oseh.umich.edu for information and procedures on emergency preparedness.
38. Please refer to the [Life at NCRC](#) website for further information.
39. Please refer to the [NCRC Website](#) for updates to these Building Rules and Regulations.