

## COMMON AREA USE AGREEMENT

This Common Area Use Agreement ("Agreement") is entered into on \_\_\_\_\_, by and between \_\_\_\_\_ ("User") and 1566 DLH ("Landlord") (together, as "Parties") for the use of Landlord's office space located at 1566 Donald Lee Hollowell Parkway, Atlanta, Georgia 30318 ("Building").

- I. COMMON AREAS. User, its guests and invitees ("Guests") shall be permitted to use the common areas in the Building, such as the parking areas, entrance, lobby, accessways, hallways, lavatories, and other areas located within the Building that are intended for the common use of all tenants.
- II. SPECIAL USE. User and Guests shall be permitted to use the conference room located on the first floor ("Conference Room"), the lounge located on the second floor ("Lounge"), and the conference room located on the second floor ("War Room") on the condition that the area has not been previously reserved by Building tenant(s).
- III. SECURITY DEPOSIT. User must deposit \$200 (two hundred dollars) with Landlord as security deposit, which shall be payable to Landlord by check or wire transfer. User agrees that Landlord may use the security deposit in part or in full to cover cleaning costs or damages caused to the Building and those areas used by User, its guests or invitees.
- IV. CLEANING. Upon use of any areas by User, its guests and invitees, User is required to:
  - a. Throw away garbage in the dumpster located in the parking lot.
  - b. Wet wipe any hard surface areas used by User and Guests.
  - c. Move furniture with extreme care to its original position.
  - d. Vacuum any areas used by User and Guests.
- V. DUE CARE. User and Guests are required to exercise due care at all times to ensure that no damage is caused to the Building. User shall restore to its original condition any items damaged from lack of due care by User and Guests.
- VI. PROHIBITED USE. User and Guests are prohibited from entering any office, whether left open or closed. User and Guests shall not attempt to forcibly enter any locked office or door.
- VII. EQUIPMENT. User and Guests are permitted to use Audio Visual equipment. Instructions for use shall be included in the Conference Room and War Room.
- VIII. GENERAL RULES. User shall abide by the following rules:

- a. Landlord reserves the right to refuse access to any persons Landlord in good faith judges to be a threat to the safety, reputation, or property of the Building and or its occupants.
- b. User and Guests shall not create excessive noise so as to interfere with other tenants within the Building.
- c. User and Guests shall be responsible for the inappropriate use of any toilet rooms, plumbing or other utilities. User and Guests are prohibited from flushing sanitary items, feminine products, disposable wipes, diapers or foreign substances of any kind.
- d. Property shall not be used for any illegal activities in violation of any state or federal law.

IX. **PARKING.** User and Guests shall use the parking lot in the back of the Building after normal business hours. Parking areas shall be used only for parking vehicles no longer than full passenger automobiles. Landlord is not responsible for any injury or loss of property incurred by User or Guests by third parties unrelated to Landlord.

X. **LOCKING THE BUILDING.** User assumes all risks from theft or vandalism to the Building and agrees to keep the Building locked upon leaving. The Building code shall be provided to User by Landlord or Landlord’s representative.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

**LANDLORD**  
1566 DLH, LLC

By \_\_\_\_\_

Name:

Title:

**USER**

By \_\_\_\_\_

Name:

Title: