

EXHIBIT C

Cottages

OUTDOOR MAINTENANCE:

The Landlord is responsible for the maintenance and upkeep of the exterior of the Cottage, including grass around the Cottage, trimming of bushes, all exterior lighting, and maintaining walkways.

ELECTRICAL MAINTENANCE:

The Landlord is responsible for all key and card swipe electrical malfunctions, and servicing all interior/exterior lighting that are owned by the University. The Tenant is responsible for using extension cords correctly and servicing all electrical devices being used by the Tenant. The Tenant is responsible for ensuring there is a clear right of way from exit door to the electrical panels.

GENERAL MAINTENANCE:

The Landlord is responsible for filling the fire extinguisher and the Tenant is responsible for ensuring there is a clear right of way to all exits. The Tenant is responsible for keeping the Cottage organized. The Landlord is responsible for ordinary cleaning which includes: cleaning baseboards from grit and accumulated dirt, removing all trash on designated cleaning days, vacuuming carpets, sweeping/mopping floors on designated cleaning days. There will be two cleaning days assigned each week by facilities and the Center for Student Involvement. The designated cleaning days will be communicated to the Tenant at the start of each semester. Ordinary cleaning outside of the two assigned days is the responsibility of the Tenant. The Landlord is responsible for maintaining and upkeeping all heating and air conditioning elements that are owned by the Landlord. The Tenant will also be required to work with the Center for Student Involvement to get the Cottage prepared for the Landlord to complete an end of the year shutdown at the end of each spring semester.

KITCHEN:

The Tenant is responsible for ensuring that the refrigerator, freezer, stove, oven, and dishwasher (if applicable) are clean. Additionally, the Tenant is responsible for ensuring that all products, utensils and food items are properly sealed and stored correctly in the refrigerator, freezer, or cabinets. The Tenant must also ensure that all cupboards are clean and the doors close correctly. If applicable, the Tenant is responsible for keeping items from being placed on top stovetop and burner plates when they are not in use.

BATHROOMS:

It is the responsibility of the Landlord to make sure all sinks, mirror, floors, toilets are cleaned and bathroom trash is removed on designated cleaning days. It is the responsibility of the Tenant to make sure all sinks, mirror, floors, toilets are cleaned and bathroom trash is removed on non-designated cleaning days. The Landlord is also responsible for refilling the toilet paper, paper towels, and soap.

STRUCTURE RELATED:

The Landlord is responsible for maintaining the Cottage structure as it relates to electrical malfunctions, leaks, clogged gutter, broken door and/or window locks, and broken or malfunctioning windows. If the damage to the structure is the cause of vandalism by the Tenant, then the Tenant shall be responsible for the monetary cost of labor and replacement.

STORAGE:

The Tenant shall ensure that all storage closets are clean, organized, and that there is a clear path to all electrical boxes and maintenance equipment.

EXHIBIT D
Cottages

Cottage community rules & regulations

A. *Visitors:*

Men and nonmembers are only permitted in the Cottages when there is a formal chapter invitation. Individual members are not permitted to invite a nonmember of the sorority into the Cottages without the entire chapter's consent.

B. *Cottage Access:*

The Cottages will be available for Tenant use Sunday-Saturday with 24-hour access during the academic year. The Tenant will not have access to their Cottage during the University's official winter and summer breaks, as listed on the University's website. No more than 10 advisors will have access to the Cottage, as per a list submitted to the Director of the Center for Student Involvement by the conclusion of the 2nd week of each semester. In the event a chapter is going through the conduct process or there is a status changes, access to the lodge may be suspended or removed temporarily.

C. *Music & noise:*

Excess noise is defined as music, chatter, or other noise that can be heard from outside each Cottage. In an effort to define a respectful community, quiet hours on Friday and Saturday nights will be from 2AM-8AM and on Sunday-Thursday nights from 12AM-8AM. Tenant must comply with all applicable noise ordinances and directives from law enforcement officials. Furthermore, Tenant shall be respectful of neighbors surrounding the Cottage and agrees to respond respectfully and promptly to noise complaints from local neighbors.

D. *Noise Resolution:*

If a neighboring Cottage is being loud or disruptive, first go to the neighbor and ask them to quiet down. If they do not quiet down or if they get louder, call UR police. If an issue persists, call the Assistant Director for Fraternity and Sorority Life. Tenant recognizes that they must also be respectful of their music and noise levels for neighbors surrounding the Cottages, as required by Exhibit D, Section C.

E. *Alcohol:*

Tenant must comply in accordance with national organization policies and the lease agreement. No alcohol is permitted in the cottage at any time.

F. *Trash:*

Trash removal on assigned cleaning days is the responsibility of the Landlord. Trash removal on non-assigned cleaning days is the responsibility of the Tenant. All trash that exceeds trashcans in each Cottage, is to be disposed in the lot W84 dumpster. Additionally, no trash is to be left outside of the Cottage at any time. It is expected that the Tenant shall clean up after any event and/ or activity and that all trash be removed in its entirety within 45 minutes following the conclusion of any event and/or activity.

G. *Event Registration*

All events that take place in the Cottage need to be approved by the Center for Student Involvement. To register an event, the Tenant must submit the request through the student event registration software. Tenants accept full financial responsibility associated with hosting the event.

H. *Fire drills*

The Tenant must conduct and participate in one community fire drill per semester, as required by the Landlord and/or Tenant's insurer.

I. *Maintenance Requests:*

Weekly inspections of the Cottages will take place between the Center for Student Involvement, University Facilities, and the Tenant. Work orders can be submitted on the Tenant's behalf during these inspections by the Center for Student Involvement and/or University Facilities. The Tenant can also visit the University Facilities website and "submit a work request" themselves under the "Maintenance Request" tab.

Effective Date: 7/1/2025

Additional Guidelines

Extraordinary Maintenance. Landlord and Tenant agree that Tenant is solely responsible for any cost associated with the repair or replacement of any part of the Leased Premises caused by the negligence or willful conduct of Tenant, its members, employees, guests or invitees ("Extraordinary Maintenance"). Tenant shall reimburse Landlord for any Extraordinary Maintenance costs and repairs to the Leased Premises that may result from the negligence or willful conduct of Tenant, its members, employees, guests or invitees. Such reimbursement shall be paid by Tenant to Landlord separately from Rent through the University of Richmond organization operation accounting index number.

Continuance of Rent Obligations During Disciplinary Periods. Tenant's Rent obligations shall continue during any period in which Tenant, the Chapter and/or the members of the Chapter are suspended, placed on probation, or are subject to some other, similar disciplinary action by the University of Richmond or its agents. Tenant shall be required to pay all past due Rent prior to the Tenant, the Chapter and/or the members of the Chapter being returned to active status after any such disciplinary action.

Alterations and Improvements. Tenant shall make no alterations, additions or improvements to the Leased Premises without the prior written consent of Landlord, which consent may be granted or withheld in Landlord's absolute and sole discretion. For any alteration, addition or improvement request associated with the Leased Premises, the Tenant shall contact the Center for Student Involvement ("CSI") in writing and obtaining written approval from the Director of CSI. The Tenant agrees not to contact any contractor in advance of Landlord's express approval. In the event Landlord approves any proposed alterations, additions or improvements to the Leased Premises, Tenant shall, within thirty (30) days of the completion of such alterations, additions or improvements, provide Landlord with copies of paid receipts and invoices and evidence of lien waivers from any and all contractors or suppliers providing labor or materials in connection with the same. Any alteration, addition or improvement made hereunder shall become the property of Landlord upon the expiration or sooner termination of this Lease, unless, as a condition to the approval thereof, Landlord requires that Tenant remove such alteration, addition or improvement upon the expiration or earlier termination of this Lease.

Signs. Tenant shall not place or erect any signs or identifying marks, trademarks, insignia or advertising on or about the Leased Premises without first receiving written consent from Landlord, which consent shall not be unreasonably withheld by Landlord. In addition, Tenant shall be responsible for complying with all laws, rules and regulations regarding such signage prior to installing the same.