



SITE RULES

Place Ville Marie

For a safe, respectful
and welcoming
environment.

ISSUED BY

Place Ville Marie Management

REVISED VERSION

November 2026

SECURITY AND EMERGENCIES

514 861-4286



PREAMBLE

Place Ville Marie is an iconic private real estate complex that welcomes tenants, employees, visitors, customers, suppliers, contractors and participants in a variety of activities every day.

The purpose of these Rules is to ensure the safety of people, the protection of property, the continuity of operations and the maintenance of a respectful, accessible, professional and welcoming environment.

They apply to every person present in the buildings and spaces managed by Place Ville Marie. Everyone is required to comply with these Rules, the signage in place and the reasonable directives given by security personnel, Management representatives and emergency services.

The Rules are applied in a reasonable and proportionate manner, considering the circumstances, the applicable legal requirements and, where appropriate, accommodation needs.

Any situation presenting a safety risk, any suspicious activity or any need for assistance must be reported without delay to Place Ville Marie security personnel.

These Rules may be consulted on the Place Ville Marie website. The version published online is the most recent version.

PLACE VILLE MARIE MANAGEMENT

TABLE OF CONTENTS

Def.	Definitions	04	15	Animals	11
01	Scope	05	16	Bicycles, scooters and mobility devices	12
02	General conduct	05	17	Loading and unloading areas	12
03	Compliance with directives and security measures	06	18	Heavy or bulky equipment	13
04	Tobacco, cannabis and alcohol	06	19	Drones and aerial equipment	13
05	Safety of people and property	07	20	Lithium batteries and electric devices	14
06	Emergency measures and evacuation	07	21	Fires and cooking appliances	14
07	Weapons, hazardous materials and prohibited items	08	22	Use of outdoor spaces	14
08	Integrity of facilities	08	23	Order and quiet	15
09	Cleanliness of the premises	09	24	Access control	15
10	Sanitary facilities	09	25	Security systems and technological infrastructure	16
11	Commercial activities and solicitation	09	26	Video surveillance	16
12	Signage and advertising	10	27	Enforcement of the rules	16
13	Photography, videography and filming	10	28	Penalties	17
14	Protests and gatherings	10	29	Final provision	17

Def. Definitions

For the purposes of these Rules:

Management	means the property management team of Place Ville Marie or its authorized representative.
Authorized Personnel	means security personnel, Management representatives and any person mandated in writing by Management to act on its behalf.
Restricted Area	means any space designated as such by signage or to which access is limited by an access control system.
Access Card	means any card, identifier, credential or electronic device used to gain access to the Property or to any part of it.
Common Area	means the interior and exterior areas of the Property that are accessible to more than one person or business, including lobbies, corridors, elevators, esplanades and pedestrian tunnels, but excluding premises leased or exclusively occupied by a tenant and areas reserved for staff.
Hazardous Material	means any substance or product classified as hazardous under applicable laws and regulations, including the Workplace Hazardous Materials Information System (WHMIS), or any substance whose presence, handling or release could compromise the safety of people or property.
Approved Event	means any activity or gathering that has received prior written authorization from Management, which specifies the applicable conditions.

01 Scope

THESE RULES APPLY TO EVERY PERSON ON THE PROPERTY, INCLUDING:

Tenants · Employees · Visitors · Customers · Contractors · Suppliers · Business partners · Participants in authorized events or activities

They apply to all buildings, Common Areas, retail businesses, parking facilities, pedestrian tunnels, esplanades, terraces, loading and unloading areas, and any other space managed by Place Ville Marie. For the purposes of these Rules, the term “Property” means the buildings, facilities and interior or exterior spaces under the management or control of Place Ville Marie.

02 General conduct

EVERYONE MUST:

- a. Behave in a respectful, safe and professional manner
- b. Respect the other occupants of the Property
- c. Comply with the signage in place
- d. Comply with the directives issued by Authorized Personnel
- e. Help maintain a clean, safe and welcoming environment

IT IS PROHIBITED TO:

- a. Disturb the peace or public order
- b. Bother, harass, intimidate or threaten another person
- c. Provoke altercations or disorder
- d. Make excessive or disruptive noise
- e. Use insulting, aggressive or threatening language
- f. Occupy a Common Area for a prolonged period where such occupation interferes with circulation or the normal use of the premises
- g. Sleep, lie down or stretch out in Common Areas
- h. Engage in any behaviour incompatible with the commercial and corporate purpose of Place Ville Marie

03 Compliance with directives and security measures

EVERYONE MUST COMPLY WITH THE DIRECTIVES OF:

- a. Security personnel
- b. Property management representatives
- c. Emergency responders
- d. The competent authorities

IT IS PROHIBITED TO:

- a. Interfere with the work of security personnel
- b. Refuse to leave the premises when an authorized person requires it
- c. Provide false information during a security intervention
- d. Refuse to comply with a directive during an emergency or evacuation

04 Tobacco, cannabis and alcohol

IT IS PROHIBITED TO:

- a. Smoke or vape inside the buildings or in any other area where the practice is prohibited by law, signage or a Management directive
- b. Consume cannabis anywhere on the Property
- c. Possess or consume alcoholic beverages, except in authorized locations or as part of Approved Events
- d. Be on the Property in a state of intoxication that could compromise the safety, peace and quiet or proper functioning of the premises

05 Safety of people and property

IT IS PROHIBITED TO:

- a. Endanger one's own safety or that of others
- b. Simulate an emergency situation
- c. Make a false emergency call
- d. Use or tamper with safety equipment without valid reason
- e. Activate a manual fire alarm pull station without legitimate reason
- f. Use a fire extinguisher, fire hose cabinet, defibrillator or any other emergency equipment without necessity
- g. Obstruct an exit, an evacuation route or a corridor
- h. Enter a Restricted Area without authorization
- i. Cross a fence, barrier or security perimeter
- j. Climb structures, buildings, walls, trees, fences, works of art or technical installations
- k. Throw, drop or hurl an object or substance from a window, door, terrace or any elevated part of the Property
- l. Place an object on a window ledge or anywhere it could fall and compromise safety
- m. Obstruct or modify a ventilation grille, air intake, window, door or lighting fixture located in a Common Area

06 Emergency measures and evacuation

IN AN EMERGENCY, EVERYONE MUST:

- a. Follow the directives of security personnel, Management representatives and emergency services
- b. Use the designated exits and evacuation routes
- c. Not use the elevators when an instruction prohibits it
- d. Go to the designated assembly point, where applicable

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- e. Not return to an evacuated area before receiving authorization to do so
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07

Weapons, hazardous materials and prohibited items

IT IS PROHIBITED TO POSSESS, CARRY OR USE:

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- a. A firearm
 - b. An edged weapon
 - c. An explosive
 - d. A firecracker
 - e. A firework
 - f. A pyrotechnic device
 - g. A Hazardous Material
 - h. Any substance that could compromise the safety of people or property
 - i. Any object carried, displayed or used with the intent to threaten, intimidate or injure a person, or the possession of which is prohibited by law
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* This provision does not apply to persons legally authorized in the performance of their duties.

08

Integrity of facilities

IT IS PROHIBITED TO:

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- a. Damage or deteriorate any assets of the Property
 - b. Vandalize the facilities
 - c. Create graffiti
 - d. Affix posters, stickers or inscriptions without authorization
 - e. Soil buildings or equipment
 - f. Move or modify furniture without authorization
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- g.** Damage landscaping, plants or works of art
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09 Cleanliness of the premises

IT IS PROHIBITED TO:

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- a.** Throw or leave waste anywhere other than in the containers provided for that purpose
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- b.** Leave personal belongings in Common Areas
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- c.** Any found or abandoned object must be handed over to the security department or to an information kiosk designated by Place Ville Marie
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- d.** Intentionally or negligently spill a liquid, waste or substance
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- e.** Pollute or contaminate interior or exterior spaces
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10 Sanitary facilities

IT IS PROHIBITED TO:

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- a.** Use the toilets, urinals, sinks or other sanitary facilities for purposes other than those for which they are intended
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- b.** Throw into them objects or substances likely to cause breakage, blockage or damage
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- c.** Damage, soil or misuse the sanitary facilities
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11 Commercial activities and solicitation

WITHOUT WRITTEN AUTHORIZATION FROM MANAGEMENT, IT IS PROHIBITED TO:

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- a.** Sell or offer for sale a product or service
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- b.** Solicit customers, donations or signatures
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- c.** Distribute flyers, brochures or samples
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- d.** Display or promote a product, service or organization
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- e. Engage in merchandising or promotion
 - f. Operate a kiosk or exhibit
 - g. Beg
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12 Signage and advertising

WITHOUT WRITTEN AUTHORIZATION FROM MANAGEMENT, IT IS PROHIBITED TO:

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- a. Install posters, signs or banners
 - b. Use advertising structures
 - c. Display any promotional material
 - d. Project images or content onto buildings
 - e. Use the name or image of Place Ville Marie for promotional purposes
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13 Photography, videography and filming

Photography for personal use is permitted when it does not disrupt Property operations or occupants.

WITHOUT PRIOR WRITTEN AUTHORIZATION FROM MANAGEMENT, IT IS PROHIBITED TO:

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- a. Conduct a commercial shoot
 - b. Conduct a professional photo shoot
 - c. Film or photograph for advertising or promotional purposes
 - d. Use professional equipment that could obstruct circulation or interfere with operations
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14 Protests and gatherings

WITHOUT PRIOR WRITTEN AUTHORIZATION FROM MANAGEMENT, IT IS PROHIBITED, ANYWHERE ON THE PLACE VILLE MARIE SITE, TO:

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- a. Organize a protest
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- b. Organize a gathering
 - c. Organize a demonstration
 - d. Organize a public event
 - e. Use a sound amplification system
 - f. Obstruct access to buildings or businesses
 - g. Disrupt Property operations
-

15 Animals

Dogs are permitted in the Common Areas of Place Ville Marie only when in transit and subject to the following conditions:

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- a. The dog must be kept on a leash at all times
 - b. The dog must remain under the constant control of its handler
 - c. The dog must not display aggressive, threatening or disruptive behaviour
 - d. The dog must not interfere with the movement of people or with the complex's activities
 - e. Prolonged presence of a dog in the Common Areas is not permitted
 - f. The handler is always responsible for the behaviour of their animal and for any damage, nuisance or incident that may result
 - g. The handler must immediately pick up their animal's waste and keep the premises clean
 - h. A handler accompanied by a dog may make a temporary stop in a business within the complex to make a quick purchase
 - i. Sitting or consuming food or drink on site with a dog is not permitted, unless the business concerned allows it and the applicable regulations permit it
 - j. Guide dogs, recognized assistance dogs and assistance dogs in training accompanied by an authorized person are admitted to the Common Areas and businesses of the complex in accordance with applicable laws
 - k. Emotional support animals are not considered assistance dogs for the purposes of these Rules
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- l.** Animals other than those covered by this section are prohibited in the buildings and Common Areas, except with prior authorization from Management
- m.** Any accommodation request concerning an animal is assessed individually by Management in accordance with applicable legal obligations

Security personnel or any authorized Place Ville Marie representative may require an animal to leave immediately when its presence creates a nuisance, compromises the safety of people, disrupts the complex's operations or contravenes these Rules.

16 Bicycles, scooters and mobility devices

IT IS PROHIBITED TO:

- a.** Ride a bicycle on the Property, including inside the buildings
- b.** Ride a scooter, electric scooter, skateboard, electric skateboard, inline skates or any other similar device on the Property, including inside the buildings
- c.** Bring or park a bicycle in the buildings or Common Areas
- d.** Park a bicycle anywhere other than in the parking spaces provided for that purpose
- e.** Abandon a scooter or any other similar device in a passageway, entrance, exit, corridor or evacuation route

* The provisions of this section do not apply to mobility aids used by persons with reduced mobility.

17 Loading and unloading areas

IT IS PROHIBITED TO:

- a.** Park in a loading or unloading area without authorization or a legitimate operational reason
- b.** Leave a vehicle unattended when it impedes operations or traffic
- c.** Leave the engine of a vehicle or truck running during stops, loading or unloading, except when engine operation is necessary to carry out the work or to operate specialized equipment
- d.** Obstruct traffic lanes, emergency access points or loading docks

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- e. Carry out loading or unloading activities in a manner that compromises the safety of people or property
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EVERY DELIVERY, PICKUP, INSTALLATION OR MOVING ACTIVITY MUST:

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- a. Be carried out through the designated access points, docks, elevators and routes
 - b. Comply with the hours and procedures established by Management
 - c. Be authorized in advance when required
 - d. Be carried out using appropriate equipment that will not risk damaging floors, walls, doors or elevators
 - e. Be carried out in a manner that does not obstruct circulation, emergency access points or Property operations
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18 Heavy or bulky equipment

WITHOUT PRIOR WRITTEN AUTHORIZATION FROM MANAGEMENT, IT IS PROHIBITED TO:

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- a. Bring in, move or install heavy or bulky equipment on the Property
 - b. Use an elevator, corridor or Common Area to move such equipment outside authorized periods or routes
 - c. Carry out an operation likely to damage the structure, floors, elevators or other facilities
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19 Drones and aerial equipment

WITHOUT WRITTEN AUTHORIZATION FROM MANAGEMENT, IT IS PROHIBITED TO:

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- a. Take off or land a drone on the Property
 - b. Fly a drone over the Property
 - c. Use a remotely piloted aircraft without the required authorizations from Management and the competent authorities
 - d. Operate any equipment likely to compromise the safety, privacy or operations of Place Ville Marie
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20 Lithium batteries and electric devices

IT IS PROHIBITED TO:

- a. Store lithium batteries that present a safety risk
- b. Charge batteries or devices in evacuation routes
- c. Store electric scooters or electric bicycles in corridors, lobbies or stairwells
- d. Use a damaged charger or battery
- e. Create a situation presenting a fire risk

21 Fires and cooking appliances

UNLESS PRIOR WRITTEN AUTHORIZATION HAS BEEN OBTAINED FROM MANAGEMENT AND THE REQUIRED SAFETY MEASURES ARE IN PLACE, IT IS PROHIBITED TO:

- a. Light a fire
- b. Use a barbecue
- c. Use a camp stove
- d. Use a cooking appliance
- e. Light candles or open flames
- f. Use pyrotechnic devices

* Except with written authorization from Management

22 Use of outdoor spaces

IT IS PROHIBITED TO:

- a. Move street furniture
- b. Install tents, tarps or temporary structures
- c. Install hammocks or recreational equipment

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- d. Use landscaping for unintended purposes
 - e. Enter decorative basins, fountains or bodies of water
 - f. Let an animal bathe in them
 - g. Use a generator on the Esplanade without prior written authorization from Management
 - h. Use an open-flame device, including festive candles such as “sparklers”, without prior written authorization from Management
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23 Order and quiet

IT IS PROHIBITED TO:

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- a. Shout or cause a disturbance
 - b. Use loudspeakers or devices that produce excessive noise
 - c. Hold activities that disturb occupants
 - d. Behave in a manner that disturbs other users
 - e. Produce or allow to escape any odour, smoke, vapour, water, vibration, noise, dust or other emission likely to compromise the safety and comfort of occupants
-

24 Access control

IT IS PROHIBITED TO:

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- a. Share an Access Card
 - b. Lend or duplicate an Access Card
 - c. Use another person's Access Card
 - d. Circumvent security measures
 - e. Allow access to an unauthorized person
 - f. Tamper with or circumvent an access control system
 - g. Attempt to access a location without being able to demonstrate that one is authorized to be there
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25 Security systems and technological infrastructure

IT IS PROHIBITED TO:

- a. Interfere with the Property's security systems
- b. Tamper with cameras or surveillance equipment
- c. Tamper with the building's IT equipment
- d. Connect unauthorized equipment to Place Ville Marie's infrastructure
- e. Disrupt the operation of the building's technological systems

Anyone who notices an anomaly, intrusion or incident affecting the building's security systems or technological infrastructure must report it without delay to security personnel or to Management.

26 Video surveillance

Video surveillance systems are used in certain areas of Place Ville Marie for security purposes, the protection of people and property, and the prevention and investigation of incidents, in accordance with applicable laws. Place Ville Marie's privacy notice provides information on the collection, use, retention and access of personal information.

27 Enforcement of the rules

Security personnel and any authorized Place Ville Marie representative are responsible for enforcing these Rules. Everyone must cooperate with these representatives in the performance of their duties.

Any emergency, conduct contravening these Rules or request for assistance may be reported to the Place Ville Marie security and fire prevention department at **514 861-4286**.

Any person or organization wishing to hold an activity that requires an authorization, waiver or exception under these Rules must submit a request to Place Ville Marie Management.

28 Penalties

DEPENDING ON THE NATURE, SERIOUSNESS AND REPETITION OF THE BREACH, ANY PERSON WHO CONTRAVENES THESE RULES MAY:

- a. Be denied access to the Property
- b. Be removed from the premises
- c. Have their access privileges suspended temporarily or permanently
- d. Be reported to the tenant, employer, contracting party or responsible organization, where justified
- e. Be the subject of a complaint to the competent authorities where required

Any person subject to a measure under this section may request in writing a review of the decision from Management within fifteen (15) days. A request for review does not suspend the application of the measure, unless Management decides otherwise.

29 Final provision

These Rules do not replace any applicable municipal, provincial or federal law or regulation. In the event of any inconsistency, the applicable law or regulation prevails.

Place Ville Marie reserves the right to amend these Rules at any time. Management may grant exceptions or special authorizations when it deems appropriate.

Everyone on the Property must help maintain a safe, respectful, accessible and clean environment that is compatible with the normal use of the premises.

NEED ASSISTANCE?

Security and Fire Prevention Department

514 861-4286

For any emergency, any conduct contravening these Rules or any request for assistance.