



**(Exhibit A)**  
**Fee Schedule and Processing Payments**  
**for OOTGP's Low Risk Shared-Use Community Kitchen**

*The fees listed below are intended to help guide you in your business planning. Fees may change as the Facility grows. We will give Users as much notice as possible whenever changes in the fees are made.*

**Application and Processing Fee: None**

**Kitchen Tour Fee: None**

**Deposit: \$50**

- **This deposit is taken to hold in retainer at the kitchen once you have completed the onboarding/inspection process and will be held until the contract between you and the kitchen is terminated. The deposit will be returned once your final invoice has been remitted.**

**Monthly Fee without rental: \$30**

- **There will be a fee of \$30.00 per month applied to any USER who is inspected to use the OOTGP shared use kitchen that does not use the facility during a calendar month. If a USER produces in the kitchen throughout the calendar month this fee will be waived. If you feel you have an exemption to this policy please discuss with the community kitchen coordinator.**

**Kitchen Rental:**

- **For Production:** *A maximum of 2 workers (including User) are permitted to use the kitchen for shared kitchen time. Up to 6 workers (including User) may be in the kitchen for kitchen time reserved Alone with a \$5 fee per hour for each additional worker after the 2nd worker.*

**User Fees**

- **\$15/hr for shared kitchen time**
- **\$20/hr kitchen time scheduled alone**
- **There is a 2 hour ( \$30 shared, \$40 alone) minimum for each kitchen use**



- **For Classes: \$40 hour**, with a maximum of 10 participants (excluding User)
  - The kitchen may be rented out for classes, as long as the food produced during the class is not being sold for retail or wholesale purposes and fits within our low risk kitchen requirements.
  - Kitchen users must have general liability insurance, listing Out of the Garden Project as additional insured, in order to teach classes in the shared-use kitchen.
  - For each 6-month period in which a User hosts a kitchen class, the User agrees to teach and provide materials for an additional one-time, complimentary class that OOTGP will make available to up to 16 clients per class.
- **Setup and Clean-up:** There will be a half-hour set-up and clean up time (30 minutes) allowed, uncharged, so that Users are allowed a clean up time at the end of each User's operation to ensure thorough cleaning and sanitation. *This means that for every time scheduled in the kitchen, there will be a total of 30 minutes deducted from the time used for clean-up after the user has exceeded the 2 hour/\$30 minimum.*

**Storage Fees:** *Storage rates require a minimum of \$30/month of kitchen usage.*

- **Dry Storage: \$5/month** per shelf
  - Users who need a dry storage shelf will be charged \$5/shelf per month.
- **Fridge (Cold) Storage: \$10/month** each shelf, dependent upon availability.
  - Users may use up to 2 racks in the refrigerator for free during production, but should not leave any items behind unless they are on a reserved rack. Reserved racks in the fridge are dependent upon availability, and are \$10/shelf per month.
- **Dehydrator: Price determined/per use**
  - Users may use the dehydrator to dehydrate products such as fruits, herbs and veggies as needed for their production. The fee for this will be set based upon the hours used. Reservations to use the dehydrator must be discussed with the Community Kitchen Coordinator and approved prior to use.
- **Equipment Storage: \$25/month**, with approval.
  - Arrangements to store necessary equipment and/or products (for example, a personal fridge or personal mixer) should be discussed with the Community Kitchen Coordinator and will be approved on a case by case basis according to



User need. The equipment storage fee is \$25/mo to cover electrical costs and a convenience charge, plus a minimum of 10 hours kitchen usage each month.

### Fines:

- **No-Shows fee:** If no cancellation notice is received 24 hours in advance of scheduled kitchen time, then the “No-Show” User will be **charged \$25 for the No-Show**. Cancellations due to illness or family emergencies will not be charged.
- **Cleaning fee:** In consideration of the fact that cleanup is free from a Facility rent standpoint, OOTGP has a strict policy for messes left in the kitchens (trash left in the kitchen, dirty dishes, dirty surfaces, etc.). Because we are a shared-use facility, cleanliness is of the utmost importance to reduce cross-contamination.
  - **First mess:** Discussion with the Community Kitchen Coordinator about cleaning standards and how to avoid in the future.
  - **Second mess:** Discussion with the Community Kitchen Coordinator **and \$25 fine**
  - **Third mess:** Discussion with the Community Kitchen Coordinator **and \$50 fine**
  - **Fourth mess:** **Your contract with the OOTGP Shared-Use kitchen will be voided, and you will be suspended from the kitchen for 120 days.** You may re-apply to OOTGP Shared-Use Kitchen after 120 days. If approved by the Community Kitchen Coordinator, you must make a **non-refundable \$100 cleaning deposit** before kitchen use starts again.

**High-Use Discounts:** Once at least 30 paid hours are reached in a month payment period (excluding the ½ hour off the clock for setup and clean-up each time), kitchen users will receive:

- a 10% discount on their hours,
- One dry storage shelf for in the storage room for free,
- and a discounted rate on their equipment storage fee from \$25 to \$10.

*For Example: if in one month you used 32 paid hours of kitchen time, a dry storage shelf, and the equipment storage fee, your charge for that month would be \$510.00. With the new policy this charge for a 32 hour month would be brought down to \$442.00. See table below.*



<b>STANDARD FEES</b>			
<b>Item</b>	<b># of Units</b>	<b>Price per Unit, Standard</b>	<b>Standard Subtotal</b>
<i>Hours charged (excluding set up and clean up)</i>	32	15	480
<i>Shelf charged (excluding the free dry storage shelf)</i>	1	5	5
<i>Equipment storage fee</i>	yes	25	25
<b>Standard Total:</b>			<b>\$510.00</b>
<b>HIGH USE DISCOUNT FEES</b>			
<b>Item</b>	<b># of Units</b>	<b>Price per Unit, Discount</b>	<b>Discount Subtotal</b>
<i>Hours charged (excluding set up and clean up)</i>	32	13.50	432
<i>Shelves charged (excluding 1 free dry storage shelf)</i>	1	0	0
<i>Equipment storage fee</i>	yes	10	10
<b>Discount Total:</b>			<b>\$442.00</b>

**Payment Processing Procedure:**

1. Kitchen Users will be billed monthly for their kitchen hours. Scheduling will be kept on the Food Entrepreneurship Calendar and shared with all Users. Hours will be tracked and monitored by the Community Kitchen Coordinator.
  - a. Kitchen Users 30 days behind on a monthly payment will be unable to schedule kitchen time until payment is made.



2. Monthly invoices will be distributed by the Kitchen Coordinator on the last business day of each month by email. **Payment is due by the 20th of the following month.**
3. Monthly payments should be made by check or online via credit card, debit card, or PayPal account. **Cash is not accepted.**
  - a. Payment by check:
    - i. Make checks out to **Out of the Garden Project.**
    - ii. In the memo line write your invoice number, followed by kitchen. (ex. Memo: “123456 kitchen”)
    - iii. Mail checks to **P.O Box 4331 Greensboro, NC 27404** with a postmark date no later than the 15th of the month. **Checks will not be accepted in person.**
  - b. Online payment by credit card, debit card, or PayPal account:
    - i. Go to the OOTGP website: [outofthegardenproject.org/shared-use-kitchen/](http://outofthegardenproject.org/shared-use-kitchen/)
    - ii. In the “**Kitchen Fees Payment**” sidebar, enter the total amount of your invoice, and your company name.
    - iii. Click “**Pay Now.**”
    - iv. Choose to pay either with your PayPal account, or credit or debit card.
    - v. Enter all required information.
    - vi. Click “**Pay Now.**”