



(Exhibit A)
Fee Schedule and Processing Payments
for OOTGP/Nussbaum Center's Level 2
Shared-Use 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: \$200 plus \$20 for key fob for building access

- **This deposit minus the key fob cost 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.**

Kitchen Rental:

- **For Production:** *A maximum of 2 workers from one business entity (including User) are permitted to use the kitchen for shared kitchen time. For shared use there may be two business entities (user/additional worker) booked for the same time for a total of no more than 4 workers in the kitchen at the same time.*

Monthly supply fee: \$20

A monthly supply fee for paper goods and cleaning supplies will be applied to each kitchen user's monthly invoice.

User Fees: Hours for kitchen use will be paid in advance and can be bought in bundles of 10 hr, 15 hr, 20 hrs and 30 hrs to use during the calendar month. If a business needs additional hours those hours can be purchased as needed.

- If the hours purchased are not used within the calendar month that they are purchased for then the hours will not transfer to the following month and another bundle will need to be purchased.
- If different hourly bundle increments are needed, please speak to the kitchen coordinator to arrange.



Hourly Fee and bundle packages:

- **\$25/hr for shared kitchen time. Bundle cards that are 10 hrs or above will be adjusted according to a sliding scale. The more hours you buy the less the kitchen will cost you per hourly use.**
 - **5 hr bundle (\$25 per hour) - \$125**
 - **10 hr bundle (\$24 per hour) - \$240**
 - **15 hr bundle (\$23 per hour) - \$345**
 - **20 hr bundle (\$21 per hour) - \$420**
 - **30 hr bundle (\$19 per hour) - \$570**
- **If you would like to customize your bundle package to accommodate more than 30 hours please speak with the Kitchen Coordinator to arrange.**
- **\$50/hr kitchen time scheduled alone (no other users in the facility at the time of use). Booked non shared will need to be discussed and agreed upon with the kitchen coordinator and a set bundle package will be individually created for the business.**
- There is a **2 hour minimum** for each kitchen use/booking. If the kitchen is only needed for 1 hr the user will still be charged for a minimum of 2 hours for the booking.
- **Setup and Clean-up:** There will be a half-hour clean up time (30 minutes in total) 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 for 2.5 hours, there will be a total of 30 minutes deducted by the coordinator and will not impact the bundle package you have purchased.***
 - ***Ex: a booking from 2pm-4:30pm, you will only have 2 hours deducted from your bundle package as the 30 min will be used for clean up time.***

Storage Fees: *Storage rates for dry storage and additional storage will be handled and invoiced by the Nussbaum center directly. Please see the kitchen coordinator for additional information regarding who to contact.*



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 however must be communicated with the Kitchen coordinator as soon as possible.
- **Cleaning fee:** In consideration of the fact that cleanup is free from a Facility rent standpoint, OOTGP/Nussbaum Center shared use kitchen 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 it in the future.
 - **Second mess:** Discussion with the Community Kitchen Coordinator **and \$50 fine**
 - **Third mess:** Discussion with the Community Kitchen Coordinator **and \$100 fine**
 - **Fourth mess: Your contract with the OOTGP/Nussbaum Center Shared-Use kitchen will be voided, and you will be suspended from the kitchen for 120 days.** You may re-apply to OOTGP/Nussbaum Center 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 resumes.

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:

- An additional 10% discount on any additional hours purchased within the calendar month.

For Example: a 10 hr bundle would be \$216 instead of the standard fee of \$240

Payment Processing Procedure:

1. Kitchen Users will be billed monthly for their kitchen hours they would like to purchase at the beginning of the calendar month. 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 through a sign in sheet available at the kitchen and through the fobs provided by the Nussbaum center.



- a. Kitchen Users who do not pay for the hours needed will be unable to use the facility until a bundle package is purchased and paid for in advance.
 - b. Additionally, a **10% late fee** will be applied to your invoice for any fee/outstanding balance that is not paid by the due date. **Payment will be due at the beginning of the calendar month and an invoice will be sent via a quickbooks by the 25th of the preceding calendar month.**
2. Monthly payments should be made online via credit card, debit card through quickbooks. **Cash is not accepted.**
- a. Online payment by credit card, debit card through quickbooks:
 - i. Go to the email with your invoice from Quickbooks.
 - ii. Click the “**Review and Pay button.**”
 - iii. Choose to pay either with your credit or debit card.
 - iv. Enter all required information. You do not need an account with quickbooks to make these payments however you can create an account if you choose to.
 - v. A confirmation receipt will be sent for your payment