



OUR COMMUNITY KITCHEN 1, LLC

EXHIBIT H – ENFORCEMENT & ADMINISTRATIVE FEE SCHEDULE

This Exhibit is incorporated into and governed by the Shared Kitchen Agreement between Our Community Kitchen 1, LLC (“OCK1”) and Client-Company.

This document establishes the enforcement framework and administrative fee structure used to maintain operational balance, fairness, and professional standards within the facility.

Administrative fees are corrective measures designed to protect shared operations.

Repeated violations may escalate beyond fees and result in suspension or termination.

Specific enforcement procedures, including No-Show & Station Hold protocols, may be governed by operational policies adopted by OCK1 and updated from time to time.

1. BOOKING & TIME VIOLATIONS

- Failure To Book Usage Time: \$50.00 per occurrence
- Extended Use – Not Extended By Client (Workstation Available): \$15.00 per occurrence per station (in addition to usage time billed)
- Extended Use – Not Booked By Client – Interfered With Other Clients (Workstation Unavailable): \$100.00 per occurrence per station (in addition to usage time billed)
- No Show Station Holding Fee: \$150.00 per occurrence

Repeated booking abuse may result in booking privilege restriction, suspension, or termination.

2. CLEANING & SANITATION VIOLATIONS

- Storage Cleaning Violation Fee: \$150.00 per occurrence
- Failure To Clean Reserved Station and Surrounding Areas: \$30.00 per occurrence
- Improper Waste / Grease Disposal Fee: \$100.00 minimum per occurrence
- Hood Line Deep Cleaning Neglect Fee: \$150.00 minimum per occurrence
- Unlabeled Food Disposal Fee: \$50.00 minimum per occurrence (in addition to product disposal)
- Pest-Related Remediation Fee: Actual remediation cost plus \$150.00 administrative fee (if caused by member storage or sanitation violation)

OCK1 reserves the right to bill actual cleaning, remediation, pest control, or hood service costs if professional service is required beyond standard violation correction.

3. STORAGE & LOCK VIOLATIONS

- Lost/Broken Lock Fee: \$75.00 per occurrence
- Lost/Broken Key Fee: \$35.00 per occurrence
- Unauthorized Lock Change: \$50.00 per occurrence

Repeated storage violations may result in storage reassignment, reduction, suspension, or termination.

4. PAYMENT & BILLING ISSUES

- Late Payment Fee: \$50.00 per occurrence

- Returned Payment / Failed ACH: \$35.00 per occurrence
 - Chargeback Dispute (If Found Invalid): Actual processing fees plus \$50.00 administrative fee
 - Failure to Maintain Valid Payment Method: Access suspension until resolved
 - Documentation Non-Verification Fee: \$75.00 per missing, expired, inaccurate, incomplete, or unverified document, assessed monthly until all required account documentation has been submitted, verified, and brought fully current, including correct expiration dates where applicable.
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5. SECURITY & ACCESS VIOLATIONS

Security violations, including but not limited to unauthorized entry, door code misuse, or access violations, are governed by Exhibit G and may result in administrative fees, suspension, or termination depending on severity.

6. PROFESSIONAL CONDUCT VIOLATIONS

Harassment, intimidation, intentional operational interference, or reputational misrepresentation of OCK1 may result in administrative fees, suspension, or termination pursuant to Exhibit E and the Shared Kitchen Agreement.

7. EMERGENCY & FACILITY RESPONSE

- After-Hours Emergency Call-Out Fee: \$150.00 minimum per occurrence (if OCK1 management must respond due to member negligence, equipment misuse, access violation, or preventable incident)

Actual costs for emergency service providers, equipment repair, or remediation may be billed in addition to the administrative fee where applicable.

8.ESCALATION FRAMEWORK

- 1st Violation – Warning or Administrative Fee
- 2nd Violation – Administrative Fee + Corrective Action
- 3rd Violation – Suspension Review
- Repeated or Severe Violations – Immediate Suspension or Termination

OCK1 reserves discretion to escalate immediately depending on severity.

9.RIGHT TO MODIFY

OCK1 reserves the right to update this Enforcement & Administrative Fee Schedule with thirty (30) days written notice.

End of Exhibit H – Enforcement & Administrative Fee Schedule