



Our Community Kitchen 1, LLC

EXHIBIT B – RULES, REGULATIONS & OPERATIONS

This Exhibit B forms part of the Shared Kitchen Agreement between Our Community Kitchen 1, LLC (“OCK1”) and Client-Company.

This Exhibit operates in coordination with all incorporated Exhibits (A–I). Members are required to comply with the Shared Kitchen Agreement and all Exhibits collectively. In the event of overlap, pricing authority is governed by Exhibit A, enforcement authority by Exhibit H, membership structure by Exhibit I, access authority by Exhibit G, insurance authority by Exhibit C, onboarding requirements by Exhibit F, workstation configuration by Exhibit D, and exterior conduct by Exhibit E.

This document governs daily operational conduct, sanitation standards, shared equipment usage, storage behavior, booking conduct, and facility expectations.

All members agree to operate professionally, safely, and in full compliance with Maricopa County Health Department regulations at all times.

OCK1 may implement operational notices, alignment reviews, administrative procedures, and capacity controls consistent with the Shared Kitchen Agreement and adopted Exhibits.

1. MISSION & STANDARDS

Our Community Kitchen exists to create a community of food entrepreneurs and help drive small business growth.

All members must:

- Respect fellow Client-Companies
- Respect equipment and property
- Maintain professional conduct
- Operate within all health code standards

Failure to uphold standards may result in suspension or termination.

2. FACILITY ACCESS & GENERAL USE

The kitchen is accessible 24/7/365.

Kitchen rental includes:

- Assigned dry storage
 - Cold storage (if allocated)
 - Shared equipment
 - Access to ware-washing facilities during reserved kitchen time. Ware-washing is considered part of booked kitchen usage and is not a standalone utility service.
 - Use of reserved cook/workstations
 - Utilities (water, electricity, trash, grease disposal)
 - Basic cleaning supplies
 - Wi-Fi
 - Use of The Kitchen's Market (with prior approval)
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3. COLD STORAGE – SHARED FRIDGE POLICY

Shared refrigerated shelving is temporary (24-hour use only).

Members requiring cold storage beyond the 24-hour shared shelving period must obtain assigned refrigerator storage as outlined in Exhibit A – Pricing & Fee Schedule.

Members must:

- Not occupy excessive shared space
- Keep items covered and tightly packaged
- Date-label all items

- Clearly mark company name
- Avoid uncovered sheet pans or platters

Unlabeled or non-compliant items may be discarded without notice and may be subject to administrative fees under Exhibit H.

Cooling hierarchy must follow safe food handling standards. Members are responsible for preventing cross-contamination.

4. FREEZER POLICY

Freezer space is limited and shared.

- No empty rolling boxes stored in freezer
- Notify management if freezer space is no longer needed
- All items must be labeled and stored per health code

Improper storage or violation of safe handling rules may result in removal and cleaning fees governed under Exhibit H.

5. USING THE KITCHEN & HEALTH COMPLIANCE

Maricopa County Health Department inspectors may be present without notice.

Members must:

- Store raw proteins properly
- Prevent cross-contamination
- Follow safe cooling standards
- Store only commercial-use food and equipment

Home products are not permitted in kitchen storage.

OCK1 may inspect any storage (dry, cold, freezer) at any time.

Non-compliance may result in immediate suspension or termination.

6. CLEANING & DEPARTURE REQUIREMENTS

Before leaving, members must:

- Wipe down all surfaces and equipment
- Sweep and mop workstation area
- Return all dishware to assigned storage
- Drain sinks one at a time
- Place used towels in designated towel bin
- Turn off lights if last to leave (including walk-in lights)

Failure to comply may result in cleaning fees governed under Exhibit H.

7. KEEPING IT COOL & ENERGY CONTROL

Exterior doors and walk-in doors must not be left open unnecessarily.

Members must:

- Stage items before loading/unloading
- Minimize open-door time
- Protect temperature integrity

Repeated negligence may result in enforcement action under Exhibit H.

8. WORKSTATIONS

Workstations are rented in half-hour increments through the approved booking platform.

Maximum of three (3) people per workstation.

If more than three individuals operate at a single workstation, an additional workstation must be reserved.

Spillover into adjacent stations without booking is billable and subject to administrative fees under Exhibit H.

Each station includes specific equipment configurations. Shared equipment must be used carefully to avoid cross-contamination.

9. STORAGE CONTROL

Storage rates and structures are governed under Exhibit A.

Storage must:

- Remain clean
- Be free of spoiled goods
- Remain within assigned footprint
- Use OCK1-approved locks only

Client-supplied locks will be removed and replaced at Client expense and may be subject to administrative fees under Exhibit H.

If storage is not pre-paid, contents may be removed without compensation.

Repeated violations may result in termination.

10. BOOKING & PLATFORM CONDUCT

All bookings must be made through the approved platform.

Members must:

- Book sufficient time for setup, production, and cleaning
- Not block stations to prevent others from booking

Each membership includes one permit hold. Additional permit holds may be added according to the pricing schedule defined in Exhibit A.

Membership hours and any overage billing are governed by the membership structure and pricing schedule defined in Exhibit A and Exhibit I.

OCK1 performs periodic usage audits and makes adjustments when necessary.

Improper booking behavior is subject to administrative fees under Exhibit H.

Reserved workstation time includes setup, production, cleaning, and ware-washing activities, and all such activities must be completed within the Client-Company's reserved booking window.

11. USE OF THE KITCHEN'S MARKET FOR PRODUCTION ACTIVITIES

The Kitchen's Market space is intended for retail service, customer interaction, and scheduled market operations. It is not a substitute for booked kitchen production time.

Any food preparation, packaging, staging, labeling, or production-related activities conducted in The Kitchen's Market area will be considered billable usage time and must be reflected in the client's scheduled kitchen hours.

Clients may not utilize Market space to offset or avoid booking required kitchen production time.

Market Work Hour Exception:

Clients who consistently work eight (8) or more verified Market operational hours per week in direct support of OCK retail operations may, at management's discretion, receive limited flexibility regarding incidental production tasks performed during scheduled Market shifts.

This exception:

- Does not convert Market hours into kitchen production hours
- Does not waive booking requirements for primary production
- May be modified or revoked at any time

All billing determinations remain at management discretion.

12. ADMINISTRATIVE FEES & ENFORCEMENT

All violation fees, penalties, damage charges, and overstay fees are governed under Exhibit H – Enforcement & Administrative Fee Schedule.

Repeated or severe violations may result in suspension or termination under the Shared Kitchen Agreement.

13. OPERATIONAL INTERPRETATION

OCK1 retains the sole authority to interpret operational policies, determine appropriate billing classifications, and resolve gray-area usage situations related to kitchen time, storage, equipment use, or facility access.

Management decisions regarding operational interpretation are final and may be enforced through the administrative procedures outlined in Exhibit H.

Operational determinations made in good faith by OCK1 management shall be considered binding for purposes of billing, compliance, and enforcement under the Shared Kitchen Agreement.

14. RULES SUBJECT TO CHANGE

Rules and regulations may be modified at OCK1's discretion with written notice.

End of Exhibit B – Rules, Regulations & Operations