



INTENTION OF USE FOR IOOF FACILITY

COBURG MAIN STREET CONTACTS: MEGAN DOMPE, VICKI BELL - COBURGMAINSTREET@GMAIL.COM - (541)913-6570

It is not lost on us that we have been entrusted with a cherished building that is quickly approaching its 100th anniversary. We feel deeply honored and immensely grateful to all of you for allowing us to serve the community by stewarding this treasured piece of Coburg's history. Our intention is to meet your expectations, always remember why we have this responsibility, and uphold its intended role within the community. Fortunately, these roles align perfectly with our mission.

Over the past few months, Coburg Main Street has conducted a trial run to determine how best to utilize the space, establish guidelines for providing complimentary access, and complete our first renovation project.

Coburg Main Street does not intend for the IOOF building to serve as a source of funding for our organization. Instead, we view it as a community enrichment project. One of the topics discussed in our community meetings is how any potential profits from the facility should be reinvested. We've sought community input, and the feedback has been overwhelmingly positive. While we're still gathering suggestions, most community members have expressed that any surplus funds should be used for further repairs and improvements to the building.

Since July 1, when our contract with the City of Coburg was finalized, we have been using the IOOF in an unofficial capacity. Our current focus is to determine the lowest possible rental rates to ensure Main Street can break even. Any profits generated will result from higher-than-expected bookings, as we consider factors like complimentary use for local nonprofits, city functions, our own events, temporary building closures for renovations, and seasonal activities such as decorating downtown Coburg for the holidays.

General Rental Guidelines: While these guidelines are a living document subject to change, here is an overview of how we plan to operate the IOOF building.

- **Hourly Rate:** Rentals will be offered at an hourly rate with a two-hour minimum. (Currently under \$50 per hour for the base rate.)
- **Discounts for Local Residents:** Residents within the Coburg Fire District will receive a 30% discount on the base rate.
- **Complimentary Use for Local Nonprofits:** Local nonprofits may use the facility free of charge but must either pay a cleaning fee or leave the building in its original condition.
- **City Use:** The City of Coburg may use the facility as needed without fees, except during blackout dates (one week before each of our events and the last two weeks of November). The City will also have the option to pay a cleaning fee or clean the space themselves.
- **Discounts for Non-Local Nonprofits:** Nonprofits outside of Coburg will receive a 50% discount on the standard fee, plus a cleaning fee.
- **Cleaning Fees:** Cleaning fees will be based on the areas used (e.g., kitchen/hall/restroom vs. hall/restroom only).
- **Special Rates:** Weekly event organizers and those hosting regular classes will be offered reduced rates, with cleaning fees assessed based on use.
- **Prioritization of events:** We aim to prioritize our marketing towards vendors utilizing the facility for their own markets, art shows, classes, and workshops to better preserve the building but we remain open to providing a space for a variety of community events. Events serving alcohol will require an insurance rider, a security deposit, and may incur higher rates.



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Utilization of the IOOF Facility since finalizing our contract with City of Coburg (July 1, 2024)

Complimentary Use Within the Community:

- Coburg Community Foundation board meetings
- Local Girl Scout troop meetings
- Coburg Community Grange / Junction City Lions Club fundraiser breakfasts during the Coburg Car Show
- Coburg Fit Club's free Silver Sneakers classes
- Senior Meals program through LCOG

General Use Within the Community:

- Internationally renowned hair-cutting workshops, attracting visitors to Coburg
- Birthday parties, baby showers, and memorial services at affordable rates
- A pre-decorated space for Christmas parties as part of downtown holiday decorations
- Coburg Main Street community meetings
- Cooling center during the Coburg Antique Fair

Renovation Projects:

- Mid-renovation of the kitchen, 90% funded by a Lowe's donation
- Early plans to replace fixtures, install new tile in the Mill Street entryway, and make restroom improvements

Coburg Main Street Uses:

- Office space and meeting hub for Coburg Main Street projects
- Storage for Main Street assets, previously housed offsite or in private residences

Possible Future Uses:

- Part-time visitor center
- Temporary historical and cultural exhibits
- Campus-style summits or conferences for community enrichment
- Enhanced back picnic area as a community space on Mill Street
- Emergency preparedness classes hosted by Coburg PD and Fire Department, with promotional support from Main Street
- Emergency shelter during crises

Thank you for trusting us to steward this remarkable piece of Coburg's heritage. We look forward to preserving and enriching the space for generations to come.

For further information or additional questions please reach out to Coburg Main Street Executive Director, Megan Dompe. Available at coburgmainstreet@gmail.com or by phone (541)913-6570.