

Photos at [www.BankBuildingCG.com/offices](http://www.BankBuildingCG.com/offices)

# BANK BUILDING OFFICES

609 E Main St, Cottage Grove, OR 97424

**FREE WORKSPACE**  
For Fire-Related Evacuees  
Call (541) 942-3870  
*Limited space; first-come, first-serve*

## MEMBERS<sup>1</sup>

**Private Office:** \$350/month<sup>2</sup>, 10' x 10'; includes ergonomic office chair with armrests, sit-stand desk (glass-top, motorized up-down with four memory settings and drawer), lockable cabinet with drawers, comfortable visitor chair, free access to conference rooms<sup>3</sup>

**Personal Cubicle:** \$175/month<sup>2</sup>, includes ergonomic office chair with armrests, sit-stand desk (glass-top, motorized up-down with four memory settings and drawer), lockable cabinet with drawers, free access to conference rooms<sup>3</sup>

**Open Workspace:** \$99/month<sup>2</sup>; unassigned work desk, ergonomic office chair, and access to amenities including lounge chairs, meeting tables and free conference rooms<sup>3</sup>

## Amenities

- Month-to-month; no lease required<sup>2</sup>
- 24/7 access; enter and exit anytime
- Receptionist available during business hours
- Conference rooms and private, sound-deadening phone booths with fold-down desk

Room Reservations <sup>3</sup>			
Member Level	Private Office	Personal Cubicle	Open Workspace
Hours/Mth	8 hours	6 hours	4 hours

## Location

The historic 1904 Bank Building's offices are in the heart of Cottage Grove's National Historic District.

The area has a nice balance of urban energy and small-town charm. Within just a four-block radius are nine unique restaurants – from white tablecloth to family style to grab-and-go. Stroll out the door to specialty gifts store, antique shops, three independent bookstores, and more professional offices.

<sup>1</sup>Members are welcome to invite guests into the Bank Building Offices for occasional meetings. Guests should not use the space as if they were a member.

<sup>2</sup>Amount due at the start is first month's rent plus deposit equal to one month's rent. In a Private Office, each additional person is \$100. Rents are due on the first of the month. A \$50 late fee will be charged on the 5<sup>th</sup> and will accrue \$50 more each additional five days it is late.

## PUBLIC

**Conference Rooms:** \$25/hour for mid-size room; \$35/hour for large room; HDMI-TVs, whiteboard, conference table, camera for online meetings, ergonomic office chairs

**"Zoom Rooms" for Private Online Meetings:** \$10/hour; sound-proof, sit-down, phone booths with fold-down desks, electrical power, and Ethernet; access to all amenities except conference rooms

**4-Hour & 8-Hour Passes:** \$15 & \$25; access to all amenities except conference rooms



- Free Internet and wi-fi
- Free scanning and faxing
- Free mailbox services
- Free coffee, tea, and hot water
- Community kitchen with refrigerator-freezer, microwave and sink
- Air-conditioning
- Security video cameras
- Certified service animals are welcome

Here, you'll find the most intact collection of early 20<sup>th</sup> Century buildings in Lane County, in addition to the beginning of one of Oregon's most spectacular bike trails – the famed 14-mile, paved Row River Trail, which meanders along lakes, rivers, covered bridges, scenic viewpoints, farms and picnic areas.

<sup>3</sup>Members can freely use any conference room for meetings if they're vacant and not reserved. The number of hours which can be reserved depends on the members' level.

<sup>4</sup>Lockers are available only to Personal Cubicle and Open Workspace members.

**Questions? Email [Chalice@BlackstoneInc.net](mailto:Chalice@BlackstoneInc.net) or call Chalice Savage at the Bank Building (541) 942-3870.**