

Keene Public Library Space Fee Schedule

| Space | Primary Use | Capacity | Non Public or Private Meeting |
|--------------------------|---------------|----------|-------------------------------|
| Henkel Room | Collaboration | 6 | Not Available |
| Booras | Meeting | 8 | \$20/hour, 2 hour minimum |
| Eppes | Meeting | 8 | \$20/hour, 2 hour minimum |
| Miller-Vincent Room | Meeting | 16 | \$20/hour, 2 hour minimum |
| Kay Fox Room | Meeting | 25 | \$20/hour, 2 hour minimum |
| Masiello Classroom | Classroom | 12 | \$20/hour, 2 hour minimum |
| Ruth Huntress Auditorium | Multipurpose | 75 | \$20/hour, 2 hour minimum |

There is no charge for a Public Meeting in these spaces during open library hours. 30% deposit is required on reservations totaling \$100 or more. Deposit is forfeited if canceled within seven days of event.

| Space | Primary Use | Max Capacity* | Fees |
|-------------------------|--------------|---------------|--|
| Cohen Hall | Multipurpose | 200 | \$ 150 for a minimum 3-hour booking. \$ 50/hour for each additional hour or part of an hour that the event is open. \$20/hour for set-up time and take down time and time when space is not available during library hours. Minimum \$50 deposit required at booking. Deposit is forfeited if canceled within seven days of the event. \$50 nonrefundable fee to hold space as inclement weather backup. Fee applied to rental charges if the space is used. Maintenance fee may be \$50 - \$285 per hall. Amount is dependent upon type of event and kitchen use. \$25/hour for a KPL Room Supervisor if required. \$25 - \$50 per event for use of the kitchen. |
| Heberton Hall | Multipurpose | 240 | |
| Putnam Atrium | Gathering | Est 100 | Fees will be quoted at the time of reservations. This space may only be rented when the library is closed. |
| Gallup-Minard Courtyard | Gathering | Est 125 | \$100 for a minimum 3 hour booking. This space may only be rented when the library is closed. A \$50 cleanup fee may be added to the cost of rental if the courtyard is used. |

Heberton Hall is equipped with stage lights, with basic lighting options from wall touch screen at no charge. For use of lighting board for extensive lighting options, \$100/day fee for performances & \$50/day for rehearsals.

No use fee for Public Meetings during open library hours, however a cleaning fee may be charged. Supervisor Fee may be charged for public meetings held after library hours.

*Capacity is dependent upon furniture set-up in the space.

Custom pricing packages may be available subject to approval of the Library Director.