

EVENT SPACE Use Information Sheet

Permitted uses in priority order:

1st - Library and Friends of the Library events - no use fee

2nd - City events – no use fee

3rd - Community and or private events - use fee applies - see below

Groups may charge a participant fee for their event and may sell items at the event.

No smoking is allowed in the building.

No alcoholic beverages are allowed without prior approval

of the City of Keene

Description of the facility

The facility is located at 60 Winter St., a part of the Keene Public Library campus. The areas available for use include a large hall with a stage and a kitchen and a second floor carpeted performance space with no natural light.

Photos of Event Spaces

Dimensions

Heberton Hall

38' wide x 57' long

Stage

22' wide x 19' deep

Height of stage from floor - 29 inches

Proscenium arch - 9' 3" high

Distance from top of arch to ceiling - 1 foot

Room Capacity

Heberton Hall

Chairs only - 240

Tables and chairs - 149

Stage

Chairs only - 40

Tables and chairs - 21

(Other stage configurations require prior approval of the Keene Fire Dept.)

Cohen Hall

Chairs only 240

Kitchen

There is a kitchen. Use of the kitchen is limited to counters and sinks. The applicant must provide all plates, utensils, etc. There is a refrigerator and freezer for temporary storage of food, but all food must be removed at the conclusion of the event. There are electrical outlets, and a group may bring its own coffee/tea pot etc.

Bathrooms

There are two bathrooms available on the first floor near the Heberton area. In addition, four bathrooms available on the 2nd floor in proximity to the Cohen Hall area. They are all handicapped accessible.

Parking

Currently, there is metered parking on the grounds. On-street parking and the nearby county parking lot are also metered. All meters run from 8 a.m. to 5 p.m. Monday-Saturday. Meters on the grounds are 3 hour, and on the street, 2 hours. The county lot has both 2 hour and 10-hour meters.

Air conditioning

There is air conditioning in the building.

Equipment

There are 12 tables and 300 folding chairs available in Heberton Hall and a lesser number of upholstered chairs available for use in the Cohen Hall area. There are automatic large screens and projection equipment available in

both spaces. Each event space is wired for sound. There are several wired mics and one wireless mic available. If more items are needed, the group will need to make other arrangements.

Use Fees

Once an application is approved, the fee quoted will remain in effect for that booking. The use fee includes the cost of a supervisor; however, an additional room supervisor may be required upon the discretion of library staff.

Heberton and Cohen Halls:

\$100 for three hours. Three hours is the minimum booking allowed. This covers set-up and take down time. \$35 for each additional hour. \$20 an hour for each hour of setup time. Rehearsal time will be charged at \$35 an hour. A room supervisor is included in the cost of the room, however if an additional staff member is determined, the renter will be billed at \$15 an hour to cover expenses.

Kitchen:

There is an additional \$25 fee for the use of the kitchen.

Custodial:

Custodial fees will be charged for cleaning the facility after each event. The fee is generally \$150.00 with a \$50 minimum, but depends on the specific event. The fee will be set at the time the booking is approved.

The fee covers cleaning the floors, bathrooms, and kitchen and foyer areas. Groups are responsible for wiping off chairs and tables and removing any food, beverages or trash from the building.

Scheduling

All bookings are done by contacting the Scheduling Coordinator, Colleen Swider, c/o Keene Public Library, 60 Winter St, Keene, NH 03431.

Telephone number: 352-0157

Fax number: 603-283-5656, or [contact Colleen Swider online](#)

Groups must fill out an [Event Space Use Application Form](#) and [Revocable License and Indemnity Agreement](#). The booking is not final until the forms are approved. Confirmation will be sent to the organization stating the fee and deposit requirements.

All scheduling will be coordinated with other Library operations/activities. Some events may not be approved if it is determined that activities at the Library will compromise available parking.

Prior to 5 p.m. weekdays, events may be limited to no more than 20 people, depending upon anticipated impact on parking.

From 5 p.m. until 10 p.m. weekdays and all day Saturday and Sunday, event spaces may be used to the room capacity permitted by the Keene Fire Department.

In order to make the event spaces as available as possible to the community, ongoing regular weekly or monthly meetings will not be booked. Groups will be limited to six advanced bookings. Exceptions may be made to this policy if the requested time is one that others generally don't book.

Rules for use

Supervision:

There must be an approved supervisor at all events. Library and City staff will be responsible for serving in this capacity at their own events.

Supervisors for non-city, non-Library events will be selected from a trained group of Parks and Recreation Dept. personnel.

If a supervisor is not available for the day and time requested, the event will not be approved. The fee for the supervisor is included in the use fee, unless an additional supervisor is deemed necessary by library staff.

A Certificate of Insurance must be provided naming the City as additional insured in the amount of \$1,000,000.

If alcohol is to be served, it is the responsibility of the event organizer to fill out the necessary paperwork with the City Clerk's office and obtain the necessary license and permissions.

Youth events:

If the event space is booked for a youth event, adequate adult supervision is required at all times.

Supervisor/Youth ratio:

K-3: one adult for every 20 youths.

Grades 4-12: one adult for every 25 youths.

Supervisors for youth activities are in addition to the room supervisor.

Decorations:

Fire hazardous materials such as pyrotechnics, candles and incense are not permitted on the premises. Nothing may be adhered to the painted surfaces. Participants are requested to protect the flooring from debris and damage, masking, adhesive and painters tape may not be used on flooring. Any damage to the facility or its contents will be the financial responsibility of the event organizer.

Publicity:

Groups must state their sponsorship and are prohibited from making statements in their advertising or meeting announcements that suggest Library sponsorship or endorsement. Inquiries from the public concerning a specific event will be referred to the sponsoring organization.

Neither the name nor the address of the building may be used as an official address for an organization.

All public inquiries about an event will be referred to the contact person listed on the Event Use Application Form.

Denial of use

Failure to enforce these rules will result in denial of use.

Adopted: 9/11/2019