



## Keene Public Library Policies

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<b>Use of Library Space Policy</b>	<b>Adopted: November 15, 2022</b> <b>Revised: December 19, 2023</b> <b>April 23, 2025</b>
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### **Library Space Policy Philosophy**

The Keene Public Library provides meeting rooms and event spaces available to the public, 18 years and older, for civic, cultural, educational, recreational and informational programs or meetings.

Priority is given to programs and events that are free and open to the public in the following order:

- Library and Library sponsored
- Friends of the Library
- City and Government agencies
- Community meetings, Organizations, Clubs, Businesses

Private meetings or events are permitted as space is available.

Persons and groups are welcome to use Library space regardless of beliefs or affiliations in accordance with Article VI of the Library Bill of Rights.

Use of meeting room Library spaces does not constitute Library sponsorship and/or endorsement. The Library does not advertise meetings or events held by outside groups. All advertising is the responsibility of the reserving group. Any publicity must not imply sponsorship by the Library or give the Library phone number or website as contact information. The name and address of the Keene Public Library may not be used as the official address or headquarters of an organization.

### **Liability**

The Library assumes no liability for theft or damage to property brought onto Library property or for injuries that occur as a result of actions of sponsors or participants during activities taking place in Library spaces. The individual or group reserving a space will be held responsible for the order and conduct of those in attendance and for any loss or damage to Library property. Young children accompanying adult users of the meeting room shall not be left unattended in the Library. Any abuse or misuse of facilities will be sufficient cause to deny the use of Library spaces in the future.

### **Public meetings**

A public meeting is defined as one that is non-commercial, non-soliciting in nature, open to any person who wishes to attend free of charge. Admission fees, requests for donations, and sales of materials or services are not permitted.



## Keene Public Library Policies

---

A Library sponsored event, such as an author talk or performance, may include a fee for a book, DVD or CD related to the event. Any fees must be approved by the Director or Assistant Library Director.

### Private meetings

Private meetings are defined as those where an invitation, membership, ticket or fee is required. Examples include but are not limited to:

- private social gatherings
- club meetings
- play rehearsals
- home-owner association meetings
- for-profit classes
- fundraisers

Private meetings or events are permitted to use Library Spaces and are charged a fee as described in the [Keene Public Library Space Fee Schedule](#). Fees are determined by length of time the space will be occupied, availability of staff, maintenance and special requirements.

The Library reserves the right to determine the appropriate staffing level required for a meeting or event based on the size and/or type of event.

### Special Use Rooms

The Henkel Room is available for Keene Public Library card holders in good standing for use as a collaboration space. The room is intended for a minimum of two people working together informally for a short period or individuals actively engaged in group endeavors such as tutoring or virtual meetings. The Henkel Room is located on the first floor of the main library. The space has a table and 6 chairs. The person signing into the space must be the library cardholder and assumes responsibility for the use of the room.

The Study room is available for a single person in need of quiet space for personal work, study, online exams or for use in a virtual meeting that could disturb surrounding persons. A Keene Public Library card is not required to use this space. This small room is on the second floor, adjacent to Faulkner Gallery. It contains a desk, one chair and a white board. No audio-visual equipment is available for this room.

Special Use Rooms may be booked one week in advance for one two-hour period once a week or on a first-come, first-served basis for up to two consecutive hours per day. Reservations may be forfeited to a walk-in if the reservation arrives more than 15 minutes late. The Henkel Room and Study Room are public spaces and may be entered at the discretion of staff. Only water in a covered container may be consumed in the Special Use Rooms. Food is not permitted. There is no fee charged for the Special Use Rooms.



## Keene Public Library Policies

---

### General Conditions

The use of Library spaces must not disrupt the normal functions of the Library. All present at an event must conform to the Library's Behavioral Expectations. The person in charge of the event within Library spaces will be responsible for enforcing all rules contained in the Use of Library Space Policy and for enforcing the behavior of those attending.

Library spaces are only available when the Library is open unless specified in the Available Spaces Section of this policy.

Events or meetings held outside of regular Library hours are booked based on availability of library staff.

With the exception of the Henkel Room and Study Room, Library spaces may be booked up to one year in advance. Users are allowed up to six advanced bookings at a time. Library spaces are booked on a first-come, first-served basis.

The Library reserves the right to reschedule or move confirmed reservations to accommodate Library meetings or programs. In such instances, the Library will make every reasonable effort to give ample notice and to assist the group in reserving another date or space within the library.

Library staff will not assist in room setup, configuration, or troubleshooting of personal technology devices for public or private uses that are not Library sponsored functions. Those planning to utilize the Library's projection, sound equipment, stage lights, or videoconferencing equipment should schedule an appointment with staff to preview space and sound/technology accommodations in advance of their scheduled meeting or event to confirm setup options, knowledge on how to use the equipment and compatibility of Library equipment/spaces with personally owned devices.

The Library has a limited number of tables and chairs available for meetings or events. Library owned tables and chairs are available with advance notice. Users will need to acquire banquet tables and other specialized furniture from other entities if required for the event. It is the responsibility of the meeting/event organizers to ensure that all library provided equipment and furniture are returned to their designated positions at the end of their event.

Equipment and furniture belonging to outside groups may not be stored in Library buildings without prior permission. The Library will determine when and where storage may be temporarily permitted. The Library will not assume responsibility for any personal or rented property left on the premises.

Fire-hazardous materials such as smoke machines, pyrotechnics, candles, and incense are not permitted on the premises. Nothing may be hung on painted surfaces without prior approval of the Director or Community Relations Specialist. Participants must protect the flooring from debris and damage. Masking, adhesive and painters' tape may not be used on flooring.



## Keene Public Library Policies

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Rooms must be left in an orderly condition. Refuse should be properly disposed of in designated locations. Removal of Library property and/or additional cleaning or maintenance needed beyond the scope of a normal space reservation may result in loss of future reservations.

No construction is permitted in any Library space. Users of Library spaces are prohibited from painting walls or affixing nails/screws to the walls. Assembly of stages and sets is permitted for performances within the event spaces.

Any costs incurred by the Library as a result of loss or damages by a person or group's use will be billed to the reservation holder.

All persons and organizations using the City of Keene Public Library spaces shall possess all licenses, rights, or other permissions required by law to prevent infringement and/or the unauthorized use of any trademarks, copyrights, and/or other intellectual property rights.

No smoking is allowed on library premises.

There must be a designated adult supervision at all events at the library.

Food and drink are permitted only within the space reserved for the meeting or event. Library Space users who want to serve alcohol at a meeting or event must obtain appropriate permissions. Alcohol may only be served by a catering company holding a valid liquor license together with the completion of the Off-Site Caterers Property Owners Form, or through a one-day license from the state liquor commission for non-profit organizations. Alcohol is allowed in reserved lobbies and outdoor spaces only after Library hours. Glass drinkware is not allowed in outdoor spaces. Signage will clearly designate the limits at which alcohol may be carried or consumed in outdoor spaces.

### **Keene Public Library Space Fee Schedule and Insurance**

Deposits are required for reservations totaling \$100 or more. The deposit is forfeit if the reservation is canceled within seven days of the event.

See [Keene Public Library Space Fee Schedule](#) for specific fees. Final fees will be calculated at the end of the event and must be paid within 30 days of the invoice.

Rental of Library Spaces may necessitate proof of insurance for \$1,000,000 naming the City of Keene as an additional insured. Insurance is required in the following conditions:

- events with potentially dangerous or physical activities by attendees or renters
- events with 50 or more people in attendance
- consumption of alcohol
- assembly of stages, scaffolding or other structures brought into the space
- events with high-traffic or high turn-over of attendees, such as a book sale
- full kitchen use or catering



## Keene Public Library Policies

---

- other conditions identified at the time of booking

Both the caterer and applicant must provide a certificate of liability insurance for \$1,000,000 naming the City of Keene as an additional insured when alcohol is served.

Potluck and delivery of prepared food from restaurants does not require insurance.

Any exceptions to this policy must be approved by the Library Director and may require further consultation with the Library Trustees.



## Keene Public Library Policies

### Available Spaces

Fees for private or non-public meetings can be found in the [Keene Public Library Spaces Fee Schedule](#).

Space	Description
Miller-Vincent Room	The Miller-Vincent Room is located on the second floor of the main Library. The Miller-Vincent Room is a meeting space with a table and 16 chairs. The space is equipped with a wall-mounted monitor.
Booras Room	The Booras Room is located on the first floor of the Library annex. The Booras Room is a meeting space with a table and 8 chairs. The space is equipped with a wall-mounted monitor.
Eppes Room	The Eppes Room is located on the first floor of the Library annex. The Eppes Room is a meeting space with a table and 8 chairs. The space is equipped with a wall mounted monitor.
Masiello Classroom	The Masiello Room is located on the second floor of the Library annex. The Masiello Room is setup in a classroom style for up to 12 people. The space is equipped with a wall-mounted monitor.
Putnam Atrium **	This space can be accessed by the West St. and Winter St. entrances. . Food is permitted in this area, and it is intended for patrons to use while visiting the library. The Atrium may be rented when the Library is closed to the public.
Gallup-Minard Courtyard **	This courtyard is a small enclosed outdoor area adjacent to Heberton Hall and the Putnam Atrium. It may be rented when the Library is closed to the public and is dependent on the noninterference with other events booked in adjacent spaces.
Ruth Huntress Auditorium	The Ruth Huntress Auditorium is located in the basement of the main library. This space is a theatre-style room with fixed seating for 75 and a pull-down screen. The space is suitable for lectures, films or presentations. This space does not have windows.
Heberton Hall **	Heberton Hall Event Space is a large first floor room in the Library Annex with a stage and hardwood floor that is suitable for public meetings and private events such as dances, plays or concerts. A catering kitchen is adjacent.
Cohen Hall**	Cohen Hall Event Space is located on the second floor of the Library Annex and is suitable for public meetings, films, concerts, and performances. This space does not have windows.
Kay Fox Room	An open space with columns adjoining the Auditorium. This space is designated a Family Place Library area for children and their caregivers but may be available for booking when not in use for library programming.



## Keene Public Library Policies

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\*\* Please see the [Keene Public Library Event Space Information Sheet](#) for more details about the rules which govern the use of Heberton Hall, Cohen Hall, and Kitchen Facilities.

All bookings are done by contacting the Keene Public Library Scheduling Coordinator, c/o Keene Public Library, 60 Winter St., Keene, NH 03431. Phone number 603-352-0157 .

### **Links to Information, Forms and Agreements**

Keene Public Library Space Fee Schedule

[Keene Public Library Event Space Information Sheet](#)

[Meeting Room Reservation Form for Ruth Huntress Auditorium, Booras Room, Eppes Room, Henkel Room, Masiello Classroom, and the Miller-Vincent Room](#)

[Event Space Rental Application for the Putnam Atrium, Gallup-Minard Courtyard, Heberton Hall and Cohen Hall](#)

[The City of Keene Revocable License and Indemnification Agreement](#)

[The City of Keene Alcohol Revocable License and Indemnification Agreement](#)

The Keene Public Library Room Request Form – Assumption of Responsibility [coming soon]

[The State of New Hampshire Liquor Commission One Day Official Signature Sheet](#)

[The State of New Hampshire Liquor Commission Off-Site Caterers Property Owners Form](#)