

## Keene Public Library Space Fee Schedule

Space	Primary Use	Capacity	Non Public or Private Meeting
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 & take down time & 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 as inclement weather backup. Fee applied to rental charges if the space is used. Maintenance fee \$50 - \$285 per hall, varies upon type of event & 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 quoted at reservations. Available only when library is closed.
Gallup-Minard Courtyard	Gathering	Est 125	\$100 for a minimum 3-hour booking. Available only when library is closed. \$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.