

Keene Public Library Event Space Information Sheet

Keene Public Library Spaces are governed by the Keene Public Library Use of Space Policy adopted on Month Day, 2022. This Information Sheet provides additional details about the use of Heberton Hall, Cohen Hall, Putnam Atrium, Gallup-Minard Courtyard, and the Kitchen Facilities.

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

1. Groups must fill out all appropriate forms for the rental. The Scheduling Coordinator will provide the group with the forms. The booking is not final until all forms are approved. Confirmation will be sent to the organization stating the fee and deposit requirement.
2. All groups using Heberton Hall or Cohen Hall will be responsible for enforcing all rules listed in the Events Spaces Policy and the Event Space Use Information Sheet.
3. 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.
4. You may bring furniture and or tents into the Gallup-Minard Courtyard. Tent must be properly secured with weights rather than stakes. Size and location of tents in the space must be approved by library staff.
5. Any furniture or equipment brought into the courtyard should be for minimum amount of time so as to not interfere with Library user's access. The library cannot prevent the public from using furniture in the courtyard during library open hours.
6. Courtyard doors to Heberton Hall may not be propped open because this would impact HVAC system.
7. The Gallup-Minard Courtyard gate must always remain unlocked, but the gate may be closed when an event takes place after the library is closed.
8. A Fire Prevention Officer may be called in to discuss event plans, inspect spaces before events or have officers present at the event.

The following Space specific information is provided for planning purposes for Heberton Hall and Cohen Hall:

Heberton Hall Dimensions	38' wide x 57' long
Heberton Hall Stage Dimensions	22'w x 19' deep Height of stage from the floor – 29 inches Proscenium arch – 9'3" high Distance from top arch to ceiling – 1 foot
Heberton Hall Room Capacity	Chairs only – 240 people Tables and chairs – 149 people
Heberton Hall Stage Capacity	Chairs only – 40 people Tables and chairs – 21 people
Cohen Hall Dimensions	27'wide x 42' long

Cohen Hall Capacity	Chairs only – 240 people Tables and Chairs – 149 people
Kitchen	There is a kitchen adjacent to Heberton Hall. Use of the kitchen is limited to counters and sinks. The applicant must provide all plates, utensils, etc. There is a refrigerator, freezer, and warming oven for temporary food storage, but all food must be removed after the event. Due to Library Programs, the refrigerator may not be available for all events. There are electrical outlets, and a group may bring its own coffee/teapot, etc. At times, the kitchen may be a space shared with other event bookings.
Bathrooms	There are two multi-stall gendered bathrooms available on the first floor near the Heberton area. In addition, four single-use non-gendered bathrooms are available on the 2nd floor in proximity to the Cohen Hall area. All handicapped accessible.
Parking	There is metered parking on the library premises. 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 premises are 3 hours, and are 2 hours on the street. The city lot has both 2-hour and 10-hour meters.
Air Conditioning	The Event Spaces are air-conditioned
Chairs and Tables	Twelve tables and 300 folding chairs available in Heberton Hall. Approximately 40 upholstered chairs available for use in the Cohen Hall area. If more items are needed, the group will need to make other arrangements.
Audiovisual Resources	There are automatic large screens and projection equipment available in both Heberton Hall and Cohen Hall. Each event space is wired for sound. There are several wired mics and wireless mics available for use.
Hearing Assistance System	A Hearing Assistance System is available for both Heberton Hall and Cohen Hall.
Heberton Hall Stage Lights	Heberton Hall is equipped with stage lights. Groups using the space will have access to a basic set of lighting options on a wall touch-screen at no charge. Fee information for use of lighting equipment can be found in the Library Space Fee Schedule.
Custodial	Custodial fees will be charged for cleaning the facility after each event and space used. Fee information can be found in the Library Space Fee Schedule. 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. A cleanup fee will be added to the cost of rental if the courtyard is used.