



# LIBRARY POLICY

	TITLE	PRINT DATE 7/25/2016
	ALCOHOL IN THE LIBRARY POLICY	ADOPTED DATE 7/28/2016
REVISION		REVISED DATE
		REVIEW DATE

## POLICY

Under certain limited events and circumstances, the library may elect to have alcoholic beverages delivered to and sold at retail in a building owned by the Library District. This policy governs when, and under what circumstances, alcohol delivery and sale may take place. See also: Meeting Room Policy; Meeting Room Application and agreement; Patron Behavior in the Library Policy; Personnel Policy.

## PURPOSE

For all events where alcohol will be delivered, served and/or sold the following policies and procedures apply:

1. Alcohol may only be delivered to the library and sold at retail during three types of events:
  - a. Fundraising events.
  - b. Cultural programming held at the library.
  - c. Educational programming held at the library

## SCOPE

Applies to: basis for approval; required documentation; application process.

## PROCEDURAL CONTROL

CIRCULATION - ADULT SERVICES -X YOUTH SERVICES - COMPUTER LAB MONITORS

2. The delivery, sale and consumption of alcohol at the event must be limited to event attendees. The general public (those who are not at the library for the event) must not be able to access the event or program where alcohol is served.

3. Alcoholic beverages cannot be consumed outside of the event area.

4. Those serving alcohol must make sure that no alcohol is sold, distributed or consumed by those persons under the age of 21.

5. Dram shop insurance, to the maximum coverage limits allowed, must be purchased and proof of insurance must be on file with the library director at least 36 hours prior to the event.

6. The Library Board must approve each event where alcohol will be delivered, served and/or sold. In order to obtain such approval:

- a. The attached application addendum must be filled out and turned into the Library Director at least 3 days prior to a regularly scheduled Board Meeting.
- b. The approval of the delivery and sale of alcohol at the event will then be put on the Board's Agenda and voted on, after discussion, at the meeting.

All attendees in the Library will be provided with service within the limits of the general operation of the Library, but the Library and the Board do not assume responsibility for damages or loss suffered in rented space, nor the cost of insurance coverage. Such costs, losses, damages, etc., are specifically to be the responsibility of the organization or individual conducting the event.

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**Event Application**  
**(Where Alcohol will be Served/Sold)**

Name of the Event: \_\_\_\_\_.

Contact Person (Name, Address, Phone Number and Email):

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Please check what type of event this is:

Fundraising Event     Cultural Event     Educational Event

Where do you propose this event is to be held (meeting room, library grounds, library barn)?

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Are admission tickets going to be sold ahead of time or at the door?

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How does the availability of alcoholic beverages enhance this event?

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You will need to provide dram shop insurance liability coverage that specifically names holds the public library district harmless from all financial loss, damage or harm for this event. What is the cost of that coverage, what are the policy limits proposed by the policy and who is your insurance agent? If you have a copy of the proposed policy, please attach it.

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Who will be serving the alcoholic beverages and what steps are you taking to make sure that no alcohol will be served, distributed or consumed by persons under the age of 21?

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This application will be discussed at the next regular meeting of the library board as an agenda item. The next meeting of the board is on :\_\_\_\_\_. Library board meetings are open to the public and we invite you to come so that you may answer questions prior to our vote.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Library Board of Trustees:  Approved  Denied Date \_\_\_\_\_

\_\_\_\_\_  
President, Library Board of Trustees

