



ALCOHOLIC BEVERAGES POLICY

The Board of Library Trustees recognizes that, from time to time, it may be appropriate to allow alcohol to be served in the Library during Library fundraising events or during programs of a cultural or educational nature.

The Board may allow delivery or sale or serving of alcoholic beverages in the Library subject to the following:

- A. Alcoholic beverages may be permitted only at Library fundraising events or programs of a cultural or educational nature.
- B. Serving alcoholic beverages at any event must be approved in advance in writing by the Library Director.

Who may serve alcohol?

- A. Alcohol may be served by third party vendors/caterers/program sponsors.
- B. Alcohol may be served by Library Staff or volunteers who are approved by the Library Director.

Where may alcohol be served?

Alcohol may be served within an enclosed or controlled space, such as a meeting room or conference room, provided as there is a means by which to:

- 1. Prevent access to the general public;
- 2. Prevent alcohol from being removed from the premises by attendees;
- 3. Prevent the sale or distribution of alcohol to persons under the age of 21.

Liability Insurance

- A. The Library Director shall assure that the Library maintains dram shop liability insurance in maximum insurance coverage limits.
- B. Third party vendors/caterers/program sponsors shall maintain dram shop liability insurance in maximum insurance coverage limits. Proof of such insurance shall be provided. The Library shall be named as an Additional Insured on such coverage.



Library Rules and Regulations

All Library rules and regulations shall remain in effect at all times.

Local Laws

The Library and third party vendors/caterers/program sponsors shall comply with applicable local laws and ordinances and obtain applicable permits and licenses.

Application to Serve Alcoholic Beverages

A third party vendor/caterer/program sponsor shall submit an Application To Deliver/Serve Alcoholic Beverages in a form to be provided by the Library (see attached Application).

Reservation of Rights

The Board reserves all rights and discretion with respect to enforcing this Alcoholic Beverages Policy.



Application to Deliver/Sell/Serve Alcoholic Beverages

Applicant: _____

Date(s) of event/program: _____ Start Time: _____ End time: _____

Location: _____

Name of event/program: _____

Contact person: _____

Phone: _____ Cell Phone: _____

Email: _____

Description of alcoholic beverages to be served at the event: _____

Estimated attendance: _____

Describe cultural or educational purpose: _____

Please initial the following statements:

___ I have read and agree to comply with the Library District's **Alcoholic Beverages** Policy.

___ I will abide by and comply with all Library District rules and regulations.

(Print Name)

(Signature)

Date: _____