

Alcohol Policy

Revision Control

- Original Approved by LPLD Board January 23, 2017

I. Introduction

This Alcohol Policy (“Policy”) is adopted pursuant to the Illinois Liquor Control Act of 1934, 235 ILCS 5/1 *et seq.* (“Act”), to allow the delivery and sale of alcoholic liquors at any building owned by the Lincolnwood Public Library District (“Library”) during fundraising events or programs of a cultural or educational nature, with advance approval by the Library Board of Trustees (“Board”). The Act authorizes the delivery and sale of alcoholic liquor in a building owned by the Library (“Building”) in accordance with this Policy. This Policy governs when and under what circumstances alcoholic liquors may be delivered to and sold at retail in Library Buildings.

II. Application

Persons or entities interested in hosting a fundraising event or program of a cultural or educational nature (“Applicant”) may apply to the Library Director for permission to authorize the delivery or sale of alcohol in a Library Building, using the application form attached hereto as Exhibit 1. The Board is authorized to approve the applications for alcohol delivery and sales that conform to the requirements of this Policy.

III. General Terms and Conditions

The following regulations apply to the delivery and sale of alcoholic liquor in any Library Building:

- A. The delivery and sale of alcoholic beverages in Library Buildings is limited to fundraising events or programs of a cultural or educational nature.
- B. The Library reserves the right for its staff, contractors, and representatives to refuse the distribution or sale of alcohol to any guest who appears to be intoxicated, inebriated or impaired due to alcohol consumption.
- C. The delivery, sale, and consumption of alcohol must take place in a restricted area in the Library Building that is inaccessible to the general public during the event or program. Alcohol may not be removed from the restricted area.
- D. The delivery or sale of alcohol to persons under the age of 21 is prohibited.
- E. Alcohol may be served by third party vendors/caterers/program sponsors, or by Library Staff or volunteers who are approved by the Library Director.
- F. Attendees are prohibited from bringing outside beverages to the event.

IV. Insurance

The following regulations apply to the insurance coverage pertaining to the Policy:

- A. The Library Director shall ensure 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 so as to hold harmless the Library from all financial loss, damage, or harm. Proof of such insurance shall be provided with the Library named as an Additional Insured on such coverage.

V. Underage Enforcement

To prevent underage drinking, the Applicant will check acceptable forms of identifications which will include the following: a valid current driver's license or photo ID card issued by the Illinois Secretary of State's Office or any other State; a valid Armed Forces ID; a valid U.S. passport or foreign passport (with U.S. travel visa) containing the holder's photograph; or other appropriate forms of identification acceptable under the Illinois Liquor Control Act.

VI. Compliance with Laws, Including State and Local Licensing Laws

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail. The Applicant must comply with all federal, state, and local laws, and obtain any required state or local liquor licenses.

VII. Reservation of Rights

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

Exhibit 1 - Application for Delivery and Sale of Alcohol in the Library Building

- 1. **Applicant Name:** _____
- 2. **Applicant Address:** _____
- 3. **Applicant Phone:** _____
- 4. **Applicant Email:** _____
- 5. **Proposed Event**
 - a. **Event Name:** _____
 - b. **Description:** _____

 - c. **Type of alcohol:** _____
 - d. **Start/End Time:** _____
 - e. **Type of Event:** Fundraising Cultural Educational
(Circle one)

- 6. **Please state how Applicant will comply with the following requirements during the event.**
 - a. Restrict alcohol to an area in the Library Building that is inaccessible to the general public during the event;
 - b. Prohibit the removal of alcohol from the venue;
 - c. Prevent the sale or distribution of alcohol to persons under the age of 21.

Exhibit 1 - Application for Delivery and Sale of Alcohol in the Library Building

7. **Certificate of dram shop liability insurance** in maximum insurance coverage limits so as to hold harmless the Library from all financial loss, damage, or harm. The Library must be named as Additional Insured.

Attached: Yes _____ No _____

8. **Copy of state and local liquor licenses** as applicable.

Attached: Yes _____ No _____

9. The undersigned Applicant has read and fully understands and agrees to comply with the Library Alcohol Policy, as well as all federal, state, and local laws.

Print Name: _____

Signature: _____

Date: _____

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For office use only

Approved by Library Director: _____

Date: _____

Approved by Library Board: _____

Date: _____