

WHITE OAK LIBRARY DISTRICT

Alcohol Policy

The White Oak Library District seeks to make our libraries the cultural hub of their respective communities. Our mission statement challenges library staff to provide timely programming, opportunities for lifelong learning, and to fearlessly explore new opportunities. As such, the White Oak Library District Board of Trustees recognizes that from time to time it may be reasonable and beneficial to allow alcohol to be served in our libraries or on District property during fundraising events or during programs of a cultural or educational nature.

Illinois Public Act 99-0559 States:

Alcoholic liquors may be delivered to and sold at retail in any building owned by a public library district, provided that the delivery and sale is approved by the board of trustees of that public library district and is limited to library fundraising events or programs of a cultural or educational nature. Before the board of trustees of a public library district may approve the delivery and sale of alcoholic liquors, the board of trustees of the public library district must have a written policy that has been approved by the board of trustees of the public library district governing when and under what circumstances alcoholic liquors may be delivered to and sold at retail on property owned by that public library district. The written policy must (i) provide that no alcoholic liquor may be sold, distributed, or consumed in any area of the library accessible to the general public during the event or program, (ii) prohibit the removal of alcoholic liquor from the venue during the event, and (iii) require that steps be taken to prevent the sale or distribution of alcoholic liquor to persons under the age of 21. Any public library district that has alcoholic liquor delivered to or sold at retail on property owned by the public library district shall provide dram shop liability insurance in maximum insurance coverage limits so as to save harmless the public library districts from all financial loss, damage, or harm.

Therefore, the White Oak Library District Board of Trustees hereby establishes this policy with the following parameters set forth:

I. When alcohol is allowed

- A. The serving of alcohol will only be permitted at District events or at events that are co-sponsored by the District and another entity.
- B. The serving of alcohol will not be permitted at any event unless first pre-approved by the Director, in compliance with this policy.
- C. Outside groups or individuals conducting a meeting or event at our libraries are not allowed to serve alcohol while using our meeting spaces unless the event meets the criteria set forth previously in Section I.

II. Where alcohol is allowed

- A. Alcohol may be served at pre-approved events held within an enclosed or controlled space, such as a meeting room or conference room or throughout a

District facility or its grounds so long 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, and (3) steps are taken to prevent the sale or distribution of alcohol to persons under the age of 21.

III. The serving of alcohol

- A. Alcohol may be served at pre-approved events by catering staff secured for such purpose by the District.
- B. Alcohol may be served at pre-approved events by any library staff member or volunteer who is of legal age and designated by the Director to do so.

IV. Allowable event types

- A. Approved events may include but will not be limited to fundraisers, book discussion group meetings, programs discussing alcohol within the cultural heritage of a group, or educational programming intended to broaden the understanding of a topic relating directly or indirectly to alcohol.

V. Liability Insurance

- A. The Illinois Liquor Control Act of 1934 [235 ILCS 5/6-21(a)] requires the Illinois Comptroller to determine each year the liability limits for causes of action brought under the Act.
- B. Per Illinois Public Act 99-0559, when serving alcohol the District must provide liability insurance with a coverage limit that saves harmless the District from all financial loss, damage, or harm under the maximum liability limits set forth in the Illinois Liquor Control Act of 1934.
- C. The District's liability insurance coverage is determined annually. The Director shall ensure that said liability insurance meets the parameters set forth in this policy before approving any programs or events where alcohol is to be served.

VI. General Rules and Restrictions

- A. All rules put forth in other District policies shall remain in effect during events where alcohol is served. This includes but is not limited to the *Meeting Room Policy*, the *Patron Behavior Policy*, and the *Personnel Policy*.
- B. Purposely deceiving District staff in order to unlawfully gain access to an event where alcohol is served is a crime and will be reported to the proper authorities.

This policy is not all-inclusive; approval of individual situations not described here will be determined by the Director. Waiver of any prohibitions in this policy may be requested by written application directed to the Library Board of Trustees.

Approved by the Board of Trustees on August 23, 2016