



Alcoholic Beverages Policy

Purpose

The Board of Library Trustees (the Board) recognizes that, from time to time, it may be reasonable and beneficial to allow alcohol to be served in Library facilities or on Library property during fundraising events or programs. In compliance with Illinois law (235 ILCS 5/6-15), the Board establishes this Alcoholic Beverages Policy.

1. When alcohol may be allowed

- a. The serving of alcohol will be permitted only at Library events/programs (Events) co-sponsored by the Library.
- b. Events may include, but are not limited to, Library fundraising events and cultural or educational programming for adults.
- c. The serving of alcohol will not be permitted at any Events, unless pre-approved in writing by the Director.
- d. Outside groups or individuals conducting a meeting or events are not allowed to serve alcohol on Library property.

2. Where alcohol may be allowed

- a. Alcohol may be served at pre-approved Library Events held within an enclosed and controlled space, such as a meeting room or conference room. Such Events shall be accessible only to designated attendees, not the general public.
- b. Alcohol may be served at an Event as 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.

3. Who may serve alcohol

- a. Alcohol will be served only by individuals of legal drinking age who have received Beverage Alcohol Sellers Education and Training (BASSET).
- b. Alcohol may be served by BASSET trained catering staff secured for such purpose by the Library.
- c. To prevent underage drinking, the Library will check identification of all attendees at an Event where alcohol is served. Only forms of identification acceptable under the Illinois Liquor Control Act are acceptable.

4. Insurance

- a. When serving alcohol, the Library will provide liability insurance with a coverage limit that saves harmless the Library from all financial loss, damage, or harm under the maximum liability limits set forth in the Illinois Liquor Control Act.
- b. Annually, the Director shall ensure that the Library's liability insurance coverage meets the requirements stated.

5. General Rules, Regulations and Policies

- a. All Library rules, regulations and policies shall remain in effect during Events where alcohol is served including, but not limited to, the Meeting Room Policy and the Library Code of Conduct.
- b. This Alcoholic Beverage Policy is not all-inclusive. The Director may determine approval of individual situations. Waiver of any provisions in this Policy may be requested by written application to the Board.

Approved by Board: 2/10/2021
Revised: 4/10/2024