

I. Introduction

The Board of Library Trustees of the Geneva Public Library District realizes that occasionally it may be appropriate to allow alcoholic liquor to be served in the Library during fundraising events or during programs of a cultural or educational nature sponsored by the Geneva Public Library District (Library), the Friends of the Geneva Public Library (Friends), or the Geneva Library Foundation (Foundation).

This Alcoholic Liquors 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 Library during fundraising events or programs of a cultural or educational nature. Advance approval by the Library Director is required. 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 liquor may be delivered and sold in Library Buildings. All Library rules and regulations shall remain in effect at all times.

II. Application

Serving alcoholic liquors at any event must be approved in advance in writing by the Library Director. The Library Director is authorized to approve requests for delivery and sale of alcoholic liquor that conform to the requirements of this Policy. The Friends or the Foundation shall submit a request in a form to be provided by the Library (see attached Application).

III. Terms and Conditions

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

- A. The delivery and sale of alcoholic liquor in Library Buildings is limited to fundraising events or programs of a cultural or educational nature sponsored by the Library, Friends or Foundation.
- B. The Library and/or Applicant reserves the right to refuse the delivery or sale of alcohol liquor to anyone who appears to be intoxicated, inebriated, or impaired.

- C. The delivery, sale, and consumption of alcoholic liquor must take place in a restricted area in the Library Building that is inaccessible to the general public during the event or program, such as a meeting room or conference room.
- D. Alcoholic liquor may not be removed from the restricted area.
- E. The delivery or sale of alcoholic liquor to persons under the age of 21 is prohibited.
- F. Attendees are prohibited from bringing beverages to the event.
- G. Library staff may not serve or deliver alcoholic liquor.
- H. The Friends and Foundation shall comply with applicable local laws and ordinances and obtain applicable permits and licenses.
- I. Delivery or sale of alcoholic liquor may be done on a per drink basis, e.g., \$7 for a glass of wine, or via drink tickets in exchange for a donation, e.g., two drink tickets in exchange for a \$10 donation.
- J. This Policy does not apply to events or programs where unopened containers of alcoholic liquors are provided, e.g., a gift basket containing unopened wine. Approval of such events or programs, by the Library Director, however, is required.

IV. Liability Insurance

- A. The Library Director shall assure that the Library, Friends or Foundation maintains liability insurance in accordance with the Act.
- B. Proof of liability insurance shall be provided by the Friends or Foundation. The Library shall be named as an Additional Insured on liability insurance coverage provided by the Friends or Foundation.

V. Reservation of Rights

The Board of Library Trustees reserves all rights and discretion with respect to enforcing this Alcoholic Liquor Policy.

Approved by the Board of Trustees
Geneva Public Library District
March 22, 2018